

Microsoft Publisher 2010



Microsoft Publisher is a desktop publishing application which allows you to create artistic documents such as brochures, flyers, and newsletters. Many of the commands and toolbars in Publisher are similar to other Microsoft Office applications, so new users will find text editing familiar. However, Publisher is much more flexible, in that text, graphics and even tables are all independent elements. It is the precise maneuvering and positioning of these elements that enable complicated layouts to be achieved in a professional manner.

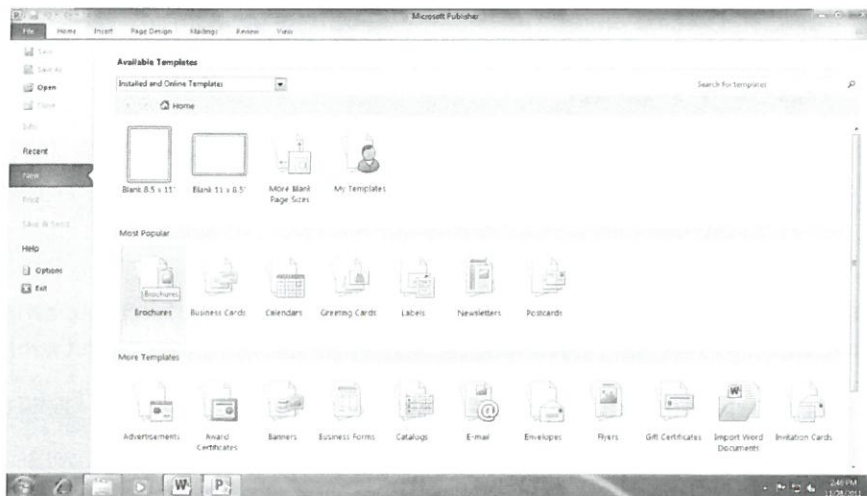
In this tutorial, learn how to:

- Adjust margins
- Resize, move, align, nudge, and delete objects
- Insert and work with graphics in your publication
- Wrap text around an object or graphic
- Use ruler guides
- Set up and work with columns
- Create and link text boxes
- Resize and position objects with precision
- Add borders and color
- Begin from scratch or work from a pre-designed template
- Change color, font, and design schemes

OPENING PUBLISHER

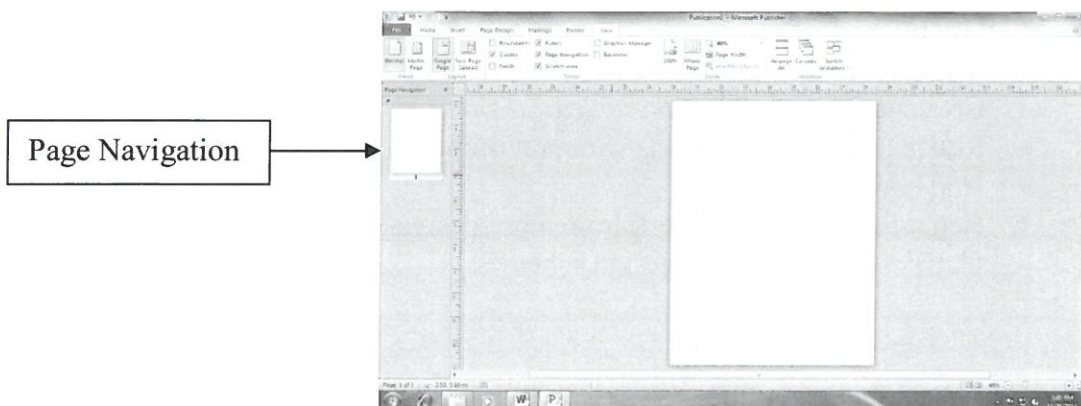
To open Microsoft Publisher, double-click on the **Microsoft Office Publisher 2010** icon located on your task bar. If not located on your task bar, click the **Start** button, go to **All Programs**, and lastly the **Microsoft Office** menu.

The lefthand side of the opening screen contains the task pane, from where you will select the type of publication you want to create. You can choose to open one of Publisher's many pre-designed publications and replace the text and graphics with your own information, or you can use a blank publication to create a publication from scratch.



WORKING ON THE PUBLICATION

Open a Blank page, choose Blank (Portrait) 8.5" X 11"; Double click to open. A blank document opens. As the page navigation is not required at the moment, click on **the page 1 of 1** at the bottom of the screen, it will hide it. Save the document as Microsoft Publisher Demo.



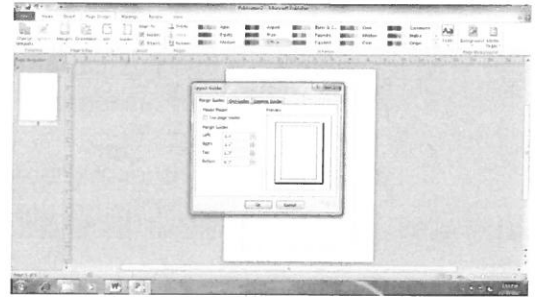
MARGIN GUIDES

Observe the "non-printable" blue margin guides; these appear on every page and determine the working area. The content of the publication is placed within these guides to ensure a consistent layout. If required, the guides can be changed, and additional ones displayed to form a grid.

Note: Before beginning a publication it may help to sketch a rough copy of the layout on paper--this will help you to plan where to place the layout guides.

INCREASING OR DECREASING THE WORK AREA

1. Click on the **Page Design Tab** on the ribbon.
2. Choose the Margin drop down arrow; Custom margins and enter these new measurements: Left/Right margin 1.10; Top/Bottom .7
3. If the publication is going to contain columns, click on the **Grid Guides** tab and add the appropriate number of columns under **Column Guides**. (You will not be using columns for this assignment.)
4. Click on **OK**.



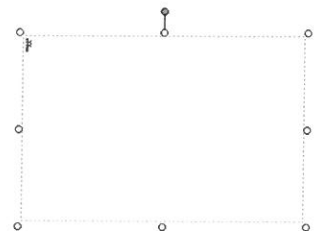
Remember, these guides do not print; they are for layout purposes only.

CREATING A TEXT OBJECT

Everything in a Publisher document is an individual element, whether it is a block of text, a graphic, or a table. These elements are inserted into a publication using the **Insert Tab**.

When the mouse is released, the object will then be inserted, surrounded by re-sizing handles.

Note: Some objects present you with further options, e.g. the Table object will display a "Create Table" dialog box, asking you to specify the number of columns and rows.



Now you will create the "title" of your document (in this example: "**Welcome to Computer POWER**") in a text box.

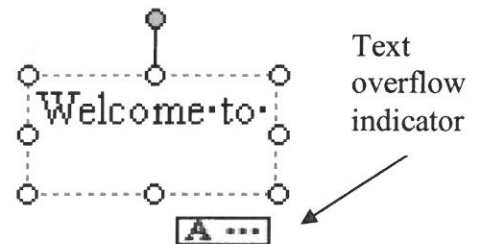
1. Select the Draw Text Box icon in the Text group and create the text box. Click and hold the left mouse button to make the text box as wide as your margin guides. NOTE: If you select the Draw Text Box icon and click in your document, a 1" X 1" text box will appear.
2. Set the font to Lucida Sans; 28 pt.; Bold; Align Center. Type **Welcome to Computer POWER.**

RESIZING OBJECTS

If the text box is not large enough to take all the text, a "Text in Overflow" indicator is displayed when the box is selected.

1. To fix this, rest the mouse over one of the text box handles, and when a double-headed resize arrow appears, click and drag to enlarge the box.

Once the text box can fit all the text, the Text in overflow indicator will disappear.



2. Now add another text box beneath the title. Type *A Guide to Business and Information Technology*. Change the font to Lucida Sans; 20 pt. Italic; Align Center; this should be on two lines.

MOVING AN OBJECT

1. To reposition an object, click inside to select it and then move the mouse slowly towards the edge of the frame.
2. When the mouse changes into a four-headed arrow, hold down the left mouse button and drag the whole object to the desired position.



ALIGNING OBJECTS

While the move option is useful for repositioning items, the aligning technique arranges objects in line with each other and with the margins.

1. Click each text box object while holding down the SHIFT key; both text objects are now selected.

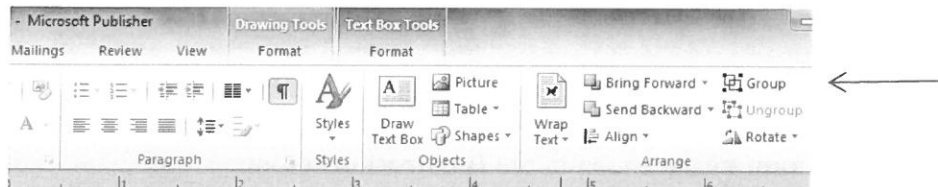
Click the down arrow next to **Align** in the Arrange group.



2. Make sure the **Relative to Margin Guides** is selected, then click on the **Align Center** to center the selected objects horizontally with each other in relation to the margins.

GROUPING OBJECTS

1. To group objects together (so they are easy to move/align), select the first object, and then hold down the SHIFT key while clicking the second one.
2. Click the **Group** button in the Arrange group.

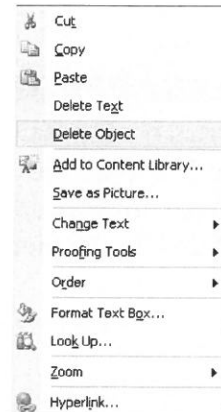


NUDGING OBJECTS

To move an object into an exact position (i.e. one pixel at a time), click the edge of the object to select it, and then press the keyboard arrow keys.

DELETING OBJECTS

1. To delete an object, select it by clicking with the mouse, and then "right" click to display the following short-cut menu.
2. Click on **Delete Object**.



INSERTING GRAPHICS

Publisher will import pictures in a variety of file formats (.jpg, .gif, .png, .cdr, .bmp, and .tif).

CLIP ART




1. Click on the **Insert Tab** and then select **Clip Art** in the **Illustrations** group. This will open the Clip Art task pane.
2. In the Search for: box, enter a word that describes the required picture. (To restrict your search to specific collections, click the down arrow in the **Results should be:** section and select or de-select the options as appropriate.) Make sure **Include Office.com content** is checked. In this case, you want to add a picture that involves a personal computer.
3. Type **personal computer** in the **Search for:** box and click **Go**.



4. When the results of the search are fully displayed, click on the desired picture to insert it in your publication. You can pick the clip art of your choice.
5. Put picture in the lower left hand corner and resize to 2" high. (Click the Picture Tools Format contextual tab. In the Size group, change the Height to 2".)

PICTURE FROM A FILE

You can use this method to insert a graphic previously saved in a file.

1. Click the **Insert tab, Picture icon** in the **Illustrations group**. 
2. Navigate to the correct folder, select the file and then click on **Insert**.
3. You will now insert a picture (Viking) that is saved in the Computer POWER. Class Folder on the M: drive. (M: drive, Class folders, Computer POWER, Viking). Put the picture in the lower right hand corner and resize it to 2" high. (Click the Picture Tools Format contextual tab. In the Size group, change the Height to 2".)

WRAPPING TEXT AROUND AN OBJECT

When a picture is placed on top of text, the text can be made to wrap around the contours rather than the frame of the picture as in the following example.

1. Click on the **Picture Tools Format** contextual tab.
2. Click on the **Text Wrapping** button (the dog) in the **Arrange** group and choose one of the following options:

Square: this wraps the text around the image's frame.

Tight: will wrap the text around the actual image.

Top and Bottom: the text appears at the top and bottom of the image only.

Through: this wraps the text around the perimeter and inside any open areas.

None: the picture is completely ignored by text.

3. Notice the **Edit Wrap Points** button at the foot of the text wrapping options. This places small black handles along the picture outline.

When the mouse is positioned on a handle, you can then drag the boundary inwards or outwards to control the text wrapping even more.

Note: To add more handles to the boundary, hold down the CTRL key while clicking on the outline. To delete handles, hold down SHIFT+CTRL and click an existing handle.

Your network point is provided for one subscribed user to operate on computer. YOU will be responsible for any use of the network from your computer.

Setting up servers of all too easy to disrupt if you think you need mission first. This in- and video streaming

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any kind is not allowed. It is the network for other people to set up a server, ask per- cludes Web, FTP and audio servers.

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RULER GUIDES

In addition to the margin guides, movable horizontal and vertical ruler guides can be displayed to help align objects against each other. Ruler guides are displayed in green; they do not print and can be dragged across a page into any position.

1. In order to use the guides, the vertical and horizontal rulers must be displayed. If these are not, click on **View** and then on **Rulers**.
2. To create a vertical guide, position the mouse pointer over the vertical ruler and wait until it changes into a double arrow. Hold down the left mouse button and drag into the publication.
3. To remove a ruler guide, right click on it and select **Delete Guide** from the pop-up menu.

WORKING WITH COLUMNS

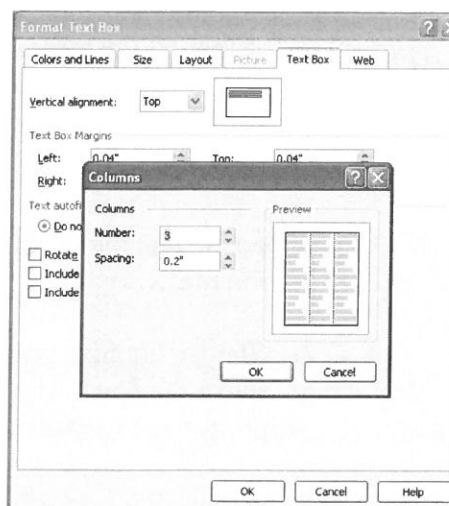
In order to work with columns, you can either create text frames to fit columns defined by the layout guides, or set up multiple columns in a single text frame.

MULTIPLE TEXT FRAMES

1. To add more layout guides click on the **Page Design** tab, **Guides** dropdown menu, **Grid and Baseline Guides**. Under Column Guides, select the desired number of columns.

SINGLE TEXT BOX DIVIDED INTO COLUMNS

1. Add a text box below the textbox that says **A Guide to Business and Information Technology**.
2. To divide a text box into columns, first select the text box and then right click (you need to click on the line of the textbox, click on the **Format Text Box**.
3. Select the **Text Box** tab and then click on the **Columns** button. Enter the number of columns and if necessary adjust measurements.
4. Type 2 in the Number box. Click on **OK**, **OK** to return to the publication. Look at your ruler to verify you have two columns.
5. In the left column type: **Personal Benefits** (Align Center). **Ctrl + Shift + Enter** (This will get you to the next column). In the right column type: **Business Skills** (Align Center).



LINKING TEXT BOXES

When a text box contains more text than it can display, the Text in Overflow indicator appears at the bottom of the box.



Instead of increasing the text box size, hidden text can be forced to continue in another part of the publication, e.g. in the next column or on the next page. This is done by creating another text box, and then "connecting" the two.

1. Create two more text boxes below the textbox containing the columns. Make the text boxes 1" X 1". (Do you remember how to do this?) Then click in the text box which you want to hold the first part of the text.
2. Click on the **Text Box Tools Format, Create Link**. The cursor will now change to a pitcher shape when moved over the empty text box.
3. Click in the new text frame to fill with the overflowed text.



When you select a text box which is linked to another, it will display an arrow indicator.

4. To move to the next connected box, click on the arrow.
5. Now type the information below in the first text box. When the box becomes full, it will automatically begin filling the second box.

Computer POWER is the stepping stone in your high school career for other business courses and for more success in your core classes.

6. Align the boxes horizontally--Align Middle. Resize the boxes (they must be the same size) so that all the text is displayed and wrapped appropriately.

PRECISE RESIZING AND POSITIONING OF AN OBJECT

1. To change the exact size and position of an object, right-click on it and then choose the **Format...** option from the sub-menu.
2. Choose the **Size** tab and enter exact dimensions to resize, scale or rotate the object. (If you select the **Lock aspect ratio** box, this will keep the Height and Width settings in the same proportion.)
3. Choose the **Layout** tab to position the object precisely on the page, by entering specific measurements in the Horizontal and Vertical boxes.

ADDING BORDERS AND COLORS

1. To add a border to an object, select it, then right-click on it and choose the **Format...** option from the sub-menu. However, you have grouped the first two boxes, so you need to ungroup them to apply the borders. Select the text box and click **Ungroup** in the **Arrange** group.
2. Select the **Colors and Lines** tab (Format textbox). In the first text box (Welcome to . . .) apply a BorderArt of your choice; OK. You may need to open the textbox so that all the text displays.
3. Select the next text box (A Guide to . . .). Right-click on it and choose the **Format...** option from the sub-menu. In the Line section click on the **Color:** arrow and choose a color for the border. Explore the other options in the Line: section (Dashed, Style and Weight) and observe the results in the Preview window. Select a dashed line with a weight of 1.5 before clicking on **OK** to implement the change.
4. In the third text box (which has the two columns) add a color fill. Right-click on it and choose the **Format...** option from the sub-menu. In the Fill: section click on the Color: arrow. Choose one of the palette colors, or experiment with the **More Color and Fill Effects** options.
5. View the results in the Preview window before clicking on **OK** to apply the change.
6. **Preview** the document and **Save**.

USING A PRE-DESIGNED PUBLICATION (Template)

Instead of creating a document from scratch, you can open one of Publisher's pre-designed publications and modify to your own requirements.

1. Open Publisher (File, New). Scroll down the list of Templates, and click on items of interest to display the full range in the Preview window.
2. In the Preview window, double click on the desired publication and when it opens save into your file.

The text and pictures can now be replaced with your own information. You can also automatically change the color, font and design of the publication.

AUTOMATICALLY CHANGING THE COLOR, FONT, AND DESIGN SCHEMES

1. In the ribbon select a color scheme under the **Page Design** tab.
2. Click on the options to see the color scheme applied to the publication (Live Preview).
3. To change the publication fonts, click on **Scheme Fonts**. Scroll up and down the list; click to apply.