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.

![Master Page Interface](image)

**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.