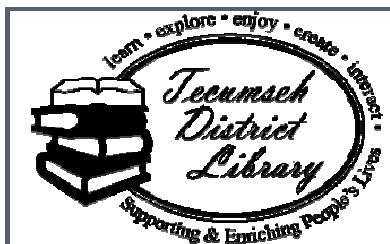
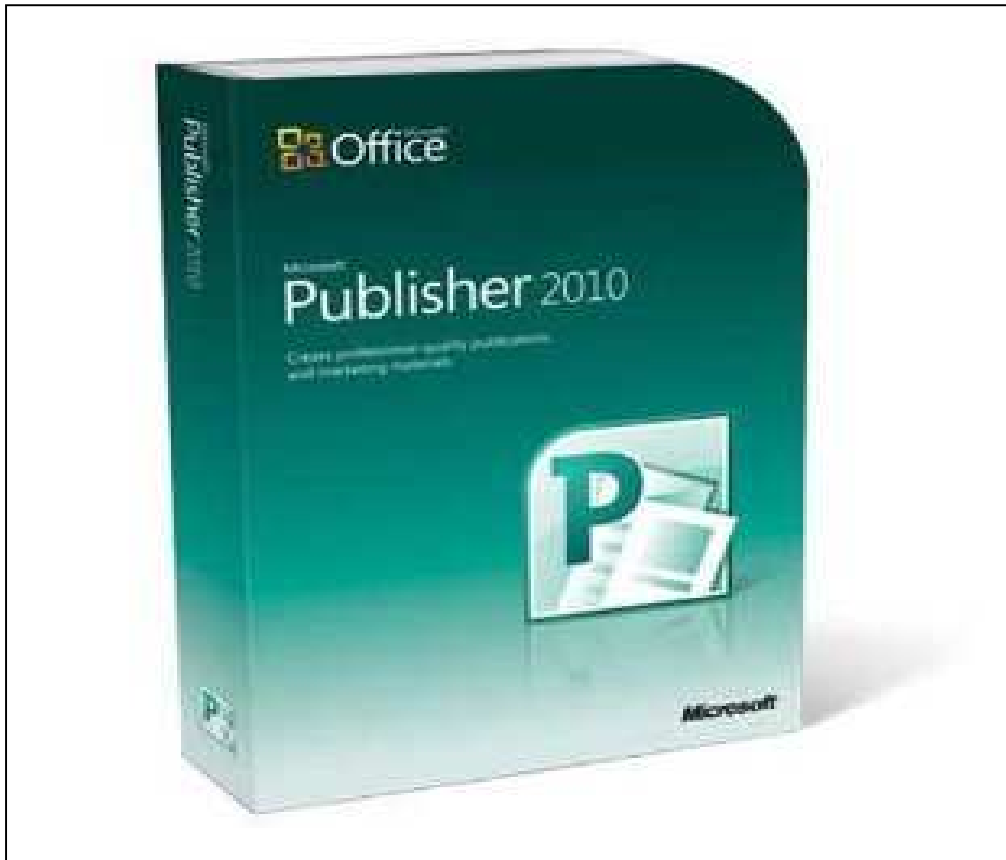


# Microsoft Publisher 2010

Tecumseh District Library



by Anne Keller, Teen Services Librarian

[www.tecumsehlibrary.org](http://www.tecumsehlibrary.org)

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# Microsoft Publisher 2010

Microsoft Publisher is a powerful desktop publishing program that can create posters, flyers, brochures, business cards, newsletters, greeting cards, certificates, letterhead, and more. Publisher can be used to design dynamic documents for marketing a business or communicating with family and friends. This class covers the basics of formatting a new document based on a Publisher template, including editing and arranging text and images.

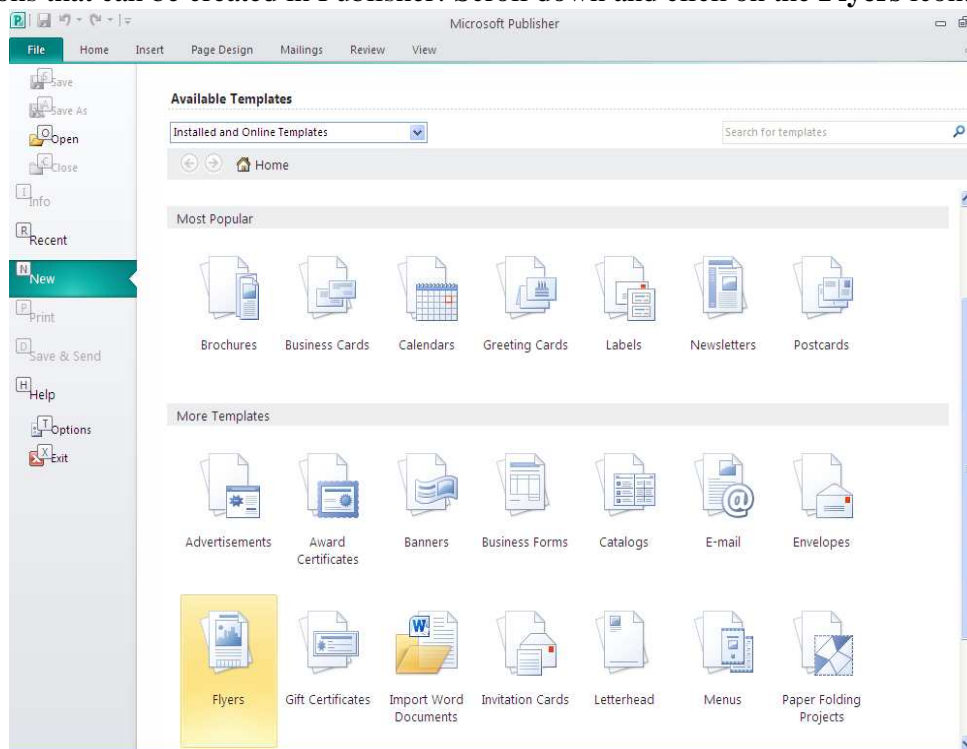
## Getting Started

1. Click the **start** button in the task bar at the bottom of the screen
2. Choose **Programs**
3. Choose **Microsoft Office Publisher 2010**

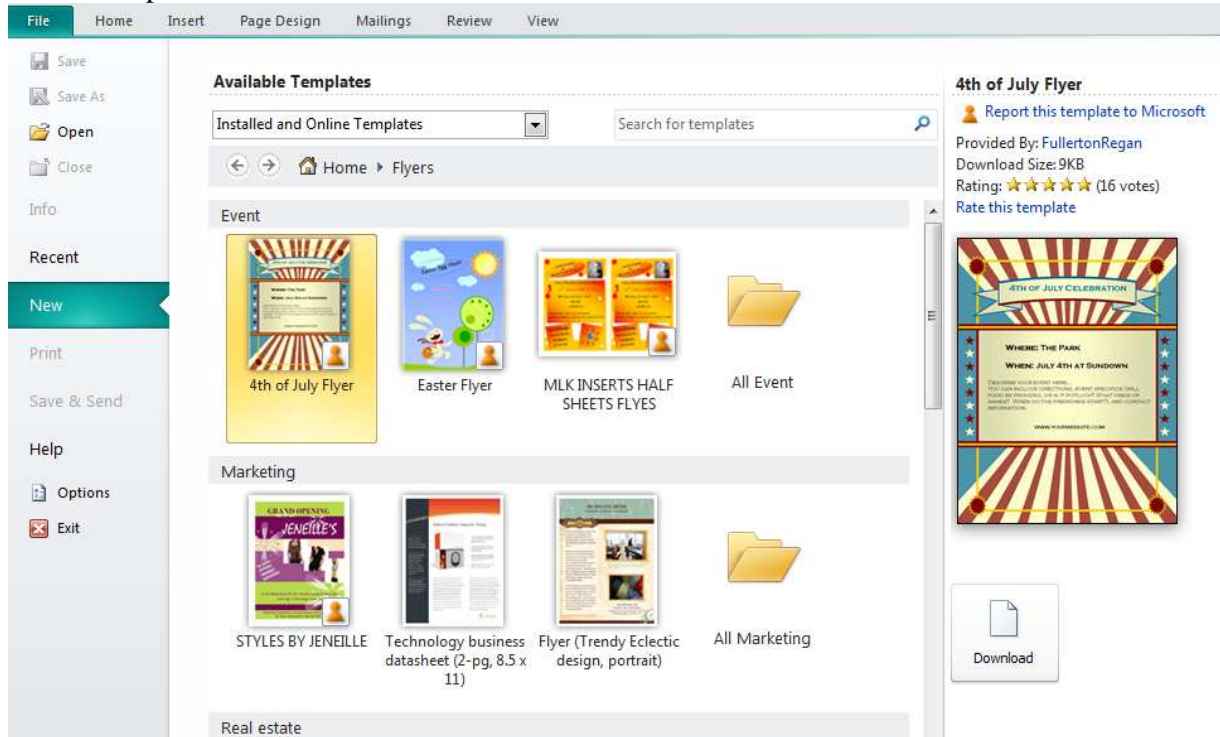
# Publisher 2010

## Publisher Templates

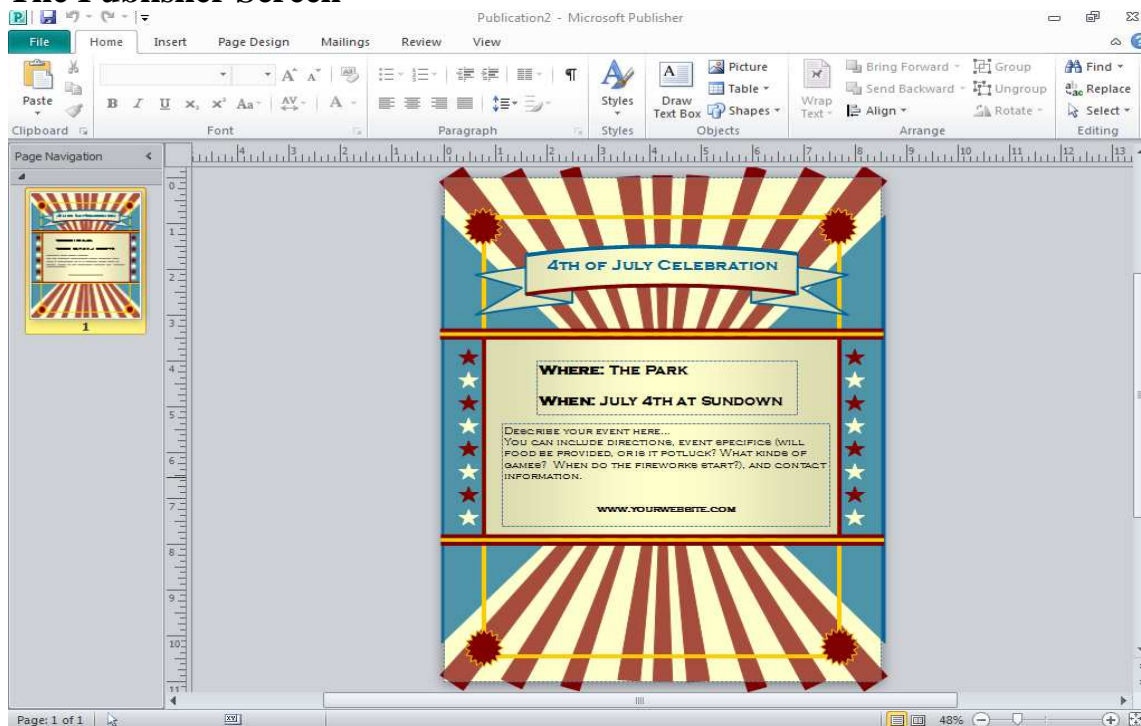
Publisher offers a wide variety of customizable templates. When Publisher is opened, **Available Templates** should automatically appear under the **File** tab. Take note of the many types of publications that can be created in Publisher! Scroll down and click on the **Flyers** icon.



On the next screen are various flyer template designs. Select Event>All Event> **4th of July Flyer**, and click the **Download** button in the lower right corner to create a new document based on this template.



## The Publisher Screen



## Ribbon

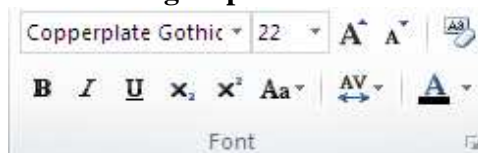
Like the other Microsoft Office 2010 programs (Word, Excel, and PowerPoint), Publisher now has a **Ribbon**.

Publisher's toolbars should look familiar if you've used Microsoft Office products. The first tab on the ribbon is **File**, which displays a list of commonly used file commands, such as **Save As**, **Open**, **New**, and **Print**. The other tabs are **Home**, **Insert**, **Page Design**, **Mailings**, **Review**, and **View**.

The **Home tab** contains options for the font style and size, aligning or indenting text, creating bulleted or numbered lists, and drawing and formatting lines.



**Groups** further organize tools and commands. For example, tools and menus for changing font formats are arranged together in the **Font group**.



The **title bar** displays the name of the current document and contains the **Quick Access Toolbar**, which provides shortcuts to the commands under the File tab. The **minimize**, **maximize**, and **close** buttons on the right shrink, enlarge, or close the document.



The **Page Navigation bar**, which runs down the left side of the screen, displays thumbnails of all the pages in the document. The Page Navigation bar can be collapsed to make the thumbnails smaller and provide more space for the document itself.

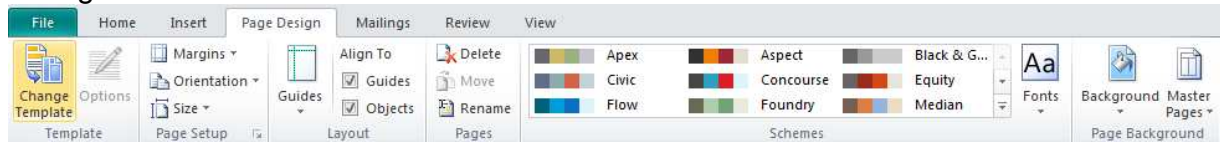


The **status bar** contains the page number, page size, view commands, and Zoom slider.



## Page Design Tab

The **Page Design** tab provides access to options for formatting the document through the following groups: Template, Page Setup, Layout, Pages, Schemes, and Page Background.



### Editing Placeholders

Each Publisher template contains **placeholders**, which are boxes containing sample text that can be replaced with custom text. A placeholder box has dotted lines surrounding it; these lines are just guides and are not visible when the document is printed.

To edit the text in a placeholder:

1. Click on the text box
2. Highlight the text to be replaced
3. Type over it



Placeholder text is preformatted according to the font and color scheme of the template, but the font size, style, alignment, etc. can be changed using the commands in the **Home** tab > **Font** group.



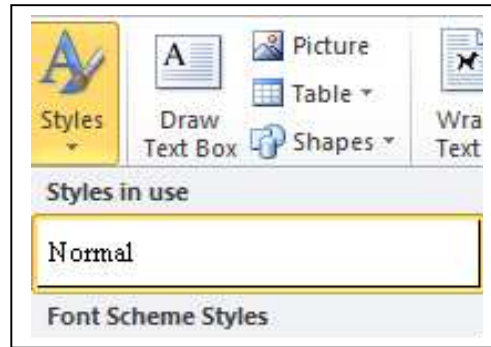
### Text Options

Publisher offers the same basic text options found in Word. Using the icons in the **Home** tab > **Font** group, select the **font**, change the **size** of the text, or create **bold**, *italic*, or underlined words. Use the **Paragraph** group to **align** the text (left, center, right, or justified).



### Text Styles

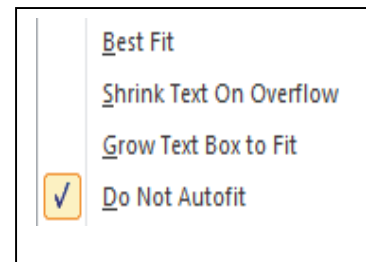
Choose a new **text style** through the **Home** tab>**Styles** group. The pre-set text style for the current template appears on the list, but a different style can be created by clicking **New Style**.



### AutoFit

Publisher allows text to be automatically resized according to the text box it is in using a feature called **AutoFit**.

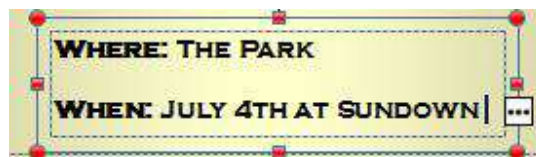
1. Highlight the text to be edited
2. Right click in the text box to bring up the menu.
3. Choose **Best Fit**, **Shrink Text On Overflow**, or **Grow Text Box to Fit**



The default setting is **Do Not AutoFit**, which means that the text size is independent of the size of the text box.

- Best Fit** automatically adjusts the size of the text to fit the text box. The text will expand to take up the entire text box, so the font will be as large as it possibly can be without overflowing the box.
- Shrink Text on Overflow** allows an initial font size to be set, but the text will shrink as necessary to fit inside the text box rather than overflowing its boundaries. Depending on the amount of text and the size of the box, this can make a document very difficult to read.
- Grow Text Box to Fit** makes the text box larger to accommodate more text. This setting can also make a document difficult to read, as the box may overlap other boxes.

**NOTE:** If AutoFit is not used, the text may not all fit in the text box. In that case, the **overflow** icon (which is three dots in a box) appears at the bottom of the text box and the box has red circles and squares around it. Correct the problem by reducing the font size, making the text box bigger, or linking additional boxes for text to **autoflow**.

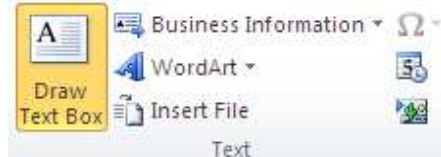


## Adding New Objects

Whether working from a template or starting with a blank document, you may want to add elements to the page, including text boxes and graphics.

To add a new text box:

1. Go to the **Insert** tab > **Text** group > **Draw Text Box** command
2. The cursor turns into a plus sign; click and drag to draw the text box in the document
3. Release the mouse button; the text box appears



There are several types of graphic elements that can be added to a document:

- Clip Art**
- Shapes**
- Pictures** (images saved to a computer or flash drive)

### Clip Art

**Clip art** is ready-made pieces of computerized graphic art (such as illustrations, borders, and backgrounds) that can be inserted into documents.

1. Go to the **Insert** tab > **Illustrations** group > **Clip Art** command; the **Clip Art** pane appears along the right side of the screen
2. Click on the **Results should be** down arrow and select the type of files for the search
3. Type keyword(s) for the image into the **Search for** box (e.g. **computer**)
4. Click **Go** or press **Enter** on the keyboard; images matching the keyword(s) appear
5. Scroll through the images and click on one to insert it into the document



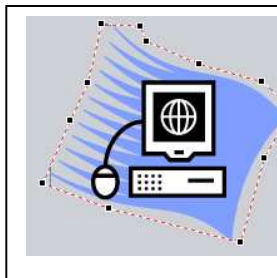
Along with the image, the **Picture Tools** contextual tab appears at the end of the ribbon with options for formatting the image, including cropping, adding a border, and determining how text will wrap around it.



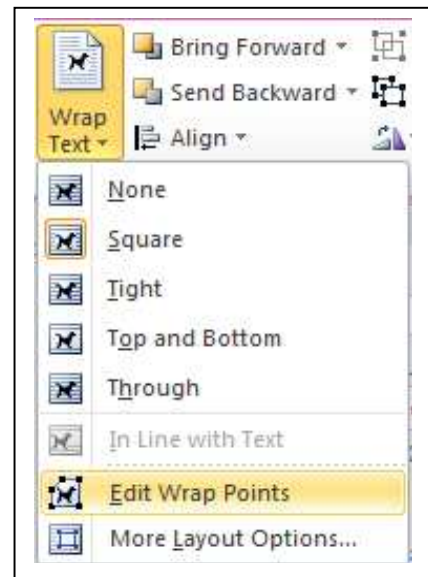
## Text Wrapping

If a document includes both text and graphical elements, it must be determined how the text will **wrap** around images. Go to the **Home** tab > **Arrange** group > **Wrap Text** command and select an option from the drop-down menu.

**NOTE:** It is also possible to control the wrapping settings for individual graphic elements through the **Picture Tools** contextual tab > **Arrange** group > **Wrap Text** command or by right-clicking on the image and choosing a **Wrap Text** option from the drop-down menu.

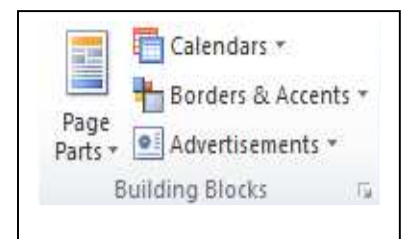


With images, it's also possible to Edit Wrap Points. Edit Wrap Points places little squares around the image, which can be dragged and repositioned to change the **wrap points** (where and how text wraps around the image).



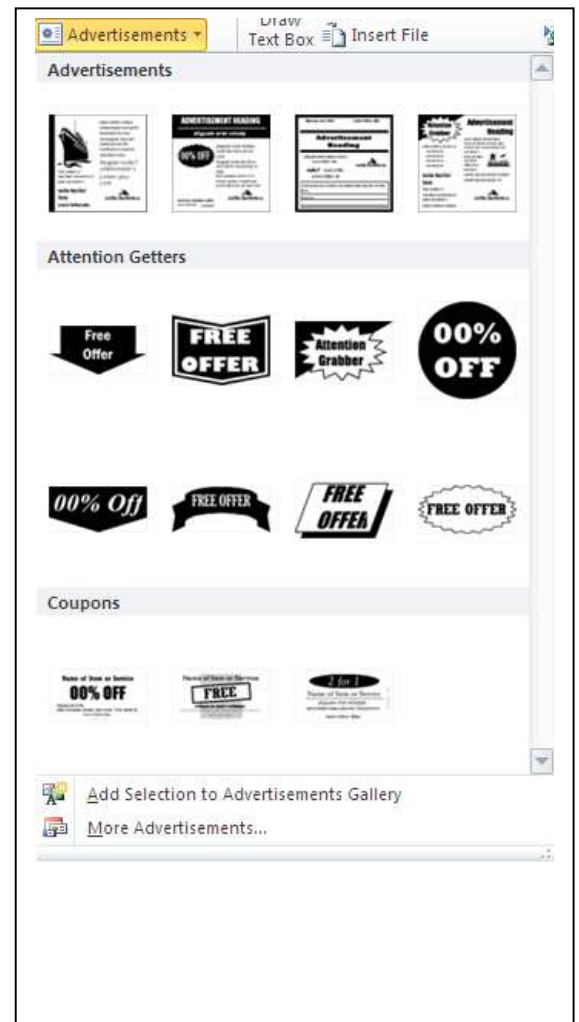
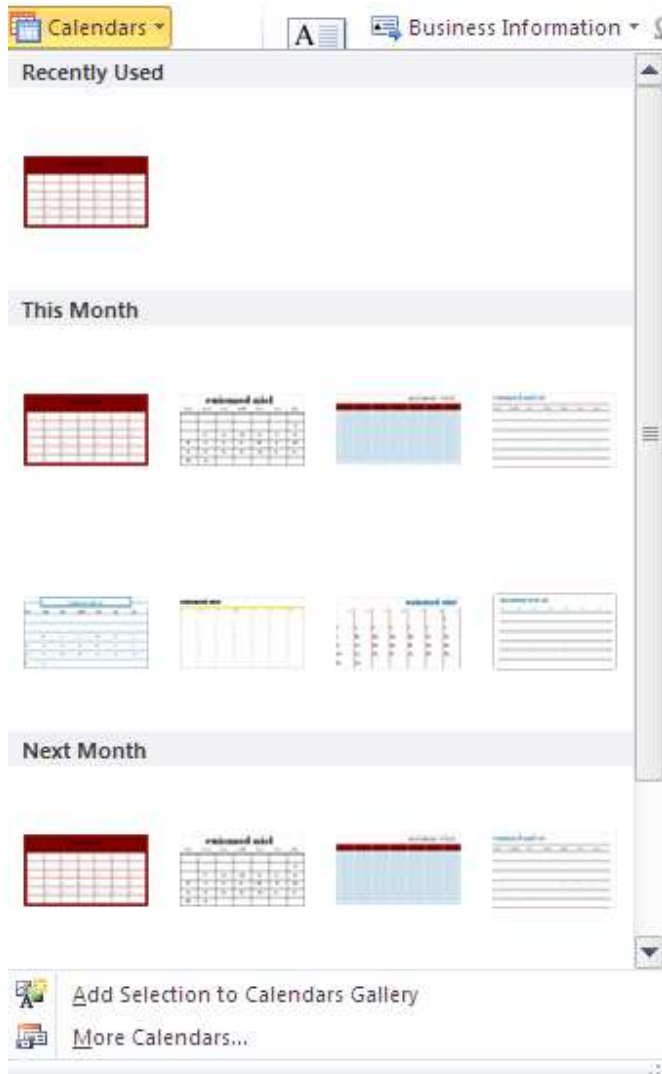
## Building Blocks

Publisher's **Building Blocks** group offers more specialized graphic objects, such as coupons, calendars, forms, and tables of contents. To access Building Blocks, go to the **Insert** tab > **Building Blocks** group.





Click on any of the commands in the Building Blocks group to see the available options and then click an object to add it to the document.

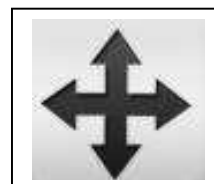


## Moving, Resizing, and Deleting Objects

### Moving Objects

1. Select the object
2. Move the cursor to the object border
3. When the cursor changes into a plus sign with arrows, hold down the mouse and drag the object to a new location

Click on the green circle at the top and drag to **rotate** the object.





## Resizing Objects

1. Select the object by clicking on it; a border appears with small circles at the corners and small boxes in the center of the border lines
2. Place the cursor on one of the circles
3. When the cursor turns into a diagonal double-headed arrow, click and drag the picture outward to increase the size or inward to decrease the size

Choosing a corner circle resizes the art proportionally. Choosing a box in the middle of a border line increases/decreases the size in one direction but not the other, stretching the image.

## Deleting Objects

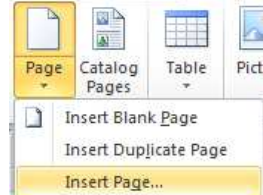
Shapes, clip art, pictures, and textboxes can be deleted individually by clicking on the object and hitting the **Delete** or **Backspace** key on the keyboard.



The **Undo** command reverses your previous step. The keyboard shortcut for undo is **Ctrl+Z**.

## Adding Pages

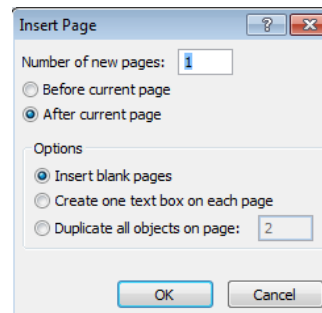
To add additional pages to a publication, go to the **Insert** tab > **Pages** group > **Page** command.



Choose **Blank Page**, **Duplicate Page**, or **Insert Page** for more options.

When **Insert Page** is selected, the Insert Page dialog box appears, with options regarding:

- How many pages to insert
- Whether the pages should appear before or after the current page
- Whether the new page(s) should be blank or should duplicate elements from an existing page



Once the selections have been made, click **OK**.

## Saving

1. Click on the **Save** icon in the Quick Access toolbar (a floppy disk) or go to the **File** tab> **Save**
2. If working with a new document that has not yet been saved, the **Save As** dialog box appears, asking for a name and location for the saved file
3. Choose a location on the computer and enter a title in the **File name** box
4. Press **Save** or hit **Enter** on the keyboard

**NOTE:** Unlike the other Office 2010 programs (Word, Excel, PowerPoint), Publisher 2010 still saves files in the standard file format (**.pub**) rather than the new 2007-2010 file format.

## Printing

Previewing a document before printing is always important-particularly so in Publisher. Previewing displays how the document will look when printed, i.e. without dotted lines around text boxes, blue lines indicating margin boundaries, and other formatting guides. To preview a document, go to the **File** tab> **Print**. The Print Preview appears on the right along with various print options on the left. If satisfied with the document's appearance, select the appropriate print options and click the **Print** command. To return to the document to make changes, click on any other tab.

