Publisher 2010 Beyond Basic

Link Frames and text boxes
- Publisher stores each **block of text in a container called a text box** or **frame**. When you create a publication — for example, a newsletter — the **text boxes become frames**.
- **Preset designs** have **frames** that are already **linked.**
- **When we use a blank document** and create frames to hold text, we need **to manually LINK the columns/frames** so that text automatically overflows into the next frame or text box.
- **Toolbar buttons to link/unlink** are located on the **Text Box Tools** under the **Format** tab - **Create Link** and **Break Link.** Notice the two buttons look like **chain links**.

Linking/Connecting frames is a 3-step process:
- You manually connect text boxes by **clicking the first text box to select it**.
- Then clicking the **Create Link** button 🔗 on the ribbon. The pointer changes to a pitcher, 🫗
- Then you **click the text box you want to connect to**.
- **Voila! The hidden text appears in the text box.**

Typography (Drop Cap, Ligatures, Swash)
- Select text.
- Click on **Format Text Box** tab on the ribbon.
- Click on the **Typography Group**.
- Some typography commands will not be available with certain fonts.

Blank Publications
- **Variety** - Full page, business cards, banners, posters, folded cards, tent cards.
- **Select publication** from right hand publications/preview pane.
- **CAN use some** of the Quick Publications **preset** designs, color schemes and font styles.

Adding Pages
- On the ribbon select *Insert* and *Page*.
- The **Page Navigation** pane shows all of the pages in the publication.
- **Navigate** to different **pages** by clicking on thumbnails.
- To **delete** a page - **right-click** on the page **thumbnail**, and select *Delete Page* from pop-up menu.

Page Parts
On the **Insert Tab** – click on the **Page Parts** button under the **Building Blocks** group. (The building blocks will aide you in designing your publication.)

Under Page Parts, insert the following:
- **Headings**
- **Pull Quotes**

- **Sidebars**
- **Stories**

Move and resize the objects. Edit the text within it.

Insert text boxes
- Click on **text box** toolbar button on the **Home** tab.
- Move mouse onto page and left-click and hold down mouse button and "draw" the text box.
- Release mouse button and type text into text box.
- You can **select text and format** it; you can **select text box and format** it too!

Formatting Text Boxes/ Shapes
- Click on **Drawing Tools tab**.
- Add a shape fill and outline color by clicking on the commands under **Shape Styles**.
- Change the alignment of the text in text boxes and add columns to the text boxes by clicking on **Text Box Tools** tab. Select the tools under the **Alignment** group.

Insert clip art
- Click on the **Insert** tab on the ribbon. Click on the **Clip Art** icon in the illustrations group.
- In task frame, **type a keyword** to search for clipart e.g.: cat and **click GO.**
- **To Select** one of the clip art **pictures** click on it.
- Format clip art by clicking on the **Format tab**.
- Insert a caption by

Adding Guides
- To add guides to your publication, click on the **Page Design** tab.
- Click on the Built-In Ruler Guides

WordArt
- Click on the **Insert tab** and select **WordArt.**
- Once your WordArt tools are selected, the WordArt tools will appear in the format menu.
- You can change the fill color, outline color, and add special effects to your WordArt.
- Remember you can *roll your mouse over toolbar buttons* to see what action they perform.

Page Background
- Click on **Page Design**.
- Click on **Background** on the right side of the ribbon.

Master Page(s)

Apply reoccurring elements to your publication by using the master page. (Ex: Add columns, logos, or incorporate a consistent design throughout your publication.) If you have different design elements for different pages, you can create more than one master page.

- Click on **Page Design** on the ribbon.
- Click on **Master Page**.
- Click **Edit Master Page**.
- Once you made your changes to the Master Page, click **Apply To**. Choose which pages you want to apply the Master Page.
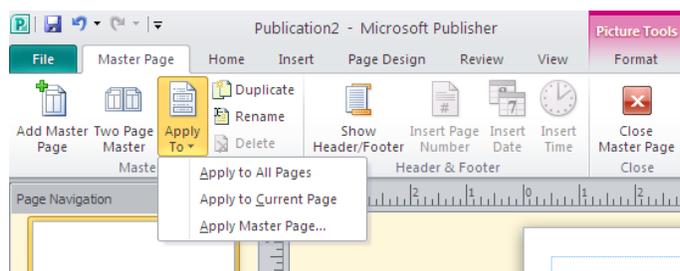
Inserting Business Information:

HINTS:

To **select text** – highlight by left click and dragging the mouse over the text.

To **select an object** including text boxes or frames, click on the object/text box and the resizing boxes will appear around it.

To **move or resize an object/text box** move your mouse over the object until your pointer turns to one of the following : **4-head arrow [truck icon] = move,   2-head arrow = resize** then left-click mouse button, drag mouse pointer, and release.

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