Microsoft Office Publisher 2010

Microsoft Publisher is a desktop publishing application which allows you to create artistic documents as brochures, flyers, and newsletters.

To open Microsoft Office Publisher:

1. Click on the Start Menu/Window Orb.

2. Select All Programs.

3. Select Microsoft Office.

4. Select Microsoft Office Publisher 2010.

When the program opens, you will see Available Templates, from where you can select the type of publication you want to create. You can choose to open one of Publisher’s many predesigned publications and replace the text and graphics with your own information, or you can use a blank publication to create a publication from scratch.

To create a publication from scratch, select **More Blank Page Sizes.**
On the new page, select the page size you want your publication to have. For this publication we’ll choose: **Letter (Portrait) 8.5x11”**

![Microsoft Publisher window showing available page sizes](image)

Everything in 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 Ribbon.

**The Ribbon**

The Ribbon is the white bar on top of the window. Through the ribbon, you can customize your Word document to your liking through the use of the 7 tabs.
Text Boxes

To Create a Text Box:

1. Select the **Draw Text Box** icon located on the Home or Insert Tab on the Ribbon.

2. Drag your mouse over the desired area on the screen you want your text box to take up.

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

4. In the newly created text box type “Welcome to the MS Publisher Training”

![Image of a text box with the text “Welcome to the”]

If the text box is not large enough to fit all the texts, a **Text in Overflow** indicator (pictured below) will display when the box is selected.

![Image of a text box overflow indicator]
To Resize Objects:

1. To fix the *Text in Overflow*, 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.

2. Once the text box can accommodate all the text the Text in Overflow indicator will disappear.

3. Create a new text box that states “A simple way to learn Publisher” and resize the text box to the appropriate size.

![Image of text box with text](image)

To Move Objects:

1. To reposition an object, click on the object to select it then move the mouse slowly towards the border of the object.

2. When the mouse changes into a four-headed arrow, hold down the left mouse and drag the whole object to the desired position.

![Image of object in Publisher](image)
To Delete an Object:

1. Select the object by click on it with the mouse.

2. Right click on that object.

3. A shortcut menu will open, select **Delete Object**.
Editing Text

You can change the appearance of your text using the Home Tab in the Ribbon Toolbar, located at the top of the page

Size and style:

1. Highlight the word(s) you want to edit.
2. Next select the arrow near the Font Box or the Font Size to display all of the options.
3. Finally click on the appropriate style you want your text to become.

Bold:

1. Highlight the word(s) you want to bold.
2. Next select the “B” in font box on the toolbar.

Italics:

1. Highlight the word(s) you want to italicize.
2. Select the “I” in font box on the toolbar.

Underline:

1. Highlight the word(s) you want to underline.
2. Select the “U” in font box on the toolbar.

Text Alignment

Text alignment is a way to shift your paragraphs, to either the right or left side of the page, leaving space on the opposite side.

The center alignment is how you center the text on the page, leaving equal amount of space on either side of the page.

Examples of the different Text Alignment:

1. **Left** (Standard)
2. **Center** (Text on the page is centered)
3. **Right** (The text is on the right side of the page)
Inserting Images

Insert Picture from your Computer:

1. From the Ribbon select the Insert Tab.

2. Click on the Picture Icon.

3. A new window will open. Locate where your picture is stored and select it.

4. Select Open or Insert to insert your picture into your document.
Insert Picture from Clip Art:

1. From the Ribbon select the **Insert** Tab.
2. Click on the **Clip Art Icon**. The Clip Art Menu should appear on the right side of the screen.
3. In the **Search for:** box enter a word or phrase.
4. Select **Go**.
5. Click once on any picture from the clip art search result to add it to your presentation.
6. Close the Clip Art menu when done by selecting the **X**.
Adding Borders and Colors

To Add a Border to an Object:

1. Select the object you want to add a border to.
2. Right-click on the object and choose the **Format Text/Format Picture** option from the shortcut menu.
3. Select the **Colors and Lines** tab.

4. Under the Fill section, select the dropdown menu near the Color section. This will allow you to add a background color to an object. If the color you want does not appear, select "More Colors..." to see more colors.

5. Under the Line section, select the dropdown menu near Color section. This will allow you to add a border color to an object. If the color you want does not appear, select "More Colors..." to see more colors.
Saving

Saving Your Work:

1. Select **File** Tab, located at the top left of the screen.

2. Select **Save**.

3. Using the menu of the left hand side locate a place to save your publication.

4. In the **File Name** box, name your publication.

5. Select the **Save** button.
Pre-Designed Publication

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

1. After opening Publisher, select one of the many categories from the Available Template Menu.

2. Double click on the type of design/template from the middle section of the screen, or choose from one of the blank designs.

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.
Color and Font Schemes

Changing the Color Scheme:

1. Click on the **Page Design** Tab, located on the Ribbon.
2. In the Scheme section, click on the various options to see the color scheme applied to the publication.

Changing the Font Scheme:

1. In the **Page Design** Tab, select the **Font** icon.
2. In the Font drop-down menu, click on the various options to see the font scheme applied to the publication.