



Microsoft Publisher 2010 Handout

Publisher 2010 is desktop publishing software to design and produce professional publications allowing you to combine text, graphics, illustrations, and photographs. You will learn how to create a publication in Publisher and explore the various elements to create a polished publication.

Using Microsoft Publisher you're able to create variety of publications such as: Brochures, Flyers, Newsletters, Memos, Greeting cards, Postcards, and Envelopes.

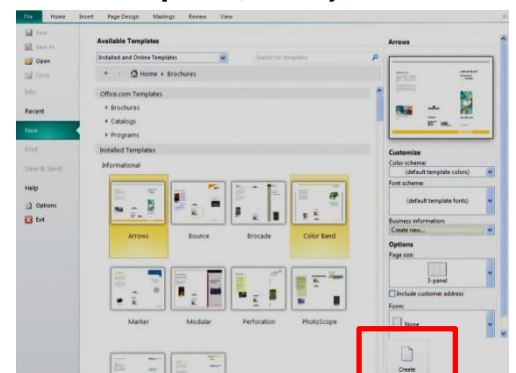
Publisher offers a wide variety of publication types, including preset designs that control the layout and formatting of the publication.

Go to the **START MENU > Programs > Microsoft Office > Microsoft Publisher** to open Publisher. When you start Publisher the **Available Templates** screen appears by default. You will notice that the opening screen is really a catalog of possible publication types. This Window is divided into four areas:

- Publisher toolbars and the **Search for templates** box on the right of the window
- **Most Popular & More Templates** categories are shown on the main page
- **My Templates** on the main window lists your customized templates you've created
- **Popular Publication Types** are in the center of the window

When you **click** a publication category (*Brochures*) from the **Most Popular**, then you can use the scroll bar to scroll through available brochure publications.

- Click **Installed Templates** - listed are different designs installed with Publisher 2010.
- Click **Blank Designs** - templates you can use are listed at the bottom of the page.
- Click a publication design (Brochures). When you select a publication, Publisher displays a preview of the design in the upper right-hand corner.
- You have the option to further **Customize** a design's color scheme or fonts using the **Options** below the preview.
- Click **Create**

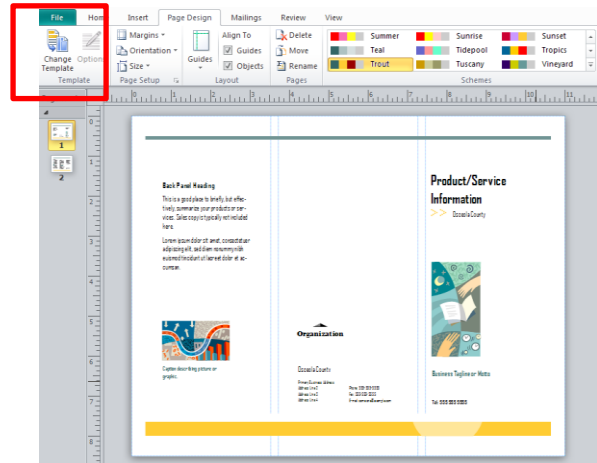


A new window will come up that shows the brochure you selected and various tools on the top and left side of the screen.

The creation of Ribbon functionality fundamentally changed the way you work in Publisher compared to earlier versions of the program starting with Publisher 2007. The program is made up of different tabs identifying what each ribbon does. Each tab is organized into related **Ribbon Groups** with commands and tasks specific to the work you do in Publisher.

For example, on the:

Page Design ribbon displays options for changing the page elements of your publication. You can click the **Change Template** button on the **Page Design** ribbon to view other templates you can apply to the same publication.

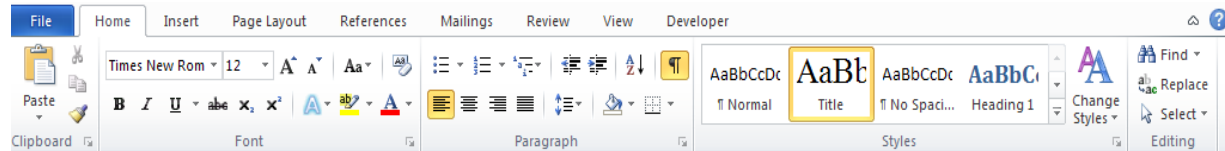


Publisher toolbars

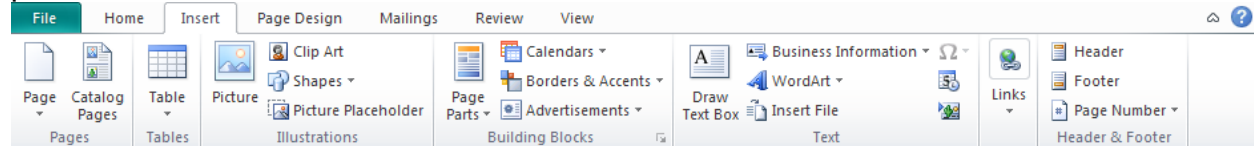
You see numerous **Ribbons** with title **Tabs** in Publisher that groups all the related tasks together:

Home Ribbon, commands used for writing editing are then grouped together in the **Font Group**, **Paragraph Group**, **Styles Group** and **Editing Group**.

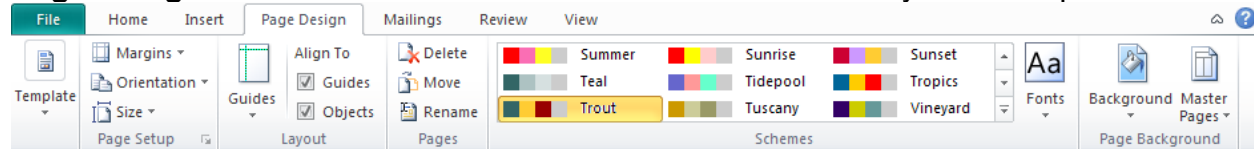
Home Ribbon- contains the most used tools for use with Publisher 2007.



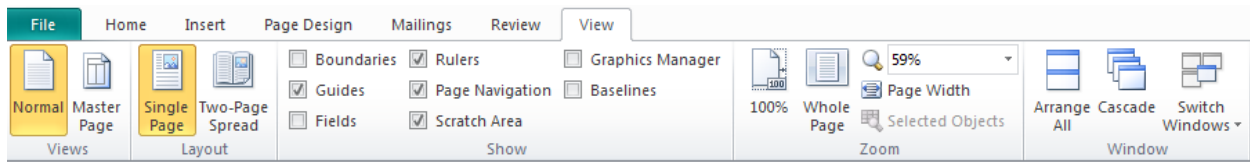
Insert Ribbon- contains commands that are associated to inserting an object into the publication.



Page Design Ribbon- contains command associated to the layout of the publication.



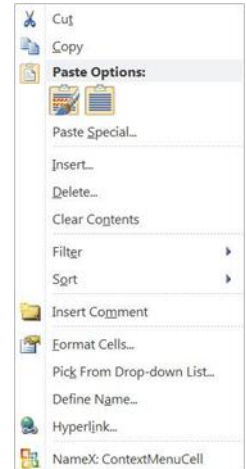
View Ribbon- contains command associated to the layout of the publication.



The new version of Microsoft Publisher also has:

Context Menu – A context menu (also called contextual or shortcut menus) is a menu that appears following some user interaction, usually as a right mouse click operation.

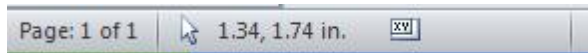
Mini Toolbar —the mini toolbar appears whenever you select text. Although this may happen rarely when you're editing cells in Excel, it does happen frequently when you are working with charts, text boxes, and so on. The Mini toolbar offers quick access to font, size, bold, italics, alignment, color, indenting, and bullets formatting without switching to the Home Tab.



The Mini Toolbar and the Context menu always appear together when you work with shapes, text and cells containing text or numbers.

Status bar – located at the bottom of the window and displays Excel's current mode, such as **Ready or Edit**, and identifies any special keys you press, such as Caps Lock. It also contains the different **View** buttons to switch how you view the

worksheet, and a **Zoom control**.



Specify a magnification

You can use the **Zoom** feature to control the magnification of your publication. Click any object on this page. Publisher surrounds it with selection handles.

Click the **Zoom** button on the **Standard** toolbar



Click a percentage or click the **Zoom** buttons multiple times to change the level of magnification.

Add or edit text

- Click the text object you want to edit
- Type your own text
- Click anywhere outside of the text object to deselect the text

Add a New Text Box

- Click the **Add Text Box** button on the **Home Ribbon**
- Click and drag the text box to the size you want to insert
- Type the text that you want to insert into the text box
- Apply formatting to the text
- Click anywhere outside of the text object to deselect the text box

Publisher provides two ways for creating a new publication:

- Blank publication
- Publication from a design

Composing and designing publications from scratch is a difficult process for many people, Publisher provides design templates to assist in publication preparation.

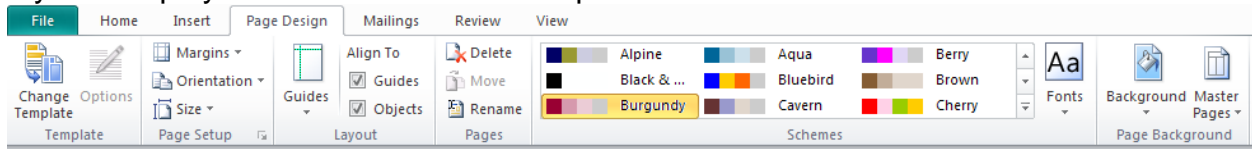
Create a New Blank Publication

- Click **File> New**
- Click **Blank Page Sizes** in **Publication Types** list
- Click a page size
- Click **Create**

We will create a publication using a pre-designed template from Publisher.

- Click **File> New**
- Click **Advertisement** in the **More Templates** area
- Click **Art Emphasis**
- Click **Create**

Flyer is displayed in the Publisher workspace.



The *Page Design* ribbon displays links to *Page Setup*, *Layout Options*, *Color Schemes*, *Font Schemes*, *Background Options*, as well as options to *Change Template* designs.

- Click **Schemes** and select *Aqua* in the to apply a color scheme.
- Click **Font** schemes
- Scroll down in the **Built-in** list and select the **Civic** option.

Most of the templates in Publisher come with placeholder text already inserted into text boxes. A Text box is an object in a publication, designed to hold text in a specific shape, size, and style.

You can also place text boxes on the page using the **Draw Text Box** button on the **Home Ribbon**.

To replace text supplied by the template, click the placeholder text and then enter the new text.

Within text boxes you can edit the following properties: font, spacing, alignment, fill color, and margins, among others.

Now we replace the text in the heading.

- Click **Use This Space** at the top of the flyer
 - The text box is displayed with its text selected.
- Type ***Metro University Student Work Job*** in the text box.
- Type ***Flexible Hours*** in the next text box and then press **Enter** key.
- Enter the remaining lines of text:
 - ***Paid training***

- **Competitive hourly wage**
- **Regular raises**

Click the text box on the left to select it and replace the phone number.
Type **Call Megan at 555-0455** and press the **Enter** key.

Right click the *Osceola County* text box and click **Delete object** on the short cut menu.
Type **University Library- Now Hiring**

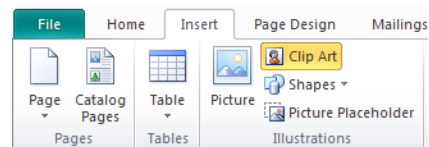
Delete **List your hours** text in the box above the graphic
Type: **The University Library is looking for student workers with experience in word processing, desktop publishing, or computer applications.**

We will illustrate our flyer with Artwork from Publisher's Clip Art collection. You see a graphic on the flyer. A graphic is any object in Publisher other than a text box.

We will replace the picture using the **Clip Art** task pane.

Double-click the graphic of the boat.

- Click on the **Insert Ribbon Tab**, in the **Illustrations Group** click on **Clip Art**
- When the **Clip Art** task pane is displayed type computer in the **Search for text** box.
- Click **Go** button.
 - Publisher will display a list of clip art that match the description, *computer*.
- Click the desired picture in the task pane. Publisher inserts the clip art into the publication
- Close the **Clip Art** task pane.



You can change the size of objects to fit your needs.

- Click the picture box
 - Publisher selects the box with eight small circle handles within its boundary at each corner and middle location. The mouse pointer changes to a two-headed arrow when it is positioned over a handle.
- Click on and hold the left mouse button one of the small circles in one of the corners of the picture box
- Now move the mouse to resize the object or picture to your liking.
 - Always resize a picture from a corner in order to keep the picture proportional.
You can also use the keyboard arrow keys to better position on the publication.

We will change the color of the picture.

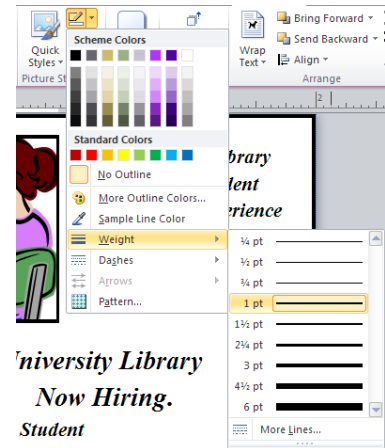
Click the picture

- Select **Picture Tools Format Picture tab**
- In the **Adjust Ribbon Group** click **Recolor**
- Move down the drop down menu and click the desired variation to change the picture
- Click our side of the picture to reset it

- In the Adjust ribbon group you also able to adjust the contrast and brightness as well

You can add a border to any object in publication, including text boxes, clip art, and pictures.

- Click the picture.
- Click the Select **Picture Tools Format Picture tab**
- In the Picture **Styles Ribbon Group** click the icon that resembles a pencil with a dark line under it
- Move down the menu to **weight**
- Slide the mouse to the right and choose a desired line style
 - Publisher applies the border to the object.
- You can also change the color of any border or line using one the color schemes from the drop down menu



To Preview a Publication:

- Click the **File** tab on the ribbon
- Select Print
- The preview of the publication appears in the right pane
- Use the Zoom slider to fit the preview in the window

To Print a Publication:

- Click the **File** tab on the ribbon
- Select Print
- Choose the desired printer setting if needed

Save your publication. In the **File name** type **Student work job flyer**.
Print the flyer.