



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Publisher

Quick-Start Guide

For Posters, Flyers and Adverts

TECHNOLOGY
ENHANCED LEARNING
UWTSD

Intentionally blank. Inside front cover

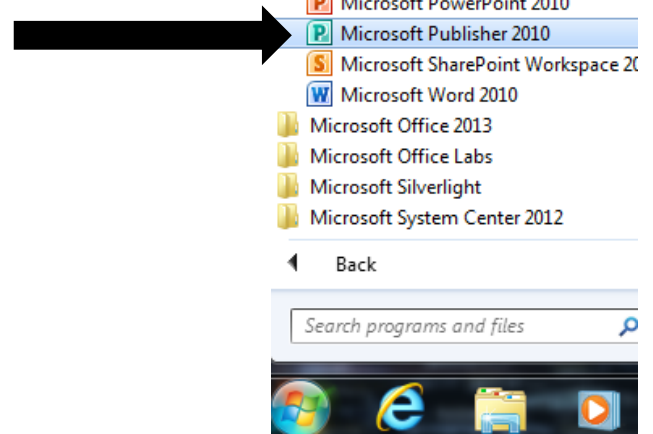
Contents:

What Is Microsoft Publisher?	2
The Ribbon menu	2
Choosing a Template	3
Setting Colour Schemes	5
Setting Font Schemes	5
Typing Text.....	5
Selecting Text.....	6
Using the Ruler to Set Guides.....	7
Viewing the Ruler.....	7
Adding a Horizontal or Vertical Guide.....	8
Alignment.....	9
Inserting ClipArt.....	10
Inserting a Picture from a File	12
Drawing Shapes	12
Editing Graphics.....	13
The Picture Ribbon.....	13
Applying Backgrounds	14
Using Colour Schemes.....	16
Adding WordArt.....	18
Inserting WordArt.....	18
Saving Files	20
Opening Files	20
Print Commands.....	21
Using Basic Print Options.....	22

What Is Microsoft Publisher?

Microsoft Publisher is a desktop publishing program for personal or business use. With Publisher you can create print, web, and e-mail publications. Print publications range from business cards to calendars, to newsletters and brochures. Web publications allow you to convert publications into Web sites. E-mail publications provide you with publications specializing in event notifications, product sales, and letters.

On a PC, Open Publisher from Start, All programs, Microsoft Office and look for the P icon.



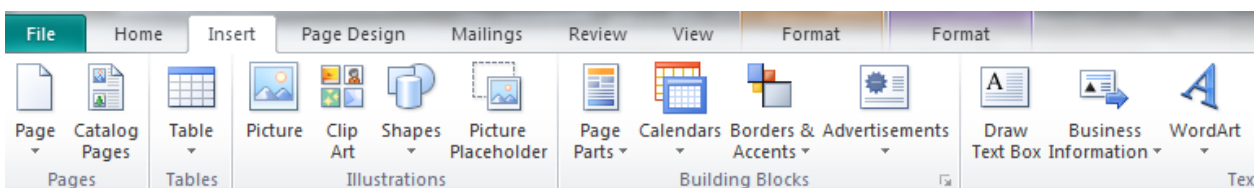
The Ribbon menu

Ribbons hold the tools you need to create and edit your document.

The Home ribbon has most of the text tools plus shortcuts to picture and shapes



The Insert ribbon has most of the image tools including Page Parts

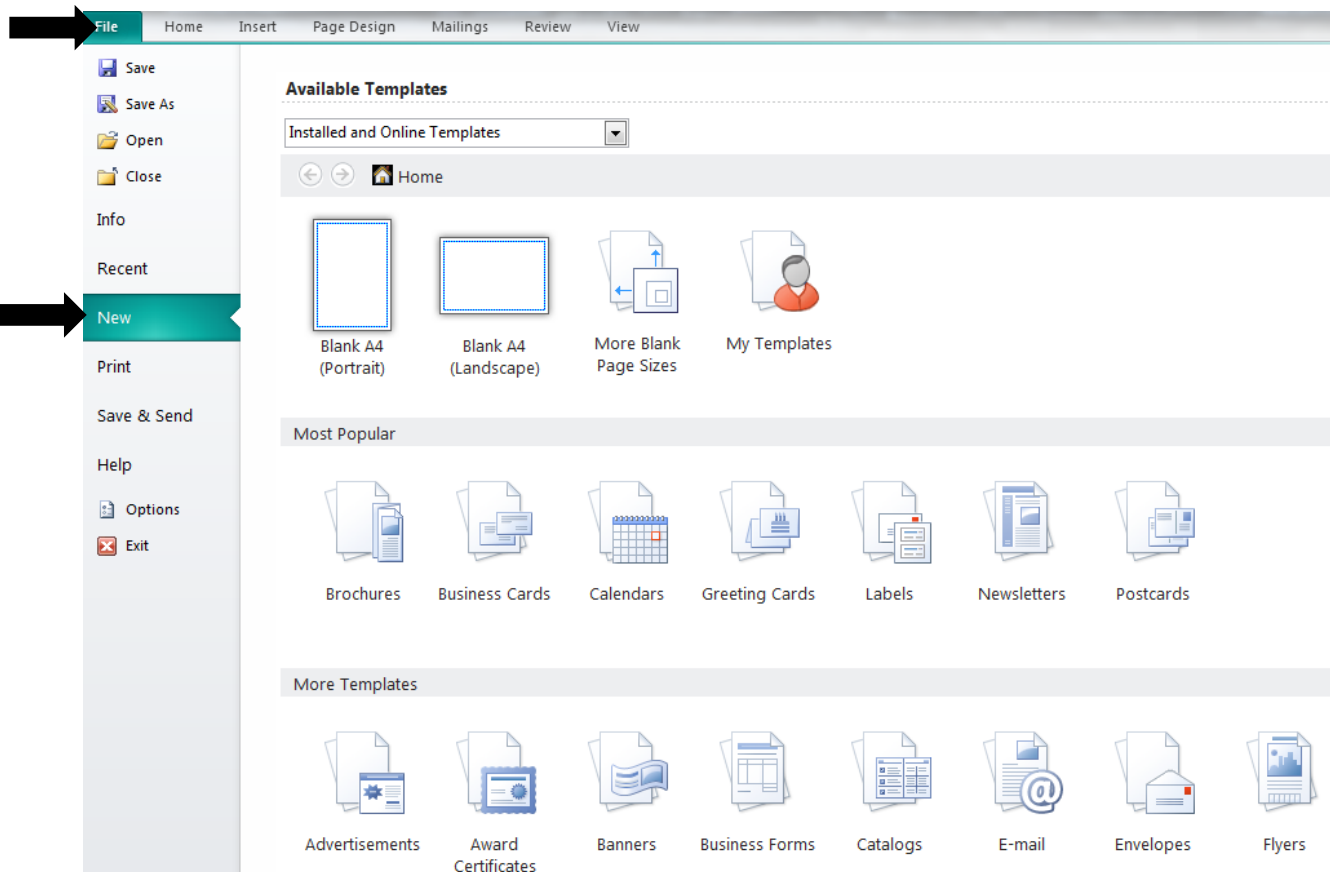


The contextual ribbons have tools to edit your content's appearance



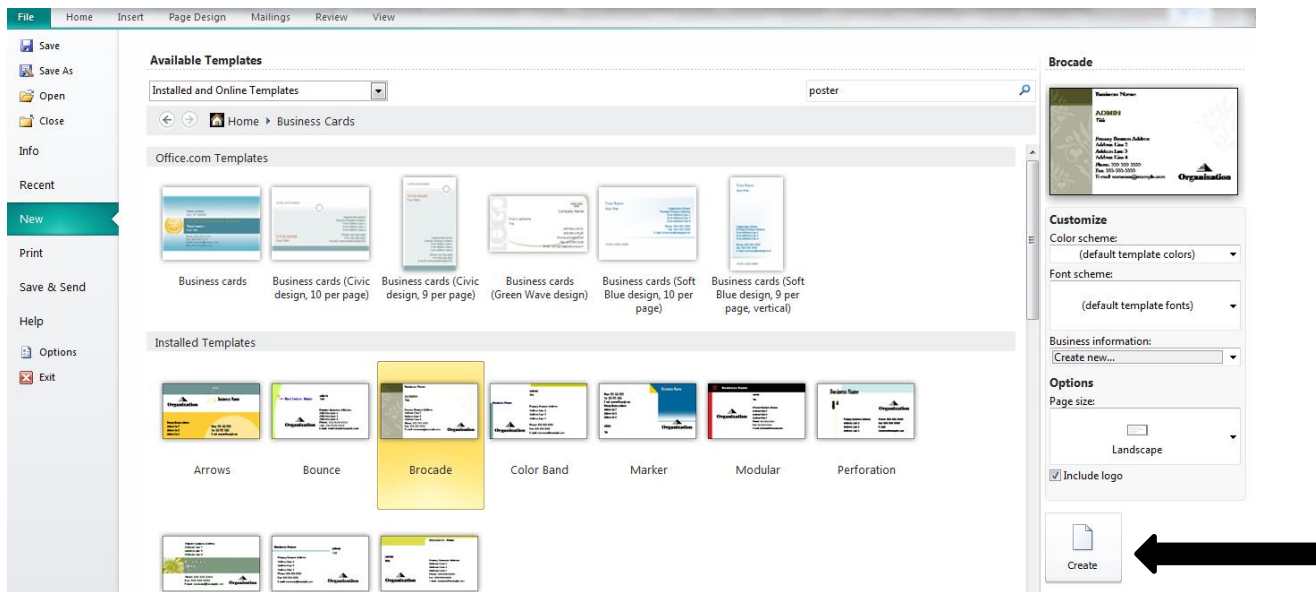
Choosing a Template

The first step in creating your publication is to decide what type you want to create. Are you looking for a business card? A catalogue? A Web site? Or do you just want a blank page? **Left Click FILE and then NEW.** You can click any of the templates or start from a blank page.

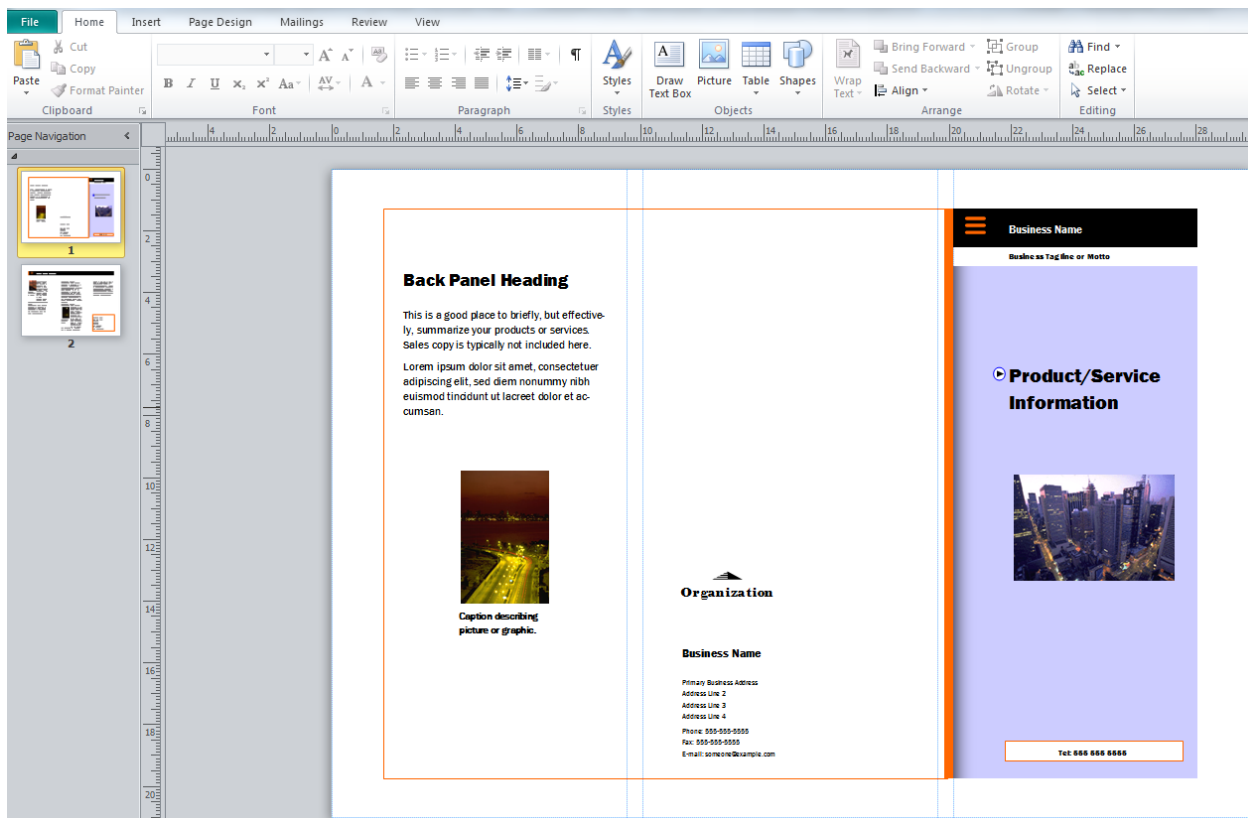


For a poster I'd suggest starting from a blank A4 or A3 page.

Some of the templates offer customising options on the right hand pane. Change these if you wish then click CREATE

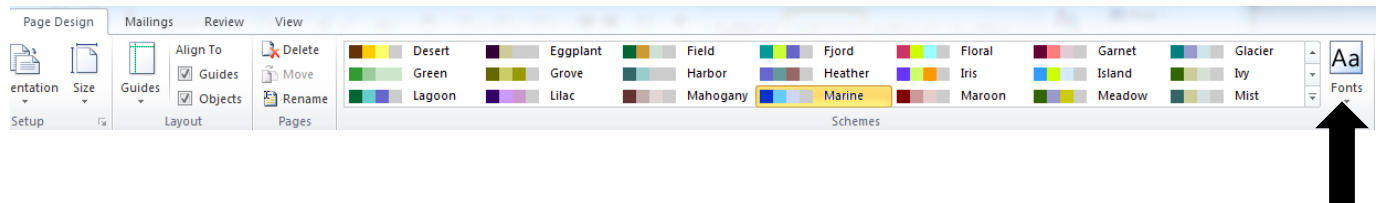


The template will then open in the Publisher window, ready to edit.

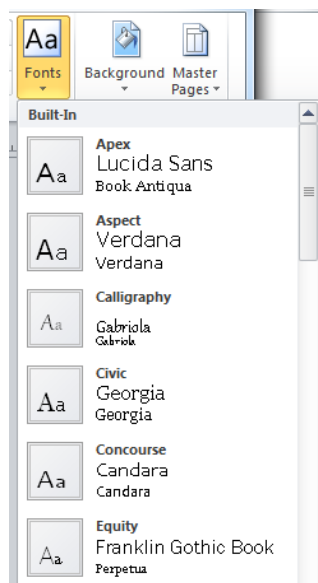


Setting Colour Schemes

A colour scheme will display five colour boxes which represent headline and body text colour, hyperlink and AutoShapes colour, line colour, and border colour. To apply a colour scheme, simply select the colour scheme from the page Design Tab. Publisher will then change the publication. It is easier to see the effect of this once you have text content.



Setting Font Schemes



The next format option is Font Schemes. A font scheme is a certain font style that is associated with a publication. Font schemes have a major font and a minor font; the major fonts are used for titles and headings, while the minor fonts are used for the text body.

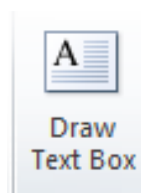
On the page Design tab, Click the Fonts drop down selector, simply click on any of the schemes and Publisher will change the publication for you.

Typing Text

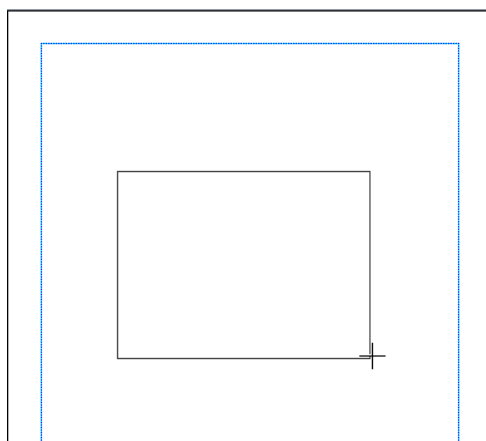
Publisher's pre-designed templates make it very easy for you to incorporate your own text. When adding text to a template, click inside the text box where the sample text is displayed and begin typing.



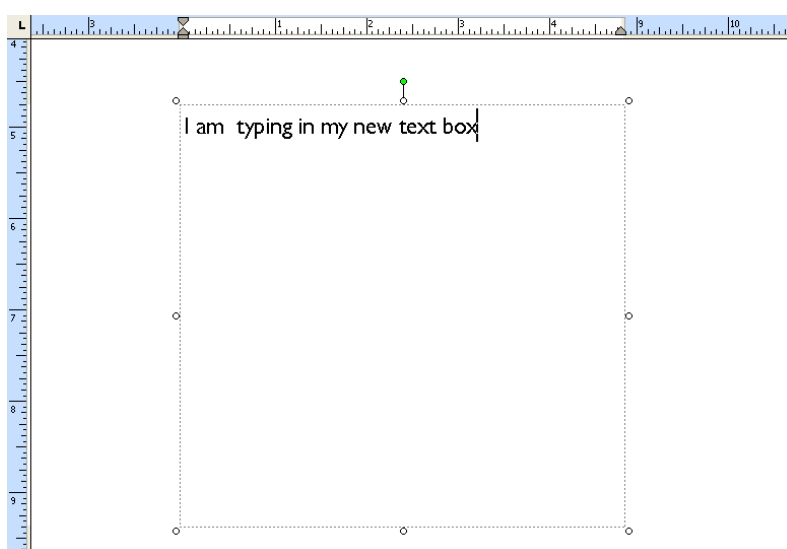
If you are working from a blank page, you will need to draw the text area first. To do this, click the Insert menu and click Draw Text Box.



Then, your cursor will turn into a crosshair. Simply click and drag to create the box.



Once you release your mouse, your cursor will start flashing in the box so you can type.



Selecting Text

Selecting text is a very important skill; when you highlight or select text the text can be formatted as a group instead of by individual word. To select text in a publication, click your mouse at one end, drag the cursor over the text you want to format, and then release the cursor. You will see that the text has turned black.

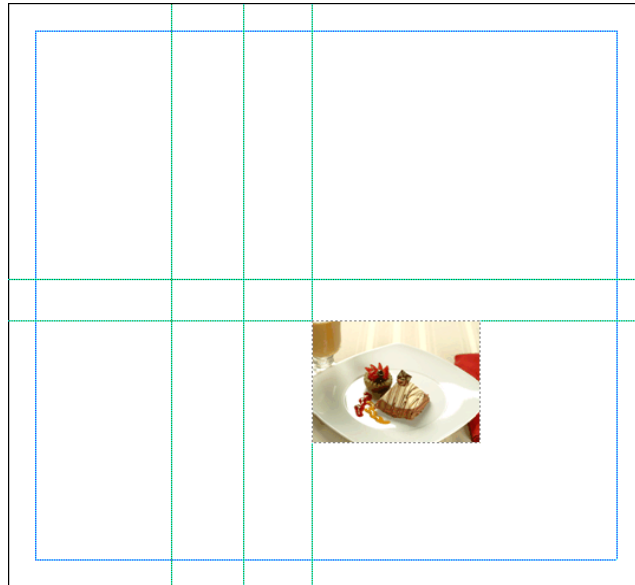
If you happen to click your mouse after releasing the cursor, the text will unselect itself and you will have to select it again. If you need to select all of the text within a text box or publication, use the keyboard shortcut Ctrl + A.

Selected text can be formatted with tools on the Home tab of the ribbon, including changing fonts, size and colour of the text.



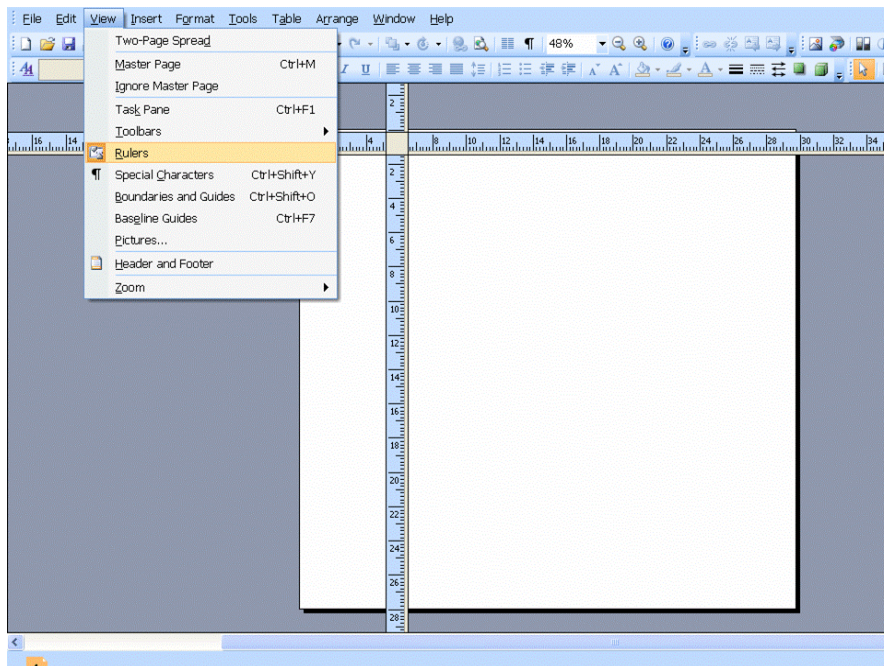
Using the Ruler to Set Guides

Guides are non-printed lines that assist in lining up objects. Working with rulers and guides is effective when creating publications from a blank page. Rulers and guides help line up objects and text boxes; it will also contribute to a neatly assembled publication.



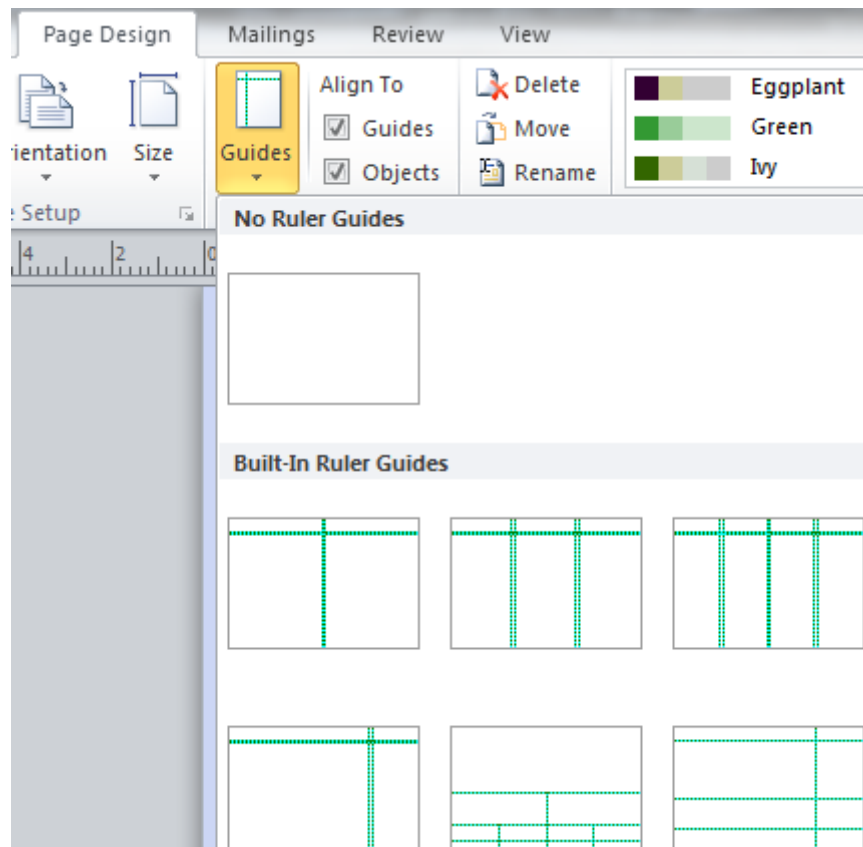
Viewing the Ruler

Publisher's ruler by default is active when Publisher is opened; therefore, every new publication will display the Ruler. You can hide the Ruler by clicking the Ruler command from the View menu, as well as show the Ruler by re-clicking the Ruler command from the View menu.



Adding a Horizontal or Vertical Guide

Publisher allows you to add as many guides as you need. Horizontal guides run from the left of the publication to the right of the Publication, Vertical guides run from the top of the publication to the bottom of the Publication. These additional guide lines will assist you in lining text, object etc., and are not visible when the publication is printed. Horizontal lines are added from page Design, under Guides.



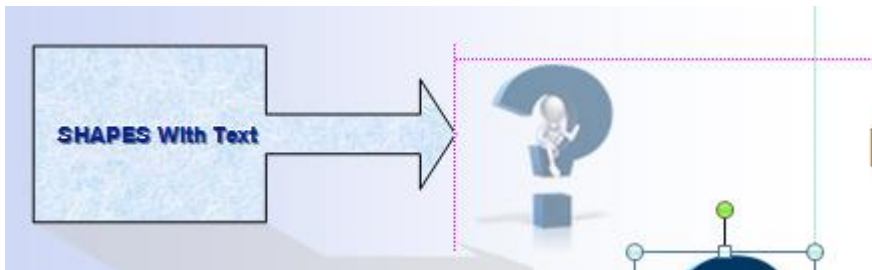
Left click an icon to create these guides on your document or Left click and drag from the ruler to create your own.

To remove them just Left click then drag them off your page.

Alignment

Objects such as images and text boxes can be aligned (previously called Snap) to the Rulers and Guides as well as to other objects on your page. When you drag to move an image pink lines show where that image is in relation to other objects.

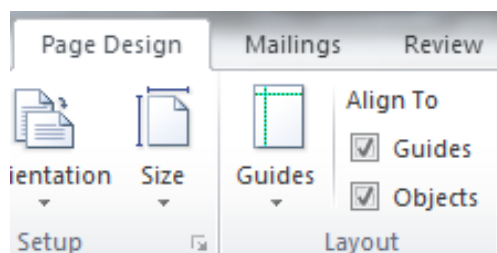
This Question mark image is shown as aligned with the top and right edge of the arrow text box.



In this example it is aligned with the Horizontal and Vertical guides, the guides become bold when the edges of images are in contact with them.



You can switch this feature off in the Page Design tab



Just uncheck the boxes.

Inserting ClipArt

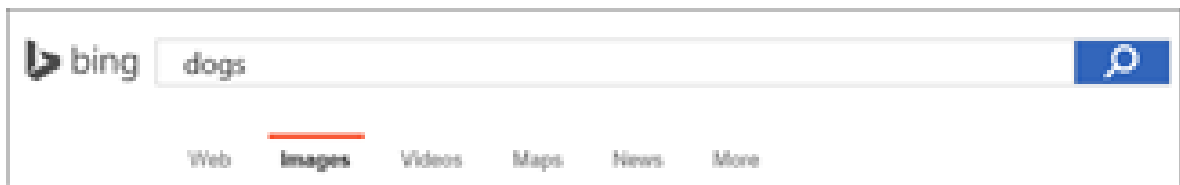
In Office 2013 there is no longer a built in clip art tool, you will need to find your images online.

This page copied directly from Microsoft HELP

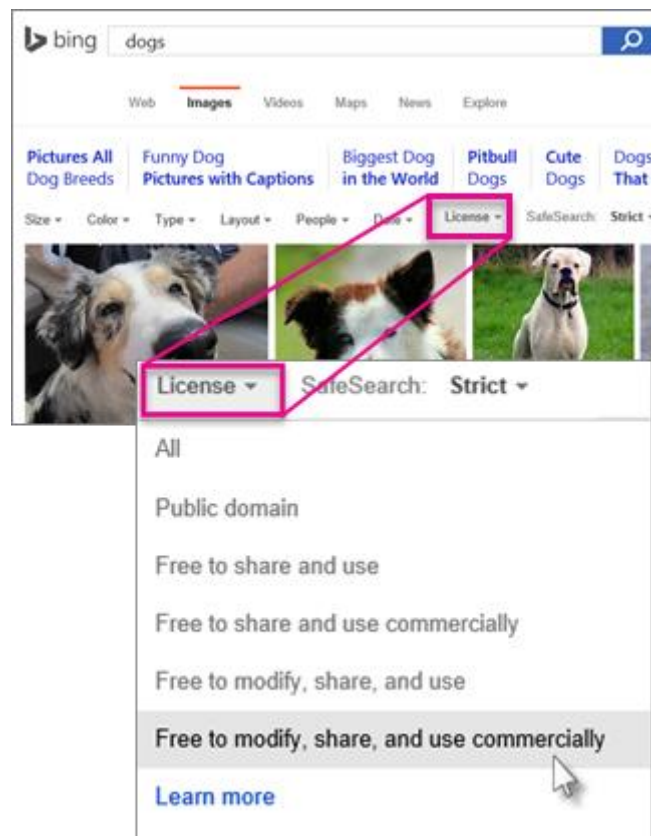
If you'd like more control over what you see in the search results—for example, to see clip art, but not photos, or vice versa—you can go directly to Bing and search for images there. You'll want to be sure that you have the rights to use the images you select, and you can do that by setting easy-to-use licensing filters. Here's how:

Go to Bing.com and click or tap the **Images** tab in the upper-left corner of the screen.

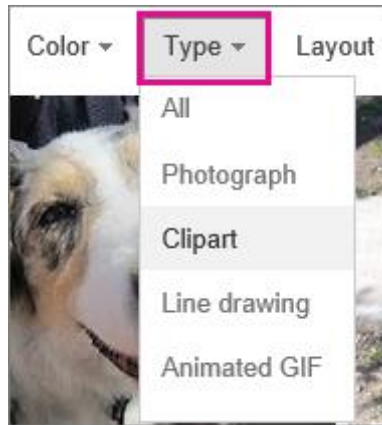
In the **Search** box, enter the type of image you're looking for.



When the image results appear, click or tap the **License** drop down menu, and pick the licensing option you want. (If you don't see the **License** filter, make sure you're using a [supported browser](#).)



Try it Here's a link for [dogs](#) that is already set to **Free to modify, share, and use commercially**. If you want to narrow results to clip art (cartoon-like images), add "clip art" to the end of your search term or change Bing's **Type** filter to **Clipart**.



Click the image you want to see it full-size (unless you want the thumbnail).

Now, use your browser's command to make a local copy. For example, in Internet Explorer, right-click the image > **Save picture as**. In Chrome, right-click the image > **Save image as**.

In your Office program, go to **Insert > Picture** and find the image you just saved from Bing.

Bing Image Search filters are based on the highly respected [Creative Commons license](#) system. To better understand the licensing options, see [Filter images by license type](#). Remember, you're responsible for respecting the rights of others' property, including [copyright](#).

Supported browsers

To use Bing filters, you need to use one of the following browsers:

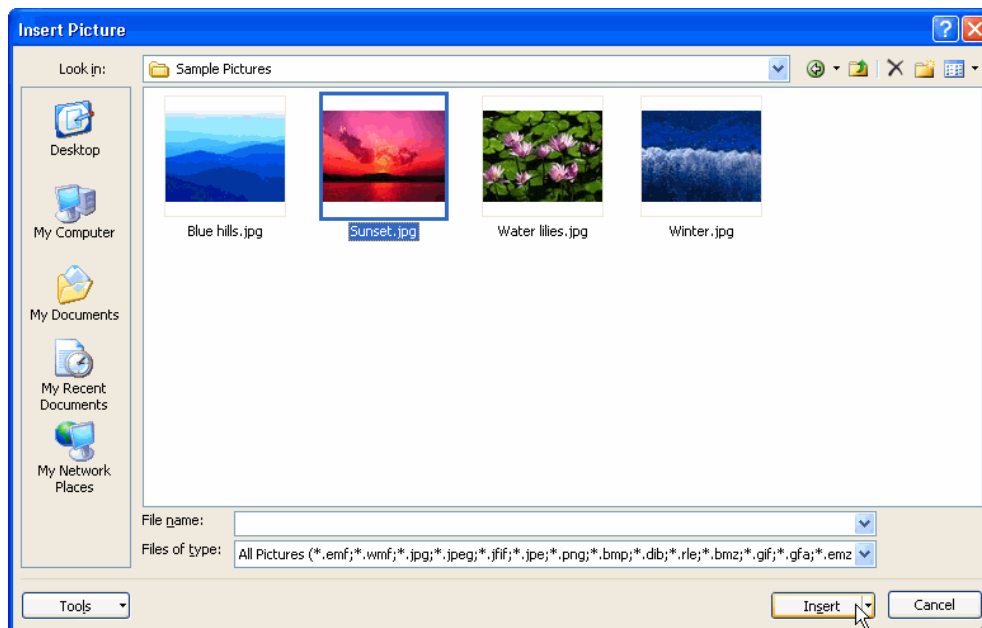
- Microsoft Edge
- Windows Internet Explorer 9 or later
- Mozilla Firefox (any version)
- Apple Safari (any version)
- Google Chrome (any version)
- Amazon Kindle Fire (any version)

[This page copied directly from Microsoft HELP](#)

Please note that Google browser Image search and the Creative Commons search page also allow filtering of licensing and copyright.

Inserting a Picture from a File

To insert pictures from a file, use the Insert menu or the Insert Picture icon located on the Picture toolbar. Then, browse to your photo and click Insert.



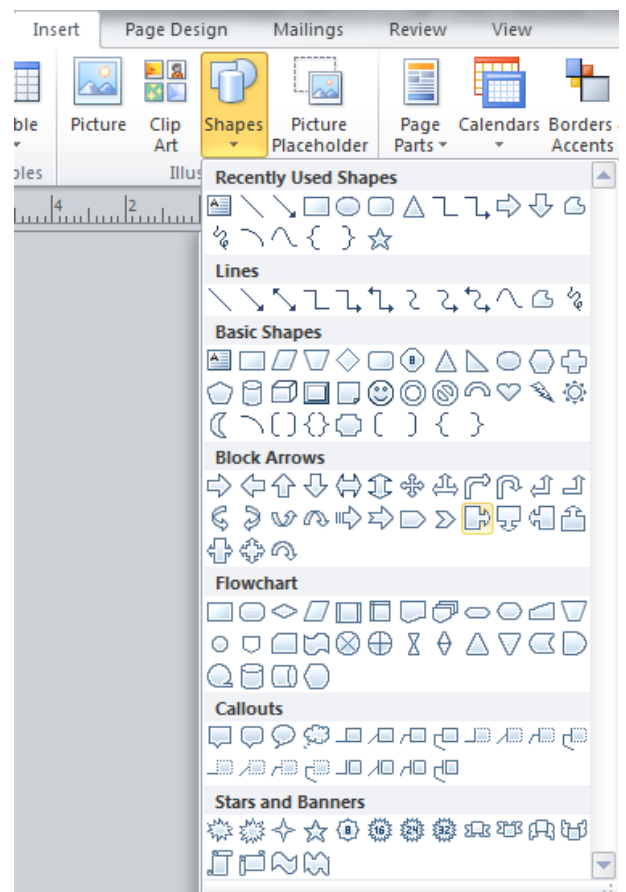
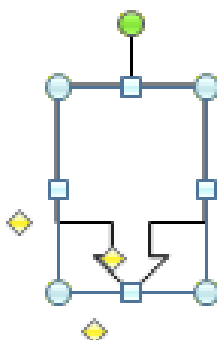
Like ClipArt, if you have an empty picture frame in the publication, the image will appear there. Otherwise, you will need to click it and drag it to place it where you want it.

Drawing Shapes

Lines and shapes are great to use when building diagrams or labelling objects. With Publisher's drawing features, you are able to draw and edit shapes, apply fill and font colour to shapes, line colour to lines, and apply 3-D and shadow style to all shapes, lines, and arrows.

To insert a shape, select the Shapes icon from the Insert ribbon, select the AutoShape type from the menu or floating toolbar, then select the style of the AutoShape.

On the publication, point to where you want the AutoShape to be positioned and then click and drag to form the AutoShape. You can then adjust the shape using the green and yellow handles



Editing Graphics

In some cases scanned pictures or ClipArt picture quality is not at its full potential due to colour, contrast, and brightness settings. Other pictures may need to be cropped. After reading this section you will be better equipped to adjust picture quality, crop, wrap text around objects, and much more.



The Picture Ribbon

The picture toolbar has all necessary features to modify pictures. The picture toolbar is only active when a picture is inserted or selected (by clicking on any picture).



Most of the picture ribbon features are displayed here as shortcuts. Note that all features can be applied to all types of images, whether it is a picture inserted from a file, a scanned image, or ClipArt.

Let's look at what types of commands are on the Picture Ribbon.



This is the Insert Picture icon. It will open a window allowing you to locate the picture you want to insert.



The Recolour command drops down to offer colour options, such as Grayscale, Black and White, Washout and variations.



More Contrast will darken your image, giving you sharper quality.



Less Contrast will lighten your image, giving you a less intense image.



More Brightness will increase the amount of light in your image.



Less Brightness will decrease the amount of light in the image.



Reset Picture. This command will return the picture to its original size and quality.



Change Picture allows you to swap an image with another, keeping the size and any cropping, recolour, etc.



Compress pictures is very useful if you wish to use your publication on the web or need to send it via email.



Use this to add a border to your selected image



Mostly used for drawn shapes but you can apply a mask that alters the shape of some inserted images.

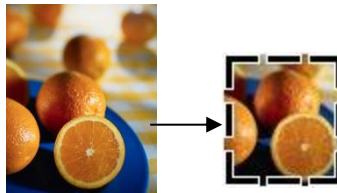


The caption tool will add a label to your image

This is the cropping feature. It allows you to remove the outer edges of the picture. This is great to use when you have unwanted space surrounding the picture's focal point.



Crop



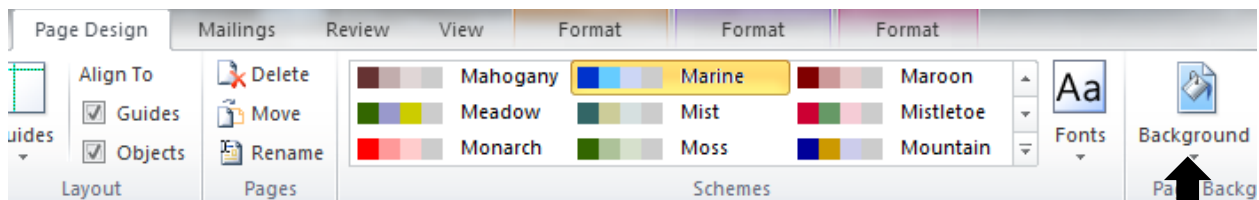
The Text Wrapping feature provides options such as placing the picture in line with text, or placing it behind text as a background. Try Top and Bottom as a default.



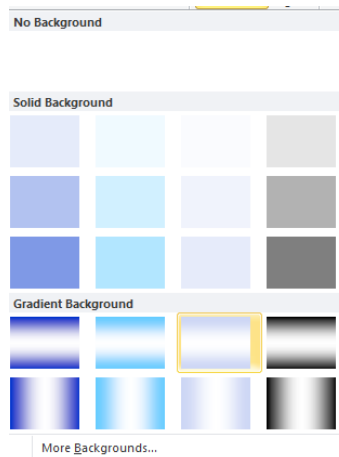
The Set Transparent Colour allows you to make selected colours of the picture transparent, meaning you will be able to see through certain points of the picture. Find this in the Recolour icon drop down.

Applying Backgrounds

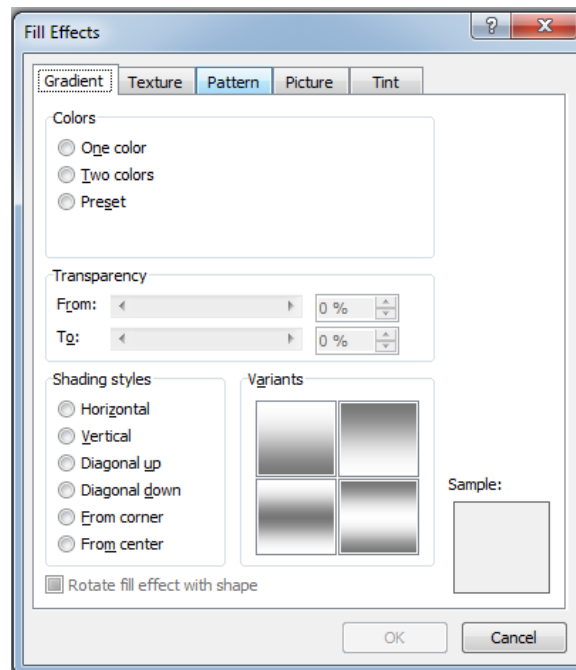
The Background task pane can be accessed from the page Design menu.



Simply left click on a background to apply it.



At the bottom of the Task pane is a link (More Backgrounds) to the Background dialogue for you to create advanced backgrounds by applying your own creative fills, gradients, and colours. The texture and Picture tabs allow you to select your own images to use as backgrounds.



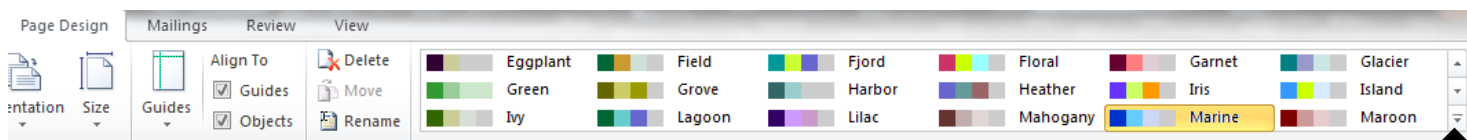
Using Colour Schemes

Colour Schemes are colour combinations accessible to a publication. A colour scheme will display five colour boxes which represent headline and body text colour, hyperlink and AutoShapes colour, line colour, and border colour.



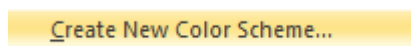
Applying a Colour Scheme

A colour scheme can be applied to any publication. Colour schemes can be applied from the page Design tab. Click on any of the schemes available to you

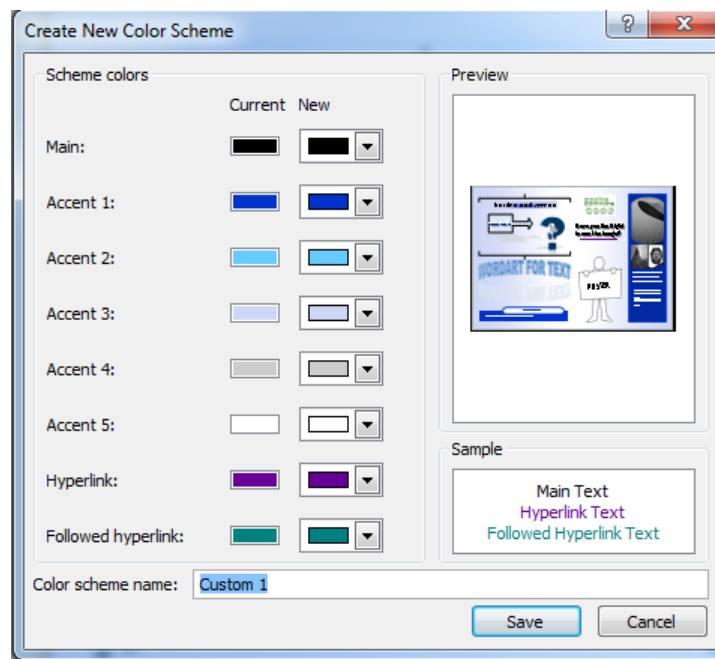


The drop down arrow will reveal many more options.

Creating a Colour Scheme



At the bottom of the colour scheme pane, you will find the Create New Colour Scheme link. The colour scheme link will take you to the custom colour Dialogue box where you can create a colour scheme based on a built in scheme, or create a new scheme altogether.



With the Create New Colour Scheme Dialogue box, you have to select each new colour item to create a successful scheme. For example, a colour scheme must consist of the following: Main Colour, Accent's 1 through 5, Hyperlink and Followed Hyperlink. There are many items and accents involved in a publication and colour scheme, but if you can mix and match, complimenting colours then you will be able to create some interesting colour schemes. Each new colour scheme is named and saved at the bottom of the Create New Colour Scheme Dialogue box.

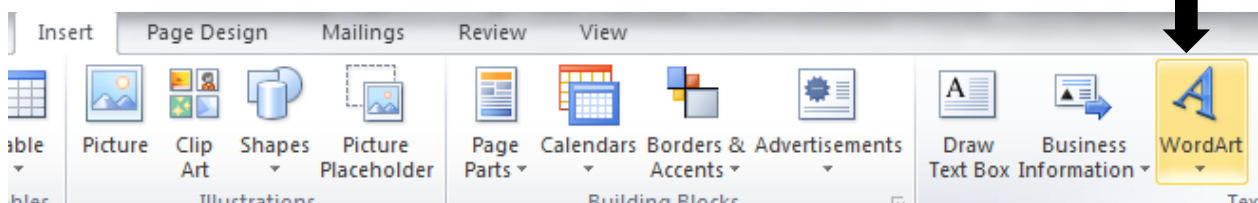
Adding WordArt

WordArt is a creative way to type text. Publisher has created a small gallery of WordArt that can be incorporated into any publication. When inserted, WordArt is read and moved as a picture. WordArt also comes with its own contextual ribbon, which is opened when the WordArt is inserted or selected. WordArt can be moved, edited, formatted, and resized to fit any publication.



Inserting WordArt

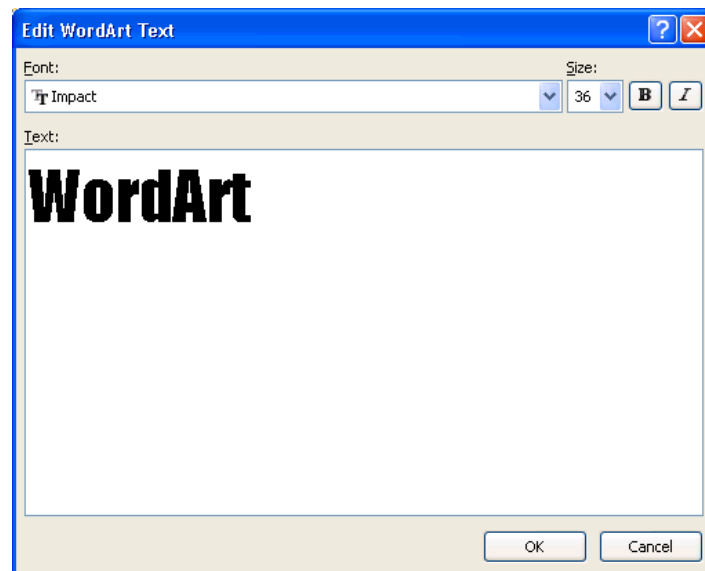
WordArt is found on the Insert tab of the ribbon



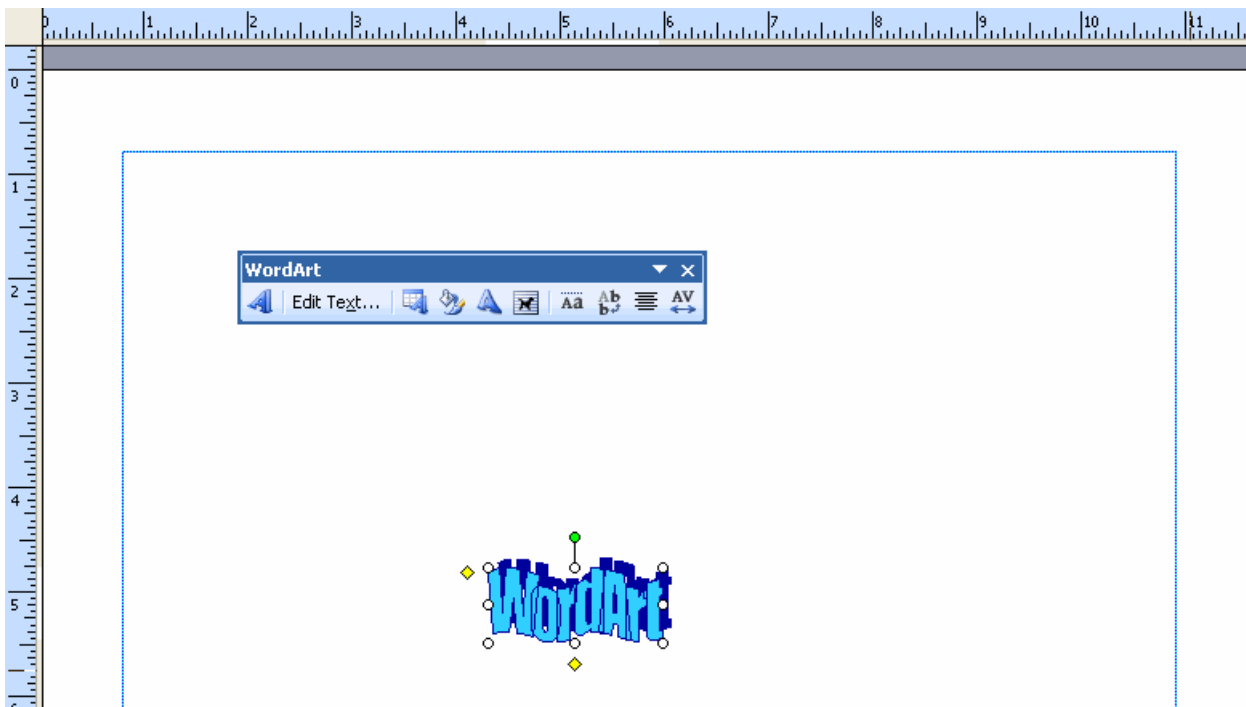
Left click the WordArt icon then select form the offered styles.



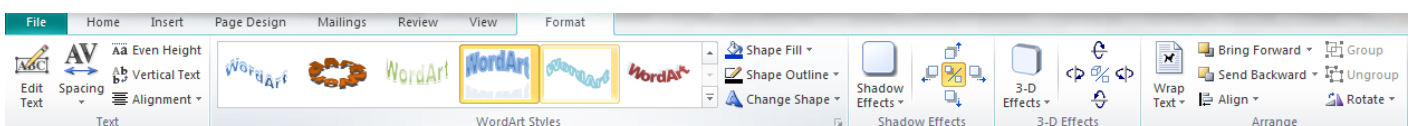
Once you click a style and click OK, you can type your text. (see next page)



Notice that you can change font type, size, and basic effects at the top of the dialogue. Once you're ready, click OK to insert your WordArt.



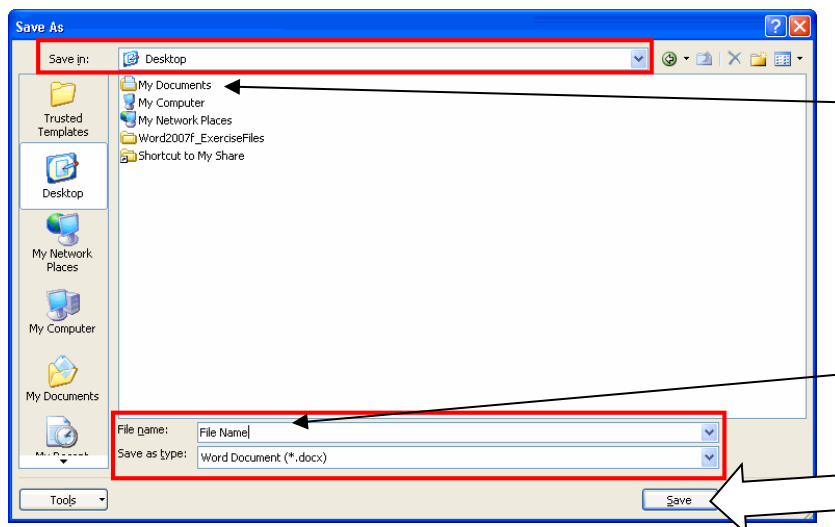
The WordArt ribbon appears where you can make other changes to the text.



Your next step will be to SAVE the document so that you can keep the work you put in it and find it later.

Saving Files

To save a file for the first time click the Office menu and click Save (or Save as).



Choose WHERE to save your file; the default is the "Documents" folder.

Type a Name for your file; then left click SAVE

If this is the first time you are saving the file any of these options will open the "Save As" dialogue:

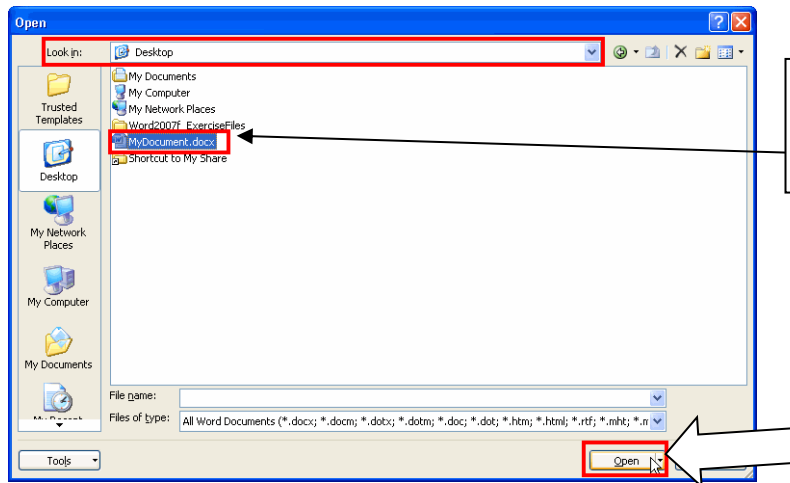
At the top of the window, you can choose a location to save your file. (You can also use the shortcuts on the left hand side of the window.) At the bottom, enter a file name. Once you're ready, click **SAVE**.

Once you have saved a file in this way, you can use the commands mentioned above (File and Save) to update the saved file. You won't need to enter the file name, location, or type again. If you want to save the file with a different location, name, or type, press the F3 key or use the File menu – Save As command. This will reopen the Save As dialogue.

Opening Files

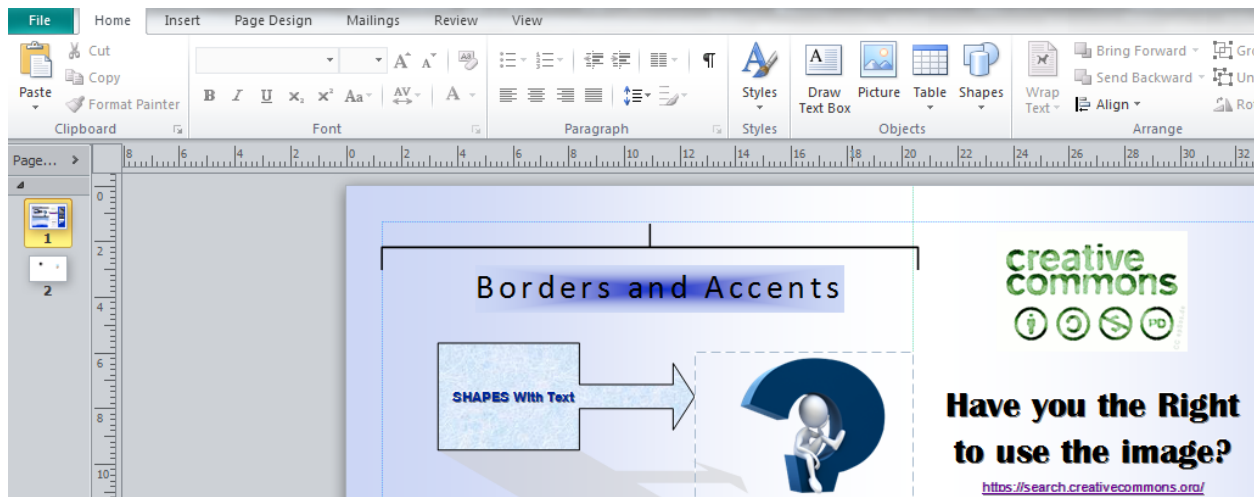
There are a few ways to open Publisher documents. The first is to find the file on your computer or memory stick for example and double-click it.

From within Publisher, you can click the File menu and click **Open** or use the Ctrl + O shortcut. This will launch the Open dialogue. (Next page)



This dialogue works much the same as the Save As dialogue. Select a location from the top or the pane on the left, click a document to select it, and then click Open.

You will then see the file open in Publisher.



After you have opened a file and edited it, you can use any of the basic save commands discussed above to update the original file. A good way to avoid losing files is to keep two copies with different names saving to each file in turn, so if anything goes wrong you only lose your most recent work.

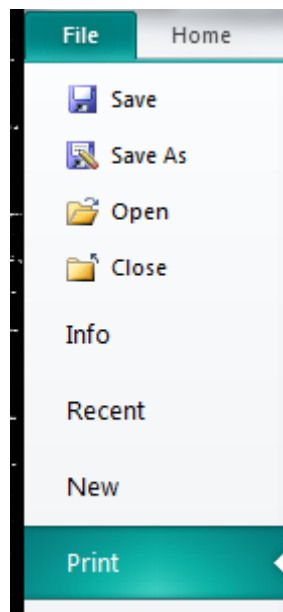
Print Commands

There are a few ways you can print your document. First, you can add a Quick Print or Print icon to the Quick Access toolbar. The Quick Print icon will send the document directly to the printer, while the Print icon will open the Print dialogue. (**Hint:** Right click on any Ribbon tool to add it to the Quick access toolbar)



You can also use the “Ctrl + P” shortcut to open the Print dialogue.

The more conventional method is to use the Print section of the File menu.



Clicking the Print command in the main menu will open the Print dialogue. Clicking Quick Print will send the document directly to the printer without specifying any options. A Print Preview will open in the right hand stage of the screen.

Using Basic Print Options

Let's take a look at the Print dialogue.

A screenshot of a Print dialog box. It has several sections: 'Print' with a printer icon and a 'Print' button; 'Copies of print job:' with a spinner set to 1; 'Printer' with a dropdown menu showing 'DataServices (KM-283-02) on LETO' and a 'Printer Properties' link; 'Settings' with several options: 'Print All Pages' (selected), 'Pages:' (1-2), 'One page per sheet' (selected), 'A3' (29.7 x 42cm), 'Print on Both Sides' (selected), 'Composite RGB' (selected), and a checked box for 'Save settings with publication'.

Our first set of options is Copies, this chooses the number of copies you want to print.

Printer. Here, you can choose your printer if you have more than one available.

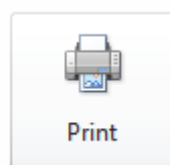
The next set of options is Page Range. Here you can choose to print all pages, the current page, or just a selection. You can also click the Pages command and enter page numbers.

There are a few ways to specify pages by typing them; here's a list of the most commonly used ways:

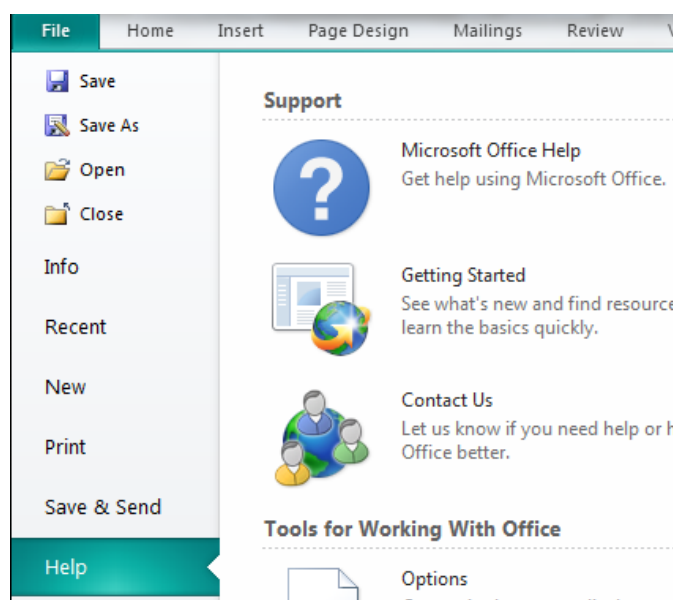
- 1,3,5** Prints pages one, three, and five.
- 1-5** Prints pages one through five.
- 5** Prints from the beginning of the document to page five.
- 5-** Prints page five onward (until the end of the document).
- 3** Prints only page three.
- S3** Prints only section three.

You can also combine these commands. For example, you could type 1,3,5,9-11,17- to print pages one, three, five; pages nine to eleven; and page seventeen to the end of the document.

Once you've configured your settings, click Print to print.



Enjoy using Publisher and remember to **Save**, also, help is always available from the File menu or the Question icon on the top right of the Ribbon.





Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

TECHNOLOGY
ENHANCED LEARNING
UWTSD