

Microsoft Publisher 2010 Basic

Publisher helps you easily create, customize, and publish materials such as newsletters, brochures, flyers, catalogs, and websites.

The Publisher Screen

When you first open publisher, the publication will be in backstage view, which is found under the **file** tab. You will see a wide range of blank publications or templates that you can choose from for your publication. Some of the templates include:

- **Brochures**
- **Calendars**
- **Business Cards**
- **Signs**

Customize your template

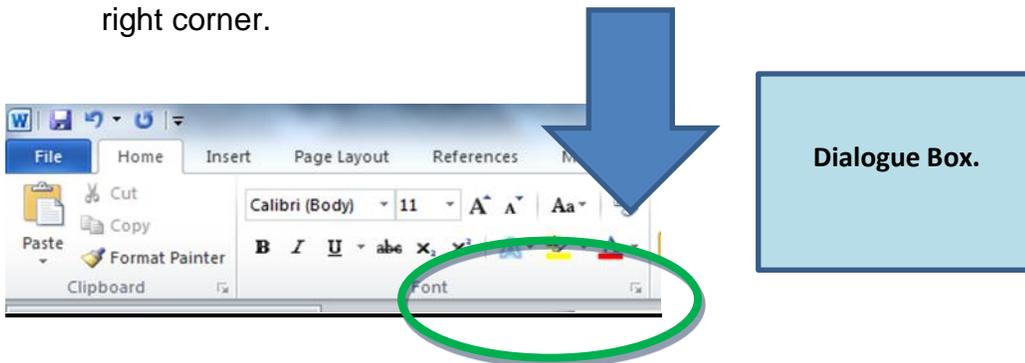
- Before you create your publication, you can view how it will look with different color or font schemes.
- Once you create the publication, you can make more changes to the style of your publication.



The Ribbon

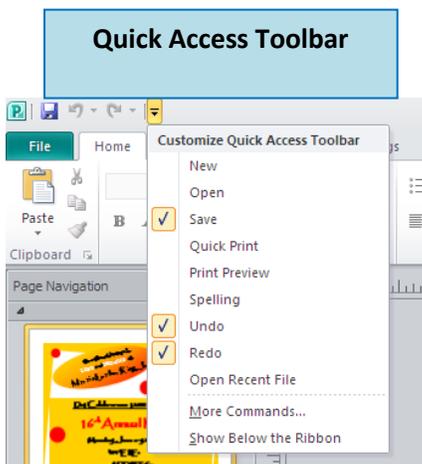
- The ribbon replaces the file menus.
- The File tab is the default tab.

- The commands are grouped under each tab.
- Open up the dialogue box in each group for more options by clicking on the arrow in the right corner.



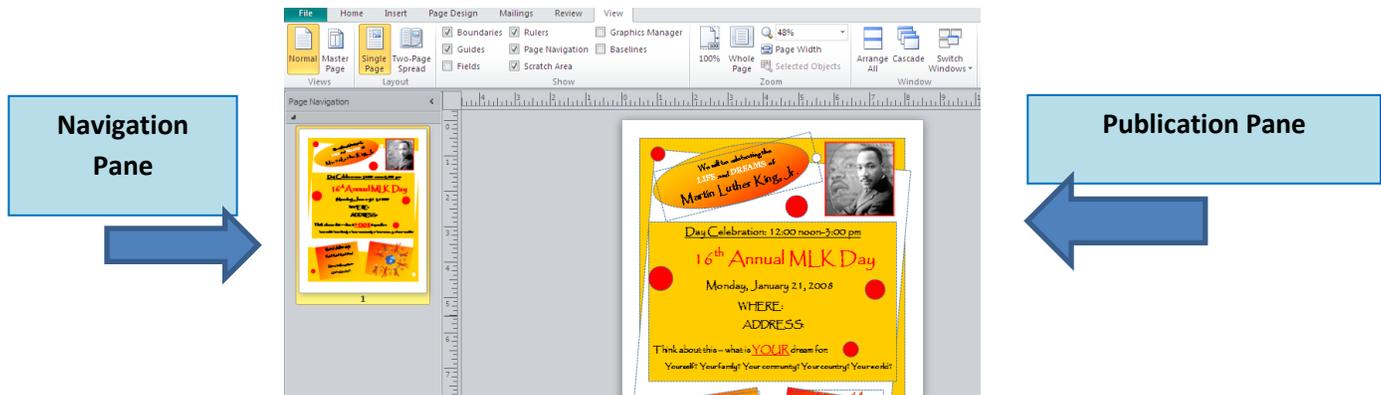
Quick access toolbar

- Located in the upper left-hand corner.
- Add more functions to the toolbar by clicking on the black arrow or right click on the command and choose *Add to Quick Access Toolbar*.



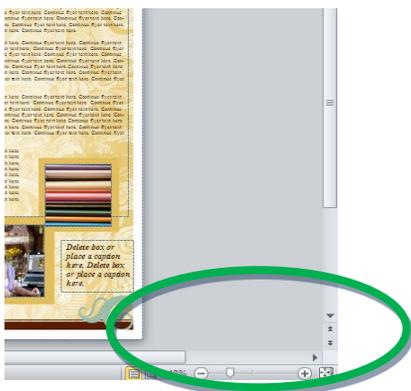
Navigation Pane

- Thumbnail sketches of your publication will be displayed on the navigation pane.
- Change the order of the pages in your publication in the navigation pane.
- Turn off the navigation pane by clicking on the **View tab** and unchecking **Page Navigation**.



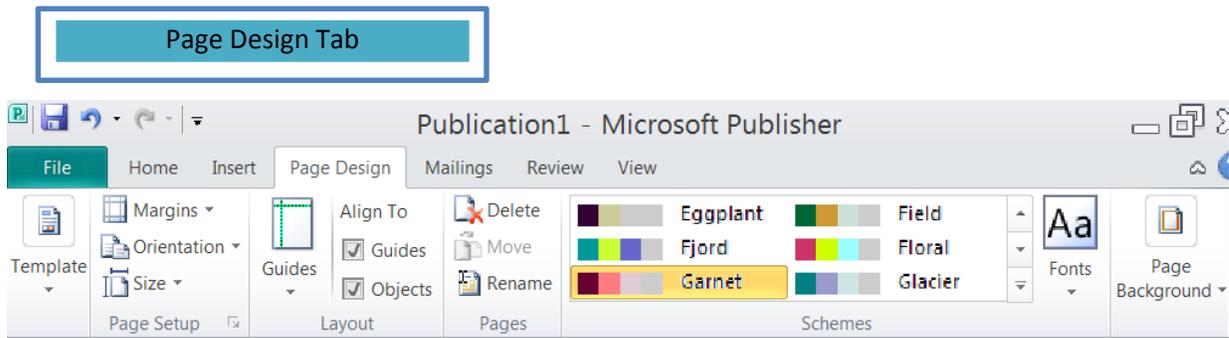
Publication Pane

- Preview and edit publication – move frames, edit text, add clip art etc.
- Margins denoted by blue line near the edge of the page helps with the layout.
- To hide/show this line: click on the **View** tab and **Uncheck Guides**.
- The grey area around the page in the preview pane is the work area – we can move frames into this area to “stage” them or store them. Anything left in this area will NOT print.
- Zoom in or out of the publication by moving the bar in the bottom right corner.



Page Design Tab

- Change the font and color scheme under **Page Design** located on the Ribbon.
- Change the background color of the publication.



Frames

- Unlike Word, **you cannot type directly onto the page**. Everything you add to the Publisher page must be placed in a **frame [or object]** of some kind.
- Insert a text box by clicking on **Insert** and **Text Box**.
- Frames are **moveable** and **resizable**. They can also be formatted – **filled** with **color**, have **borders** etc.
- The templates have **ready-made frames** on the publications.
- **Click** over the text in a **frame**. It is **highlighted**. Start to **type YOUR text**.
- Note that the text is simply a **placemaker** – you do **not** have to type the time in the **exact** same format **00:00** pm; you could choose to use that area for something other than time.

Typing and editing

- **Select/highlight text** and use the **Home** tab to change **size**, **font**, **font color**, **center** alignment.
- **To select a shape** we simply point and **click** over the shape; **resizing boxes** appear around the edge of the shape.
- To **change the fill color**, click on the **fill toolbar button [bucket]** found under the **Format** tab. (**Remember to select your object before trying to change the fill color.**)

Moving/Deleting Frames or Objects

- **To Move frames:**
 - Move your **mouse pointer** over a frame until you get the **MOVE** pointer (truck). Hold left mouse button down and move object.
 - To move object in a **straight line**, hold the **shift key** down while moving the object.

- **Resize frames:**
 - **Select** a frame by clicking on it. Move **mouse pointer over resizing boxes**; it becomes a **double headed** arrow; click and drag and release to resize.
- **Nudge an Object**
 - Select the object and press the arrow key in the direction you want to “nudge” the object. (It will nudge it 0.13”.)

Deleting/moving frames/graphics

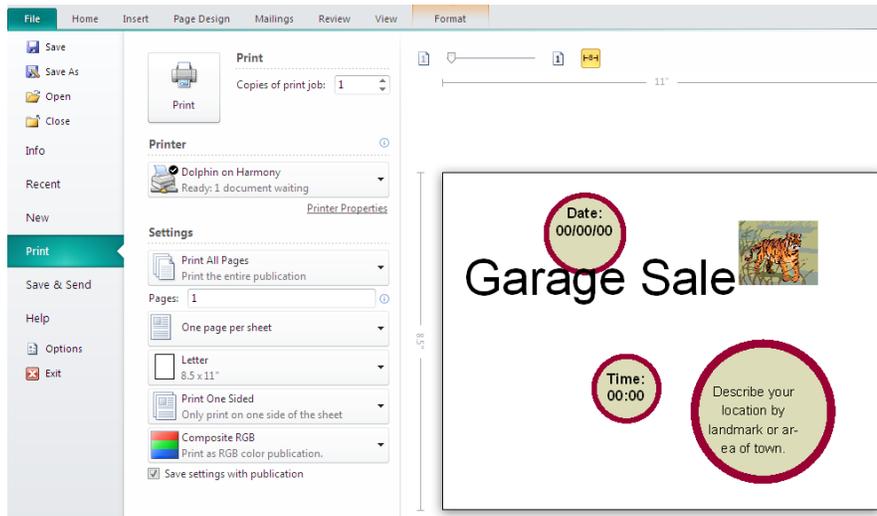
- Select the frame or graphic by clicking on it.
- Remove the frame by doing the following:
 1. Left-click and drag/move to gray workspace area.
 2. Press DELETE key on keyboard.
 3. Right-click and select CUT from the **Home tab**.

Insert clip art

- Click on the **Insert** tab. Click on **Clip Art** in the Illustrations group. **Type a keyword** to search for clipart e.g.: cat and **click GO**.
- **To Select** one of the clip art **pictures**, click on it.
- **Move and resize the clip art.**
- To move a graphic behind/in front of another graphic, select the graphic and click on the Home tab on the ribbon. Select **Bring Forward** or **Send Backward** under the **Arrange** group.

Print Preview

- Before printing your publication, view the publication in backstage view. Click on **File** on the ribbon, and then choose **Print**.



Saving

- To save your publication, click on **File** and choose **Save**.
- Under **Save As**, you can choose to save it as another file type such as a PDF.
- If you save your publication as a PDF, this will enable other people who do not have Publisher to view your publication.



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