Publisher 2010
sponsored by

MIDDLE GEORGIA
REGIONAL LIBRARY

★ Obtaining Publisher 2010

- Publisher allows you to create greeting cards, brochures, posters, & more.
- Publisher is one program in a series called Microsoft Office. It is usually purchased separately from a computer.
- A free, open source alternative to Microsoft Office is Open Office. Both program suites have similar functions but may have a different appearance. Download Open Office at *www.openoffice.org*
- All Macon public libraries have Microsoft Publisher on their public use computers.

★ Creating a Document

When you open Publisher, you will be prompted to choose a page size or a template.
If Publisher is already running, you can access these options from the File tab, then click "New."

- From a Template
You can use a template for your project by clicking through the template options. Select the desired template and then click the button to "Create" or "Download."

- From a Blank Page
Alternatively, if you do not see a template you'd like to use, you can start from scratch by clicking "**More blank page sizes**." 8.5"x11" is the size of a standard sheet of printer paper. You can choose either **Landscape**, where the paper will be horizontal, or **Portrait**, where it will be vertical.

Working Publisher Screen

Tabs contain tools to modify document

Page Navigation

publication workspace

THANK YOU

Dots indicate that this text box has been selected. When an item is selected, you can modify it using the tools under the tabs.

★   **Key Features in Publisher Tabs**

- **File** - save a file, open a file, create a new file, print
- **Home** - font formatting, paragraph formatting, object grouping
- **Insert** - add a blank page, text box, shapes, table, clip art, photo, border, Word art, etc.
- **Page Design** - ruler guides, margins, orientation, select a color theme, background styles
- **Mailings** - mail merge (you will most likely not use this tab at all)
- **Review** - spell check, research, thesaurus
- **View** - change presentation views, rulers, boundaries & guides, zoom

★   **Using Objects: Text Boxes, Images, Shapes, etc.**

Text Boxes

<u>To use a text box</u>, click the "Insert" tab and click "Draw Text Box" button. Click and drag onto the publication to create a text box. Type within the text box and format text as needed. You can format the box itself (make it appear outlined, fill with color, etc.) — right click it, then click "Format Text Box." Text boxes can also be modified by clicking the box, then clicking "Format" under the purple "Text Box Tools" tab.

NOTE: In Microsoft Word, you learned how to format text (change fonts, font sizes, colors, bold, underline, etc.). The concepts are the same in Publisher. If you have already typed the text, you must <u>first</u> highlight it before formatting it. If you have not yet typed anything, format before you type.

Images

<u>To use a picture</u>, click the "Insert" tab and click "Picture" button. Browse for the image on your computer or flash drive and double click it to insert it in your publication. You can format the image (make it appear outlined, change image layout, etc.) — right click it, then click "Format Picture." Likewise, if you want to use **Clip Art**, you'll click the "Clip Art" button and search for clip art you'd like to use. Images can also be modified by clicking the image, then clicking "Format" under the red "Picture Tools" tab.

Shapes

<u>To use a shape</u>, click the "Insert" tab and click "Shapes" button. Look through the shapes and click the one you want to use. Then click & drag on the publication to "draw" the shape. You can format the shape (make it appear outlined, change the fill color, etc.) — right click it, then click "Format AutoShape." Shapes can also be modified by clicking the shape, then clicking "Format" under the orange "Drawing Tools" tab.

★   **Oops, I Made a Mistake!**

Don't worry; simply click the "Undo" button in the <u>upper left</u> corner near the "File" tab. If you accidentally "undid" too much, you can click the "Redo" button to fix that.
Keyboard shortcuts for Undo and Redo: CTRL + Z = undo,   CTRL + Y = redo

Undo   Redo
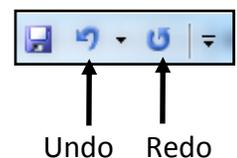
★   Manipulating Objects: Move, Nudge, Resize, Rotate, & Delete

You will need to move objects around in order to make the publication look the way you want.
If you are using a template, you can modify existing objects.

Move: Hover your cursor over the object. Once you see the crosshair, ⟠
click the item and drag it to the desired location.

Nudge: If you'd like to move an object ever so slightly, click the object and then use the
cursor (arrow) keys on your keyboard to nudge it in the desired direction.

Resize: Hover your cursor over the object. Once you see the crosshair, ⟠
click the item <u>once</u> to select it (you will see white dots surrounding the
object's border). Click one of the white dots in the <u>corner</u> and drag to resize the object.
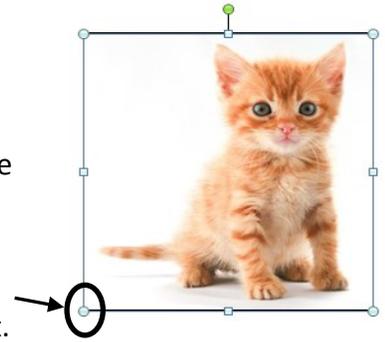
Rotate: Rotate an object by clicking it. You will see a green dot at the top of the object; when you hover over this
dot, you will see ↻. Click and hold ↻ and rotate the object whichever way you desire.

Delete: Delete an object by hovering your cursor over it. Once you see the crosshair, click the item once to select
it (you will see white dots surrounding the object's border). Press the "Delete" key on the keyboard.

★   Manipulating Objects: Group, Arrange, Crop

Arrange: Publisher works in layers. You can layer different objects on top of
one another; for example, you may choose to insert a circle around a
portion of an image. This is when you will need to arrange objects.
Click the object you'd like to arrange, then under the "Home" tab, click
the button to either "Bring Forward" or "Send Backward." You can also click
the small arrows next to these buttons and pick whether you'd like
to "Bring Forward" (bring object forward <u>one</u> layer) OR "Bring to
Front" (bring object in front of <u>all</u> layers), or "Send Backward" (send object
back <u>one</u> layer) or "Send to Back" (send object back behind <u>all</u> layers).
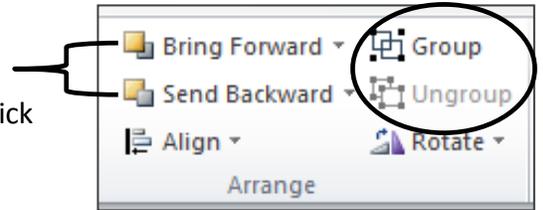
Group: When you work with several layers and objects, you will probably need to group them together to easily
manipulate (resize, rotate, move, etc.) them at once. To group objects, hold the CTRL key on your keyboard and
click the objects you wish to group together. Then, under the "Home" tab, click the "Group" button. If you wish to
ungroup objects, click the grouped object once and then click "Ungroup."

Crop: Click the image you'd like to modify, then click "Format" under "Picture Tools" (pink/red tab).
Click the "Crop" button (see below for example). Move your cursor into the corner of the image, where you'll
see the L-shapes. Click and drag to remove any excess image. Click away from the image to crop it.
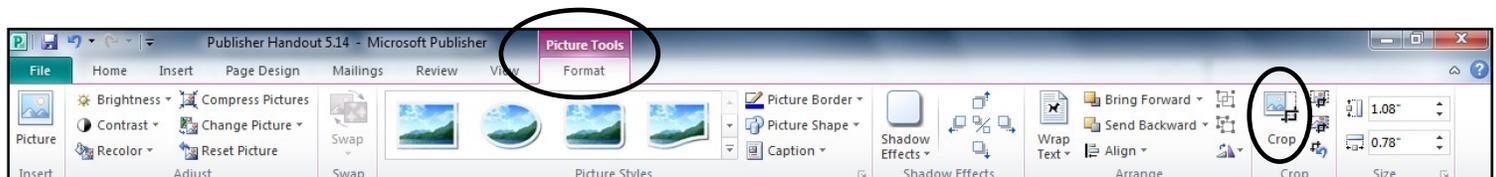
★   **Saving a Document**

Save your work often! You don't have to wait until you're done creating your project in order to save it. Save frequently as you work.

To save, click the File tab. Clicking "**Save**" will allow you to name your file and select where you want it saved on your computer. As you work, click "Save" occasionally and it will update your file with your most current work. The "**Save As**" function is best used when saving your project as another file type, such as a PDF, or when saving your work to a flash drive.

★   **Printing in Publisher**

To print, click the File tab and "Print." You will see a preview of your document to the right. Below are some of your options for printing.

Click here when you're ready to print.

If you want to print more than one copy, designate the number in the "**Copies**" box.

Select **which pages** you want to print.

Change paper size here