

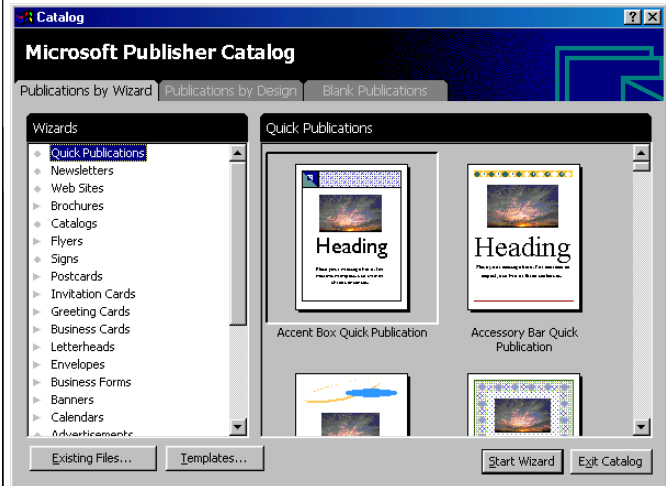
# Microsoft Publisher Desktop Publishing

Click on various options:

- Publications by Wizard
- Publications by Design
- Blank Publication

Select the Blank Publications Tab:

- Choose a blank full page
- Click on Create



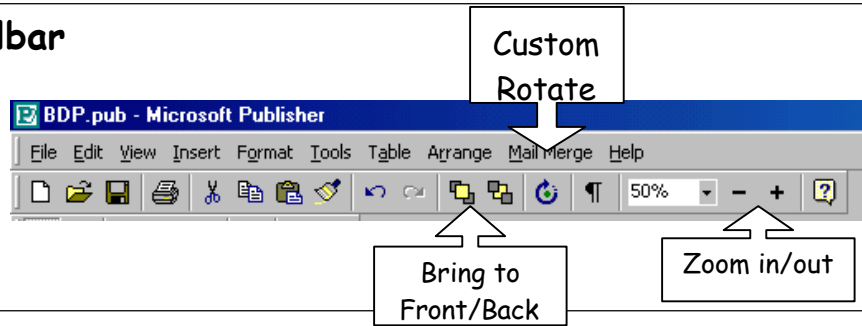
New Page

- Insert → Page
- Select the number of pages
- Select from the different options
  - Insert blank pages
  - Insert a text box on each page
  - Duplicate all the options on page

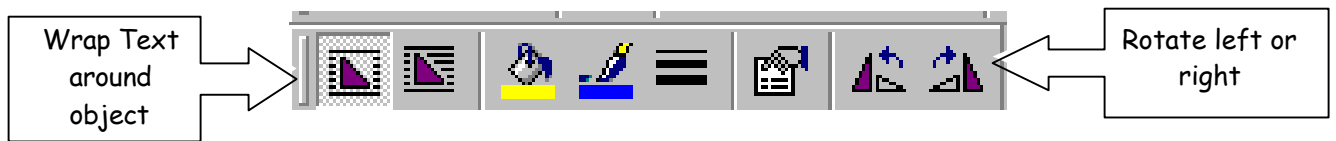
# Microsoft Publisher Desktop Publishing

## Toolbars

### Standard Toolbar



### Object Toolbar



### Formatting Toolbar

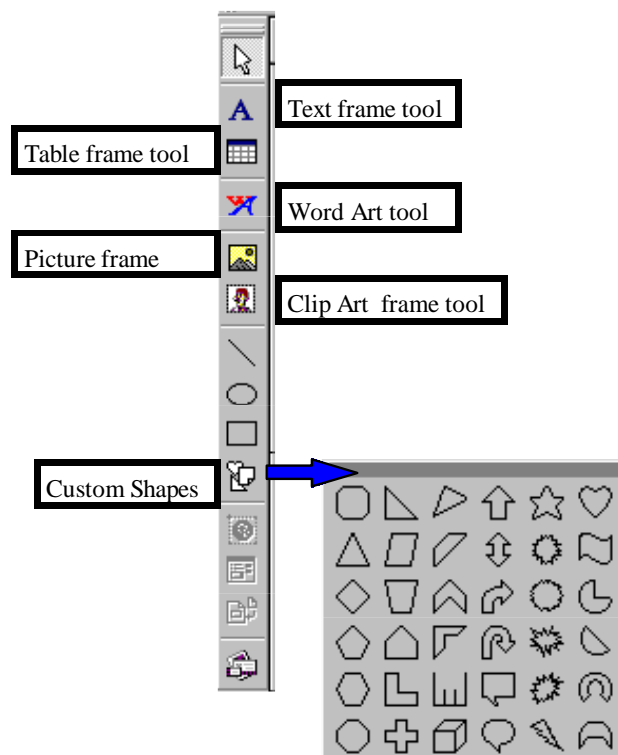


Publisher works like a blank canvas.

You need to choose what object that you want to place on the canvas

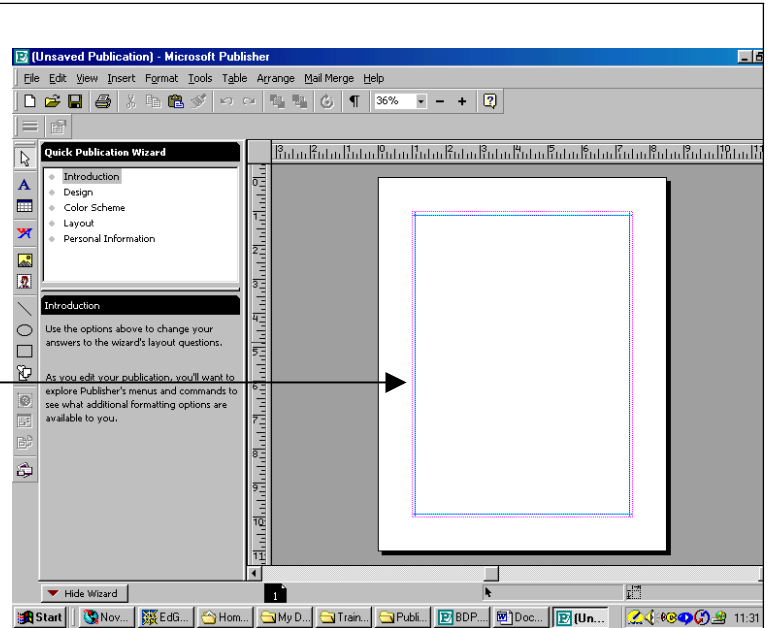
- Text
- Pictures
- Clip art
- Tables
- Word Art
- Shapes

Click on any of the icons and then draw a space on your "canvas"/ paper to show where you want the object.



# Microsoft Publisher Desktop Publishing

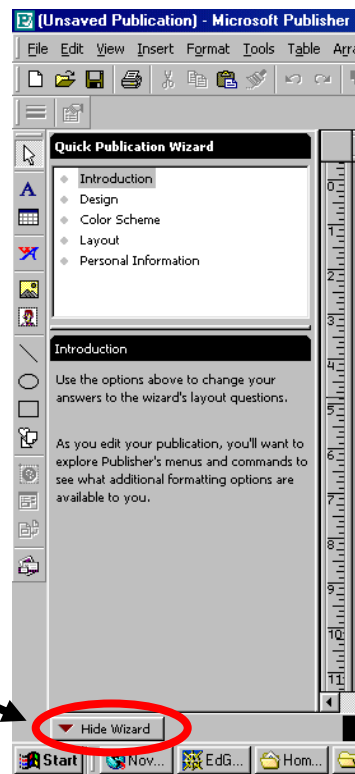
Your blank sheet will give you some guidelines - they will not print.



The wizard will appear to the left. The Wizard will help you select certain options

- Design
- Color Scheme
- Layout
- Personal Information

At the bottom of the wizard you can hide/show it.



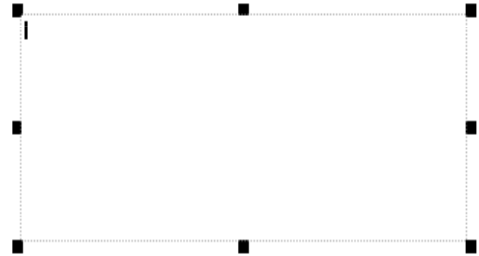
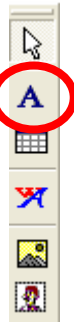
# Microsoft Publisher Desktop Publishing

## Enter Text

- Click on the Text icon
- Draw your text box

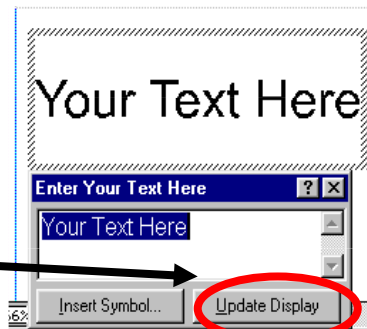
Note: If text is too small, click F9 on the keyboard to zoom in on text.

Click F9 again to zoom out. F9 is a toggle button.



## Enter Word Art

- ◆ Click on Word Art icon
- ◆ Click and drag mouse to draw a text box
- ◆ Enter your text
- ◆ Click Update Display
- ◆ Click X to close



Change the way your text looks using the Word Art toolbar.



When you are done designing your Word Art, click outside of the art and it will take you back to your publisher document.

## Edit your Word Art

- Double click inside the Word Art area
- It will take you back to the Word Art environment

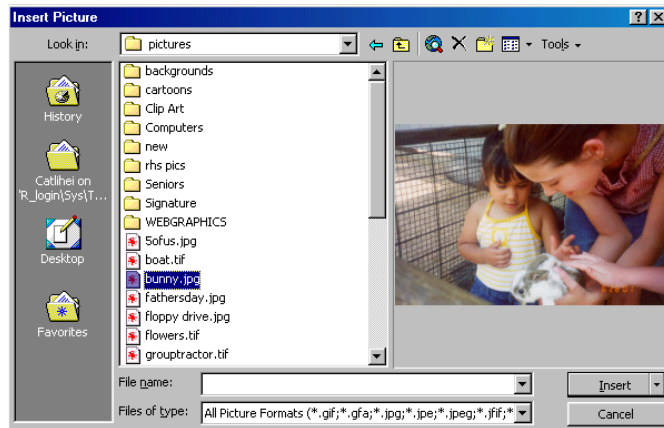


# Microsoft Publisher Desktop Publishing

## Enter pictures from file



- Click on Picture icon.
- Draw a box where you want the picture.
- Double click inside the area to take you to your files.
- Select the picture file and then click on Insert.



## Enter pictures from Clip Art

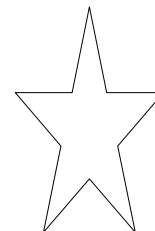
- Click on Clip Art icon.
- Draw a box where you want the picture.
- Type in a search word and hit enter or select a picture from a category.
- Select picture that you want.
- Click on the insert button on the menu



- Close the Clip Art Gallery when you are done.

## Other Shapes

- Click on a shape icon
- Click and drag mouse to draw shape



# Microsoft Publisher Desktop Publishing

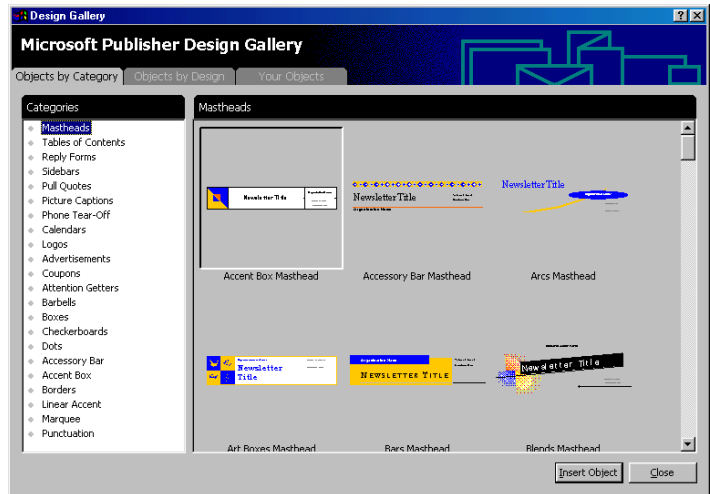
## Add an Design Object



- Click on the icon.
- Choose a design.
- Click on Insert Object.
- Edit the text in your object.

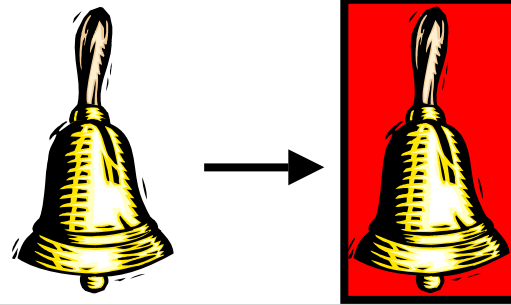
## Examples

- Table of Context
- Advertisements
- Calendars
- Coupons
- Photo Captions

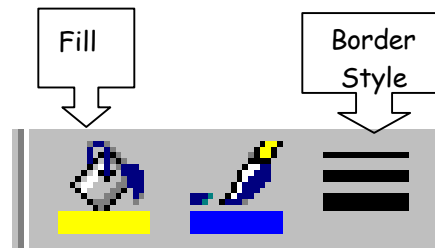


## Formatting Objects

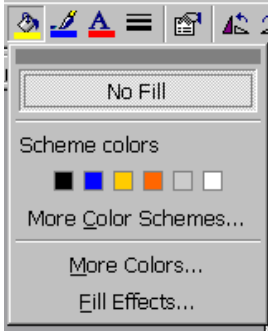
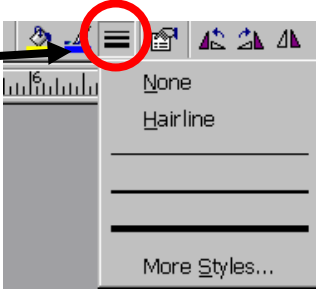
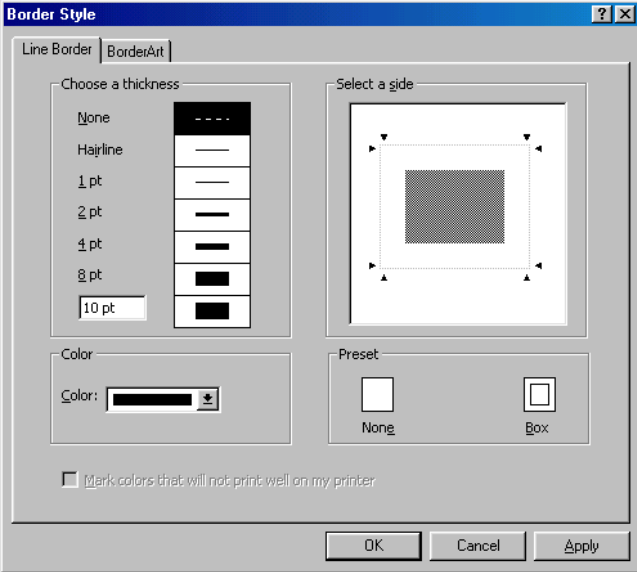
You can add a border or fill to any object (Word Art, Text Box, Clip Art, Etc.)



- Click on the object to highlight it.
- Look for these icons



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<p><b>Fill color</b></p> <ul style="list-style-type: none"><li>• Click Fill icon or Format/ Fill color</li><li>• color scheme</li><li>• more colors</li><li>• fill effects</li></ul>	
<p><b>Select a border</b></p> <ul style="list-style-type: none"><li>• Click on Line icon to select border</li><li>• Click Format / Line/Border Style / More Styles for more options</li></ul>	
<p><b>Line Border Tab</b></p> <ul style="list-style-type: none"><li>• Choose a thickness</li><li>• Choose a line color</li><li>• Click on OK</li></ul>	

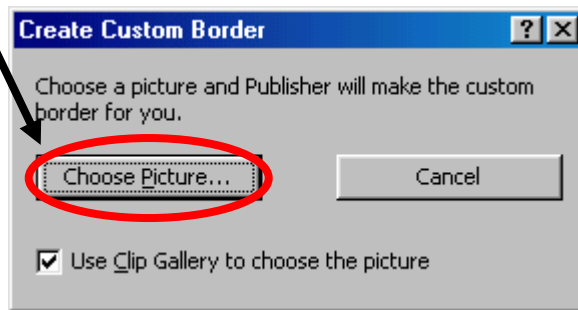
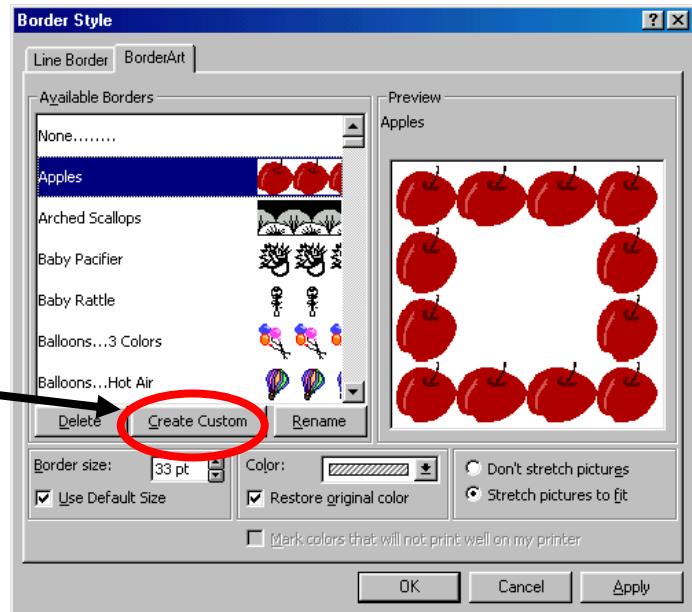
# Microsoft Publisher Desktop Publishing

## Border Art Tab

- Choose an available Border
- Change the border size
- Change the color
- Click on OK

## Custom Border

- Click on Create Custom
- Click on **Choose Picture**
- This will take you to the Clip Gallery
- Choose a picture
- Insert

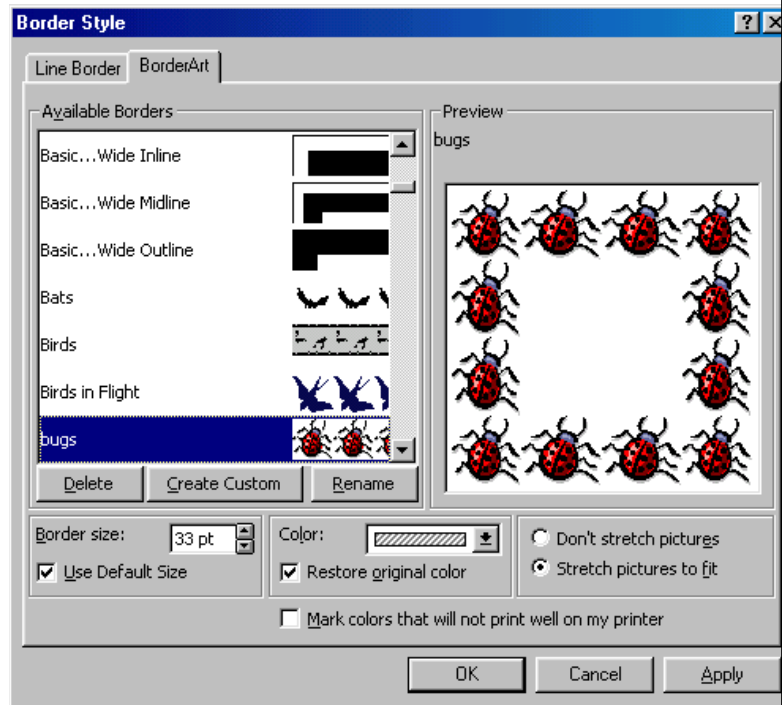


Type in a new name for your border



## Microsoft Publisher Desktop Publishing

- Your new border will appear.
- Make changes if you need to size and color
- Click on OK



### Delete Objects

- Select the object and push the delete key on the keyboard

### Drop Caps

- Highlight the text where you want to add a "Dropped Capital Letter".
- Format → Drop Caps
- Select a different style of Drop Caps



Microsoft Publisher  
Desktop Publishing

**Text Frames**

- **Create two text boxes**
- **Highlight the first text box**
- **Click on the "Connect Text Frames" icon on the toolbar**
- **Your cursor will change to a pitcher.**
- **Click on the second text box (the one you want to connect to)**
- **Put your cursor in the 1st text box**
- **Choose Format → Text Frame Properties**
- **Click on "Include Continue on Page"**

