



Microsoft Publisher Basics

Revised January 2021

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 essentials of using Publisher, including getting started, working with text and pictures, connecting text boxes, saving, and printing your publication.

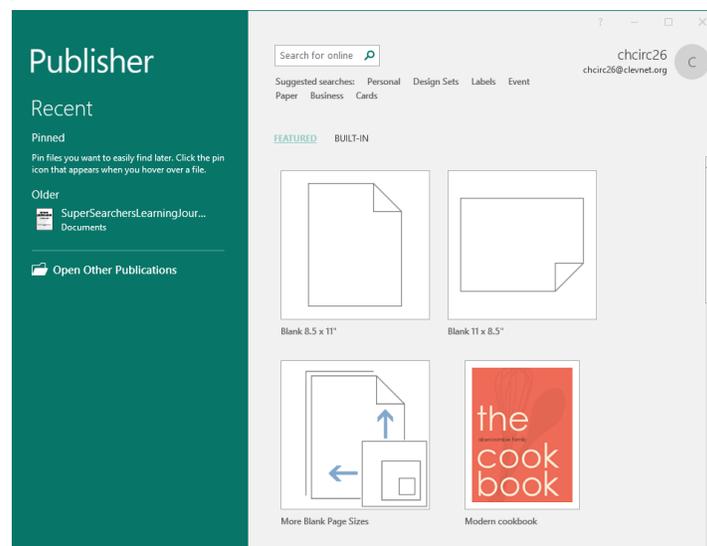
Getting Started

1. Click the **start** button in the task bar at the bottom of the screen
2. Choose **Publisher**

Publisher Start Screen & Templates

When Publisher opens, it displays the **Start Screen** which shows all of the template options and open other publication.

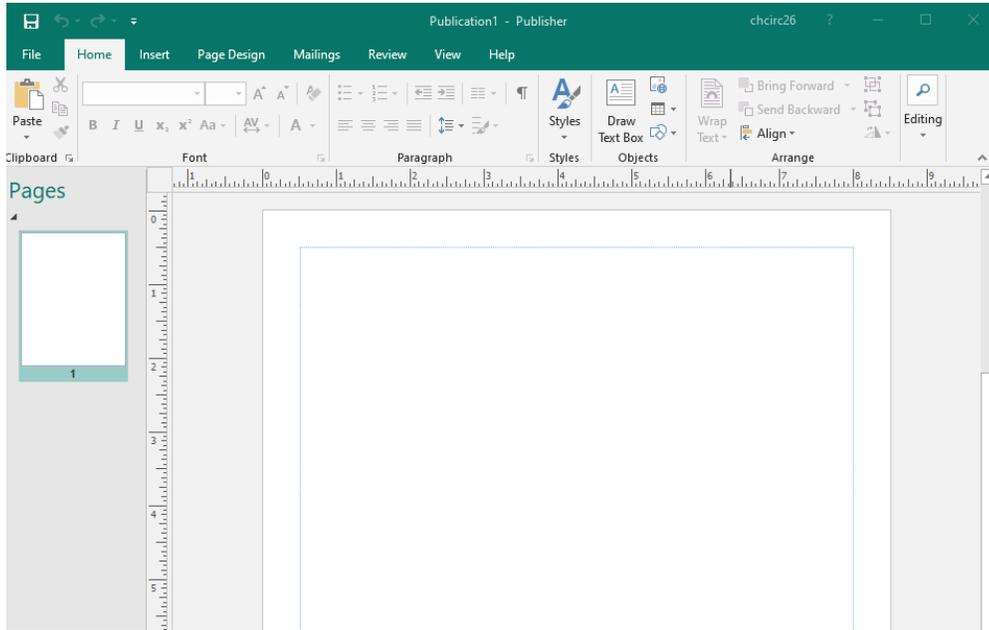
- Click **Open Other Publications** to open a previous Publisher document.
- More templates can be download off Office.com, search the available templates by typing in the **Search for Online Templates** box.



To get started with a new Publication:

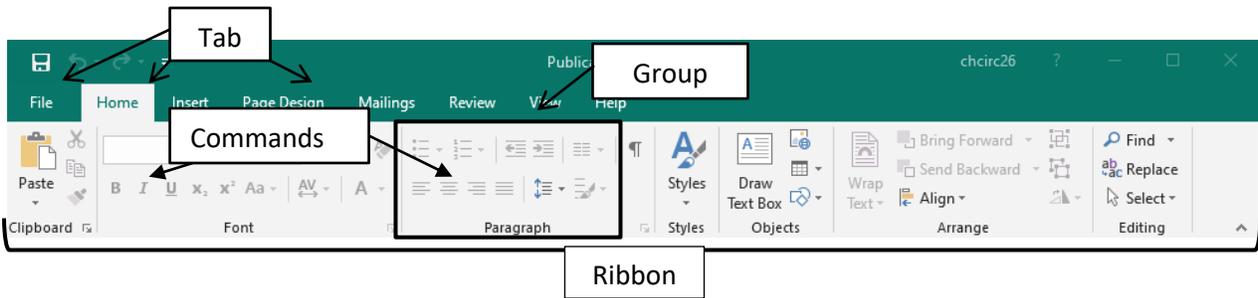
1. Click **Blank 8.5 x 11"**
2. The Publisher screen will open.

The Publisher Screen



Ribbon

Starting with Microsoft Office 2007, Microsoft Office programs like Publisher have used the Ribbon system. The **Ribbon** is the large **graphic user interface (GUI)** that appears at the top of the PowerPoint screen. The ribbon is divided into **Tabs, Groups, and Commands**



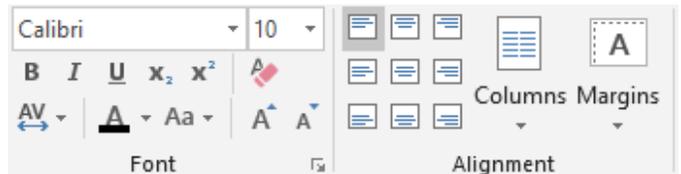
Each **tab** opens with different **groups of commands**. The Publisher **Ribbon** allows users to quickly access all of the program's features and commands with a minimal number of mouse clicks.

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.



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).

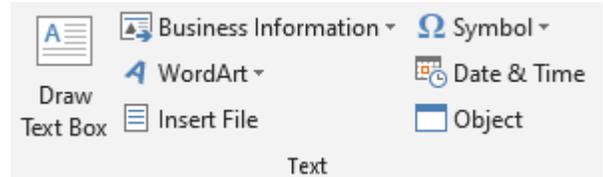


Adding New Objects

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.

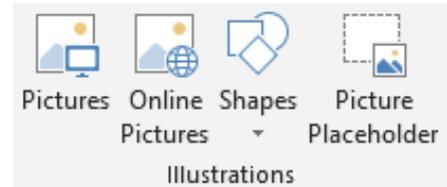
To add a new text box:

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:

- **Pictures** (images saved to a computer or flash drive).
- **Online Pictures** (contains Bing image search.)
- **Shapes**
- **Picture Placeholder**

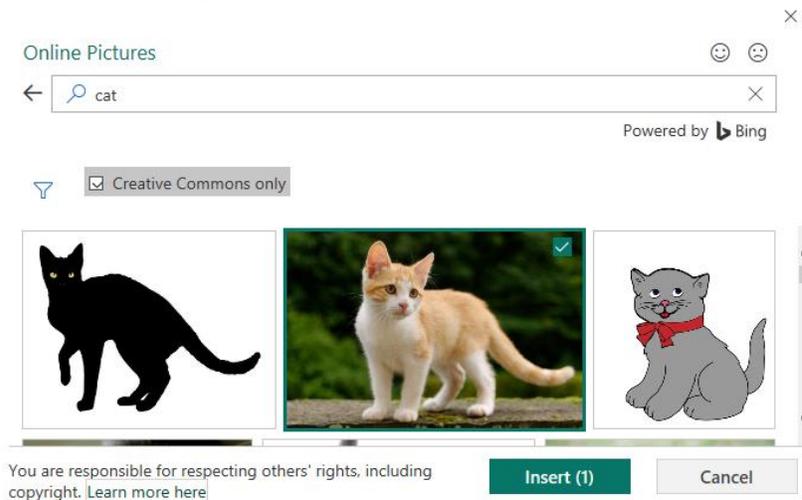
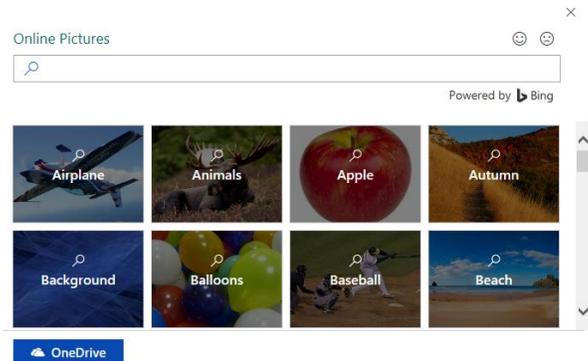


Adding Objects in Publisher

Online Pictures

Online Pictures replaces Clip Art in Publisher. This option allows you to use Bing Image Search to find free images without leaving Publisher.

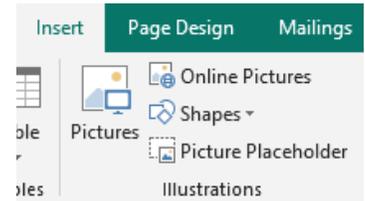
1. Go to the **Insert** tab → **Illustrations** group → **Online Pictures** command.
2. The Online Pictures dialog box opens.
3. Type keyword(s) for the image into the **Search Bing** box (e.g. **cat**).
4. Press **Enter** on the keyboard; images matching the keyword(s) appear within the dialog box.
5. Scroll through the images and click on one to insert it into the document.
6. Click on **Insert** to add the image to the document.



Inserting Images from a Computer

Publisher also allows you to search for a saved image on the computer (or flash drive).

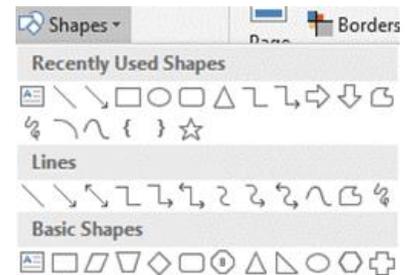
1. Go to the **Insert** tab → **Illustrations** group → **Pictures** command
2. A dialog box appears.
3. **Navigate** to the picture's location on the computer or flash drive.
4. Click on the image to select it.
5. Click **Insert** to add it to the publication.



Adding Shapes

Publisher also has options for drawing objects using the options in the **Shapes** command.

1. Go to the **Insert** tab → **Illustrations** group → **Shapes** command.
2. Click on the shape to be inserted into the document.
3. The cursor turns into a plus sign; hold down the mouse button and drag to draw the shape.
4. Release the mouse button; the shape appears.



The object can be resized, rotated, or formatted just like any image.

Building Blocks

Publisher's **Building Blocks** group offers more specialized graphic objects, such as coupons, calendars, forms, and borders.

To access Building Blocks:

1. Go to the **Insert** tab → **Building Blocks** group.
2. Click on any of the categories in the Building Blocks group (**Page Parts**, **Calendars**, **Borders & Accents** and **Advertisements**) to see the available options.
3. To add an object to your document, **click** on it.
4. Page Parts can be moved and resized to suit your document.



To extend the border across the entire page, click on a resizing handle and drag.

Moving, Resizing, and Deleting Objects

Moving Objects

To move an image:

1. **Move** the mouse **inside** the image.
2. When the cursor changes to a 4-headed arrow , **click and hold** down the left mouse button.
3. **Drag** the image to the desired location
4. **Release** the mouse button.

Resizing Objects

To resize an image:

1. Move the **mouse** over a **resize handle**.
2. When the mouse cursor changes to a **two-headed arrow**, **click and hold** down the left mouse button.
3. Drag diagonally **inward** to make the image **smaller**.
Drag **outward** to make the image **larger**.



NOTE: Use a **corner** resize handle to maintain the image's **original proportions**. Using one of the side resize handles stretches the image either horizontally or vertically.

Deleting Objects

To delete a shape, image, or textbox:

1. **Click** on the object
2. Press the **Delete** or **Backspace** key on the keyboard.

Undo

To undo an action:

1. Click on the **undo** arrow in the **Quick Action Toolbar** OR use the keyboard shortcut **Control + Z**.

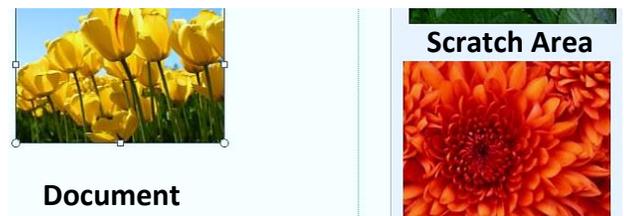


Working with Images in Publisher

Publisher 2013 offers several other features that are helpful when working with images.

Scratch Area

Publisher features a scratch area along the sides of a document, this where you can temporarily put images while you are moving things around on the document. Things in the scratch area will not show when printed, but they can be saved.



To put an image in the scratch area:

1. Click on an image or other object and drag it over to the scratch area.
2. Click and drag an image from the scratch area back to the document.

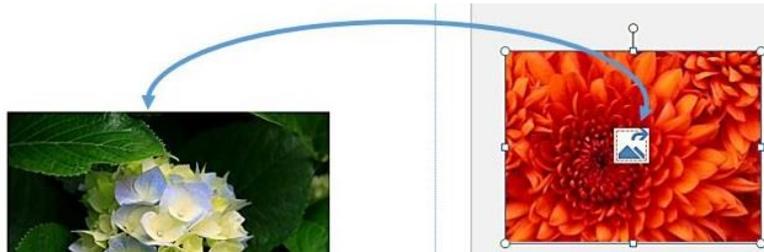
Swapping Pictures

Another new feature in Publisher 2013 and that is the ability to easily swap out images. It is possible to swap out one image for another without affecting the layout or formatting for the rest of the document. Pictures can be swapped out from within the document OR from the scratch area.

To swap a picture:

1. Add at least **2 images** to the document by going to the **Insert** tab → **Illustrations** group → **Pictures** or **Online Pictures**
2. Click on an image

3. Hover the cursor over the middle to bring up the **photo swap icon**.
4. **Click and drag** the image over to the image you wish to replace.



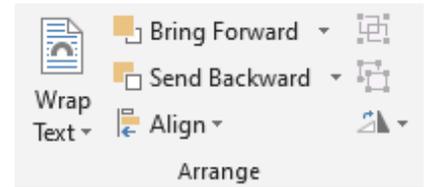
Arranging Objects

Layering

Layering allows one element to be placed on top of another (for example, a text box on top of an image). Each new object is automatically layered on top of previously-added objects, but layering can be controlled manually in order to move objects in front of or behind one another.

To layer and group objects:

1. Select the object.
2. Go to the **Home** tab → **Arrange** group and select an option under either **Bring Forward** or **Send Backward**.
 - **Bring to Front** puts the selected object in the top-most layer.
 - **Send to Back** puts it in the bottom-most layer, behind any other objects on the page.
 - **Bring Forward** and **Send Backward** move the object forward or backward one layer in the publication, respectively.



Grouping

Publisher also allows objects to be **grouped** together, which combines several layers into one object so that they can be moved or edited as a bundle rather than individually.

To group objects:

1. Click on the first object.
2. Hold down the **Ctrl** key on the keyboard and select the other(s) by clicking on each one with the mouse when a small plus sign is visible next to the cursor.
3. Go to the **Home** tab or one of the **contextual tabs** at the end of the Ribbon.
4. Go to the **Arrange** group → **Group** command.



NOTE: When working with different types of objects, such as a shape and a text box, more than one contextual tab may be visible (for example, **Drawing Tools** and **Text Box Tools**). The **Group** command can be found under either contextual tab as well as the **Home** tab.

Ungrouped Objects



Grouped Objects



To separate objects again:

1. Select the grouping.
2. Go to the **Arrange** group → **Ungroup** command on one of the contextual tabs.

Aligning Objects

Aligning objects arranges text boxes, pictures, AutoShapes, and drawing objects so that they line up with margin guides, ruler guides, and grid guides. You can also distribute objects relative to each other or relative to the margin guides.

To align an object:

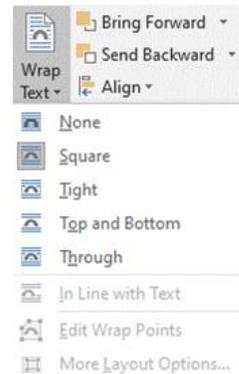
1. Click on the object to be aligned. To select multiple objects, hold down the **Control** key.
2. Go to the **Home** tab → **Arrange** group → **Align** command.
3. Select an option from the resulting drop-down menu. If all options are grayed out, click on **Relative to Margin**.

Text Wrapping

If a document includes both text and graphical elements, it must be determined how the text will **wrap** around images.

When changing the text wrapping of an image:

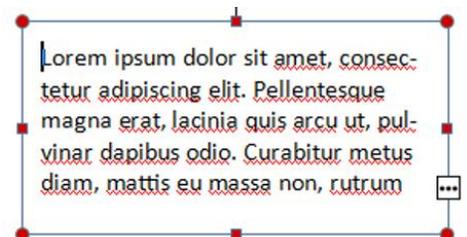
1. Click on the picture.
 2. Go to **Picture Tools** contextual tab → **Arrange** group → **Wrap Text** command
 3. Select an option from the drop-down menu
- OR
1. Right-click on the image.
 2. Choose a **Wrap Text** option from the drop-down menu.



Connect Text Boxes

If creating a story or a list of names for a program that won't fit into a single text box, it is possible to connect text boxes. When text boxes are connected, the text that won't fit into the first text box flows into the next text box. A chain of connected text boxes can span multiple pages.

1. Add a new text box by going to **Home** tab → **Object** group → **Draw Text Box** command.
2. Draw a small text box.
3. Begin typing text into the text box.
4. When there is too much text to fit in one textbox, the resizing handles turn **red** and an **overflow** icon appears (three dots in a row).
5. Click on the three-dot **overflow** icon.
6. The cursor will become a **pitcher**.
7. Click elsewhere on the page.
8. A **text box** appears. The second box is now **connected** to the first box and any text in the overflow appears in the second box.
9. Repeat as needed.



Text boxes can also be linked before adding text:

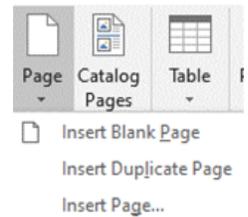
1. Add a new text box by going to **Home** tab → **Object** group → **Draw Text Box** command.
2. **Click and drag** to draw the text box.
3. Repeat steps 1 and 2 to draw another text box.
4. Click in the text box that will hold the first part of the text.
5. Go to **Text Box Tools** tab → **Linking** group → **Create Link** the cursor changes to a pitcher.
6. Click in the text box that will contain the next part of the story.
7. To connect more text boxes to the story, repeat the steps above.



Adding Pages

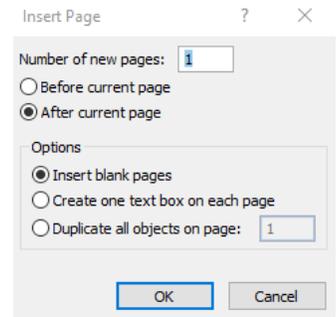
To add additional pages to a publication:

1. Go to the **Insert** tab → **Pages** group → **Page** command.
2. 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**.

To rename or delete a page:

1. **Right-click** on the thumbnail in the Page Navigation bar
2. Choose **Rename** or **Delete** from the resulting menu.

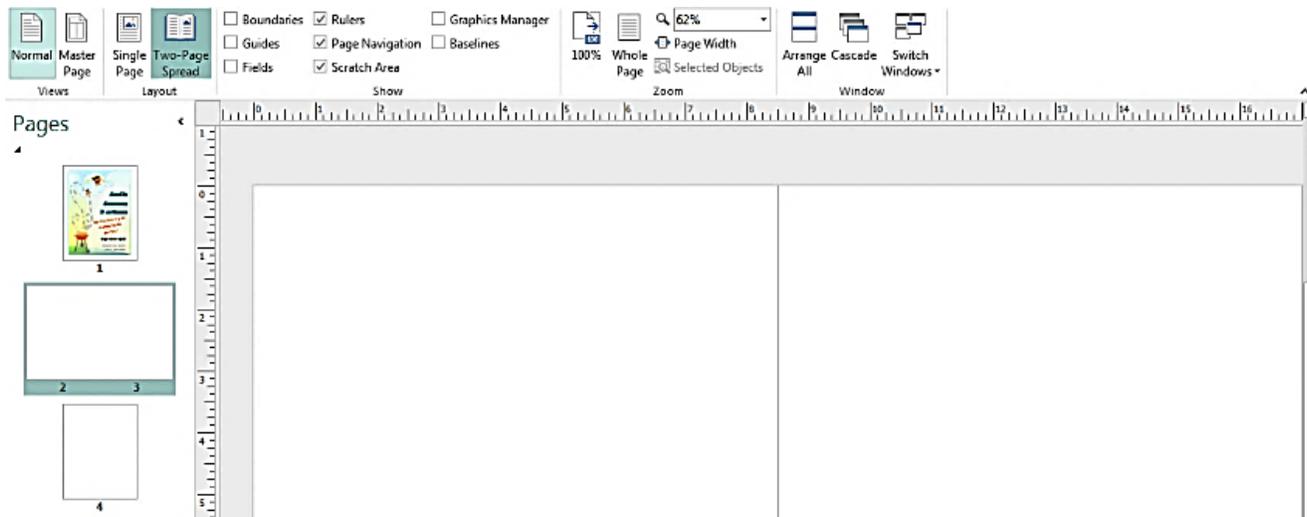
Two-Page Spread View

Publisher offers a unique document view option called **Two-Page Spread**, which displays the layout of the document as it would look when printed. For example, if printing a brochure or booklet, two-page spread view displays the pages side-by-side.

To view the document in the two-page spread format:

1. Go to the **View** tab → **Layout** group → **Two-Page Spread**
OR
2. **Right-click** on a thumbnail and select **View Two-Page Spread** from the menu.

In the example below, pages two and three are shown facing each other in two-page spread format. Page one, which is the cover of the booklet, is still viewed separately. Click on the thumbnails to switch back and forth between pages.



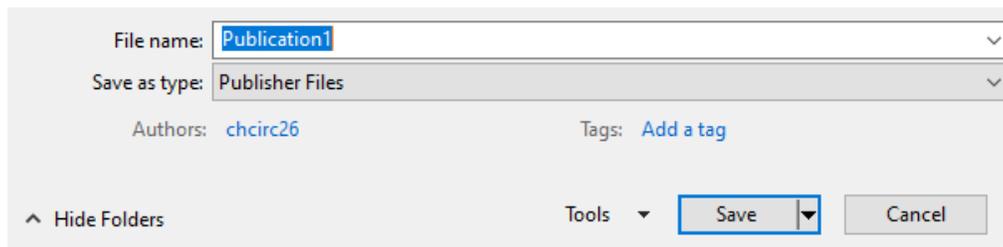
NOTE: Two-Page Spread is only useful when a document contains at least three pages.

Saving

It's important to save your document on a regular basis to avoid losing your hard work!

To save a file for the first time in Publisher:

1. Click on the **Save** icon in the Quick Access toolbar (a floppy disk) or go to the **File** tab →  **Save As**.
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. Click **Save** or press **Enter** on the keyboard.

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

As you continue to work on a document, save your changes by:

- Click on the **Save** icon in the **Quick Access Toolbar**.
- Using the keyboard shortcut **Control + S**.
- Going to **File** → **Save**.

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 view a document's Print Preview:

1. Go to the **File** tab → **Print**
2. The Print Preview appears on the right along with various print options on the left, including:
 - The number of copies
 - The printer to be used
 - The pages to be printed
 - The number of pages per sheet
 - The paper size
 - Printing on one side or two sides of the page
3. To print the document, click the **Print** command.
4. To return to the document to make changes, click the **back arrow** or press **Escape** on the keyboard.

