

# **Introduction To Publisher 2010**



**The Twinsburg Public Library**

**Revised: April 2011**

**Price: \$1.50**

# Getting Your Bearings

## Lesson Objectives

- 4 Start Publisher and begin a new publication.
- 4 Create a one-page publication with the Quick Publication option.
- 4 Replace text and pictures.
- 4 Save, print, and close a publication.


This lesson introduces you to the basics of Microsoft Publisher 2010 as you create a quick reminder for students to bring research materials to class. You will use the Quick Publication Wizard to create a flexible one page publication, learn how to personalize your publication using toolbars and commands.

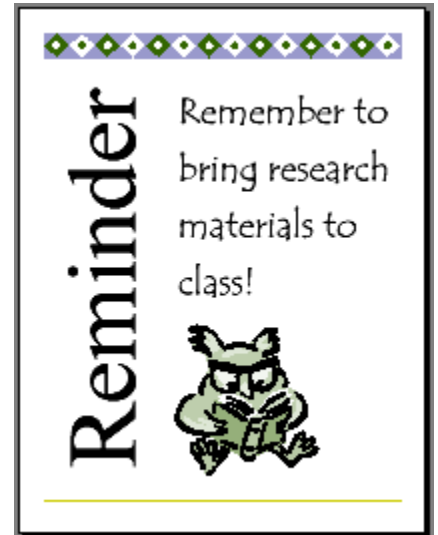
By following these step-by-step instructions you and your students will create professional looking publications in no time.

## Use It!

This lesson walks you through creating a Quick Publication. When you have finished this lesson, you will have a one-page publication created using the Quick Publication Wizard.

## To start Publisher 2010

1. Turn on your computer.
2. On the Windows Taskbar, click **Start**, point to **Programs**, **Microsoft Office** and then click **Microsoft Publisher**.  Publisher 2010 opens, with the Microsoft Publisher Catalog window open.

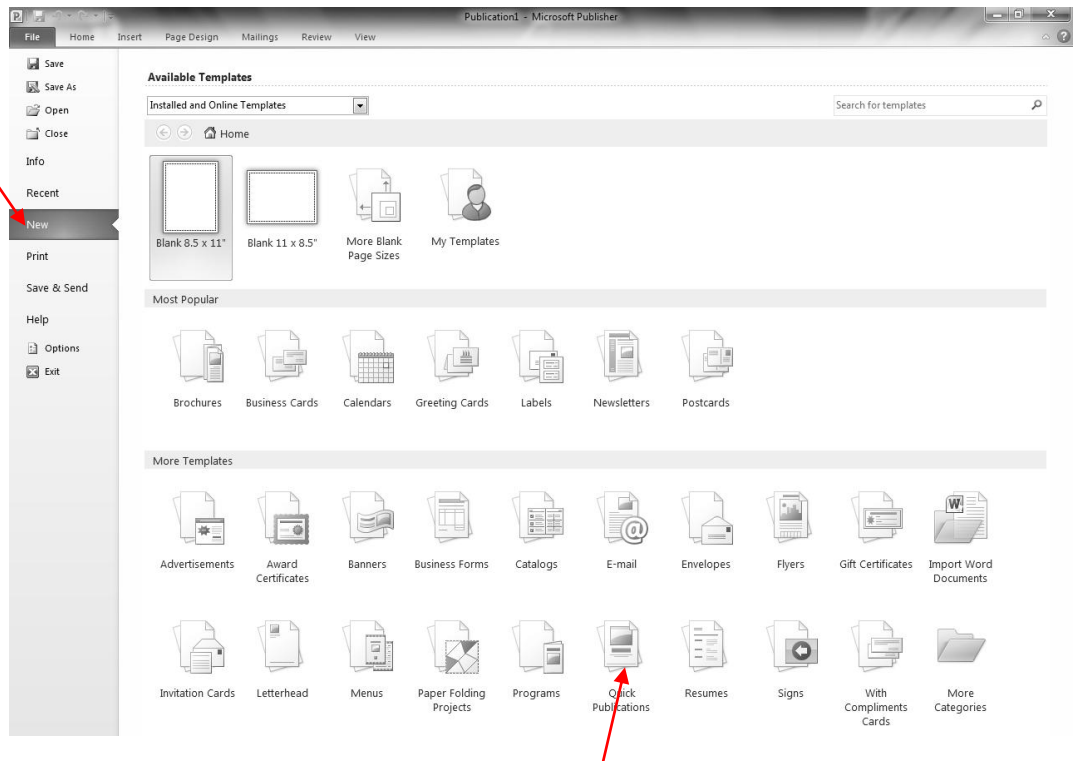


# Exploring the Publisher Catalog

The Publisher Catalog is a visual directory of publication designs. It appears each time you start Publisher 2010. You can use the Publisher Catalog to open existing publications or create new ones.

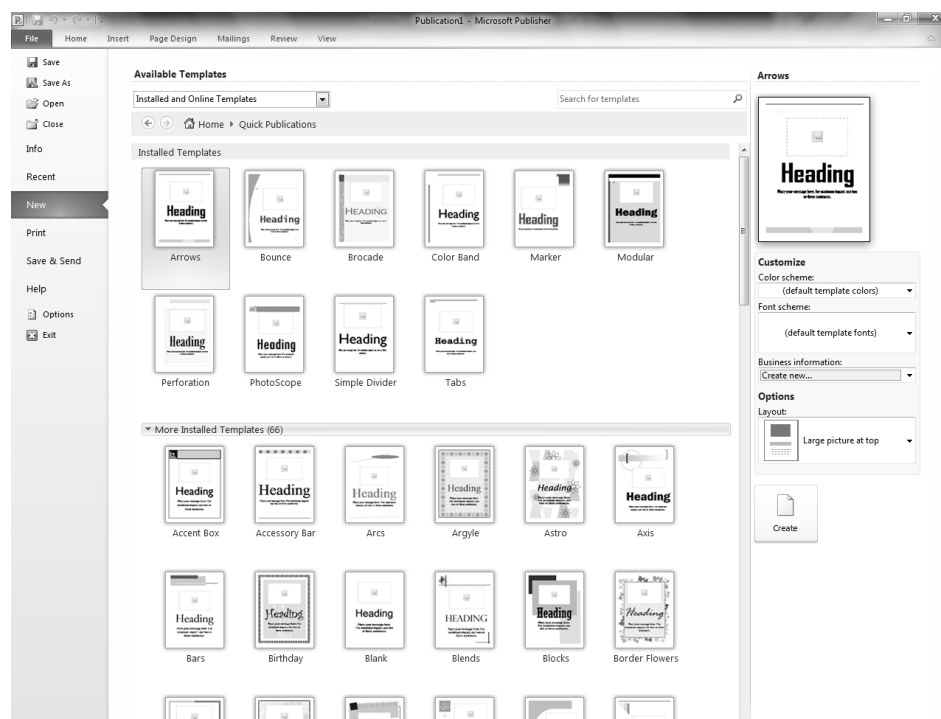
Select the **New** link to display all the template options: **Blank , Most Popular & More Popular**.

There are many templates that you access, from Brochures to Signs.

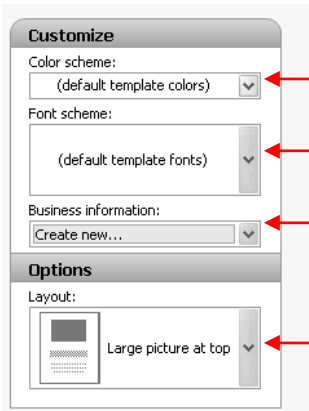


## To design a Quick Publication flier

1. Make sure the File tab is selected and click on New. This will display all the templates within Publisher.
2. Click on the: **Quick Publications** to review all the types.

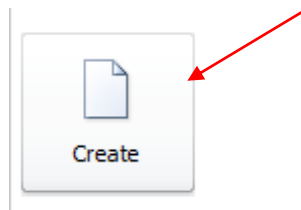


3. A variety of designs will appear from 3 areas: **Installed Templates, More Installed** and **Blank Sizes**. You can browse each design by *single clicking* on them. Each design will be displayed within the right frame with a variety of options to change. This can always be done after you have created it.
4. Click on the **Border Flowers** design so that it displays itself on the right frame. Before we apply it to our work area, there are several options to consider.

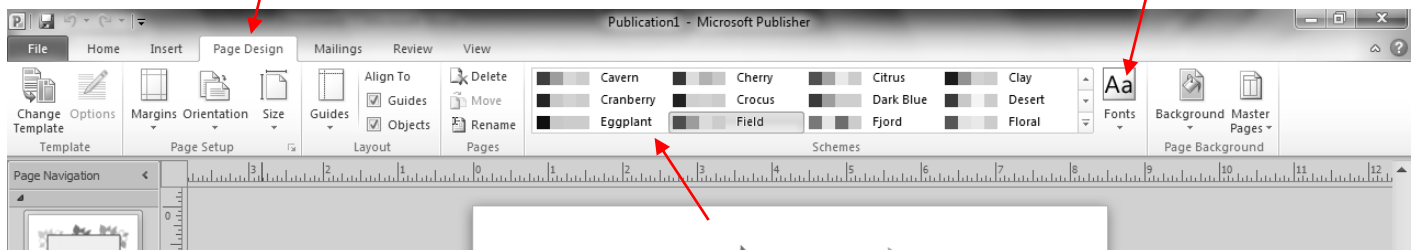


5. You can adjust a variety of settings within the **Customize & Options** area(s) by selecting the **down arrow (s)** to adjust the: **Color scheme, Font scheme, Personal information and/or Layout** options.

Once you are done exploring these areas, please...select the original default settings and then click the **Create** button.



To adjust colors, fonts, and such click on the: **Page Design** tab. This gives you the ability to change your **Page Options, Color Schemes, Font Schemes** and much more.

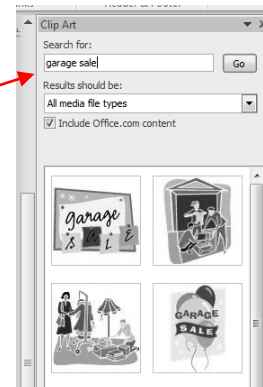


6. Go ahead and adjust the colors and fonts.
7. Let's begin by selecting the word: **Heading** and type over it with your new heading; followed by: replacing the sentence too!

8. Try this: Position mouse on the small picture icon and click to activate it.

9. Click on the insert tab and **Click on Clip Art**. A column will appear to the right and type in the image you are looking for. In this example, garage sale was typed and images were revealed.

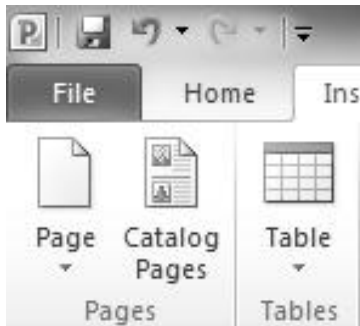
9. Click on the image that you want to replace it with. This may take a minute or two for this option to apply.



## To save your publication

1. On the **File** menu, click **Save** (or click on the **Save** icon).
2. In the **File Name** box, type a name for your publication.
3. If necessary, switch to the drive and folder you want to save the file in.
4. Click the **Save** button to save the file.

You now have a working document called a Quick Publication.



## Zooming to Change the View

In Publisher, viewing text and graphics is easy when you increase and decrease the magnification of the image on screen with Zoom mode that is located on the bottom on the status bar.

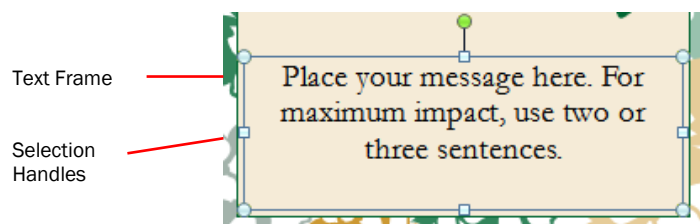


- Click the plus sign (+) on the Standard Toolbar to increase the magnification (view size) of the newsletter up to 400%.  
-Or-  
Click the minus sign (-) on the Standard Toolbar to decrease the view size to as small as 10%.


## • Working with Frames

Word-processing programs, such as Microsoft Word, allow users limited control over page layout. In Publisher 2010, you have much greater flexibility because all objects on a page are contained in frames.

You can add multiple frames for different types of information or objects, such as text, pictures, tables, or WordArt. You can also resize or move frames to create the desired layout for your publication.



## Exploring the Frames

1. Look at the Quick Publication you created. The Quick Publication contains several different frames and objects.
2. Click each outer frame on text or object area of the Quick Publication. When you click a frame or object, options for working with that object appear on the Drawing Tools/Textbox Tool Tab Ribbons. Just **Click** on the **Format** tabs to view all of the options for that textbox and/or image.
3. Move the mouse over the center of the object. The pointer changes to an image of a cross. When you see that image, you can click down on the left mouse button and drag the object. Experiment with moving the frame around on the page.
4. If you don't like your changes, you can always click the **Undo arrow**. This will move the picture back to its previous location. You can use the **Undo** drop-down arrow to undo up to 20 of your most recent actions.
5. Hold the mouse over one of the cornered circles until the cursor changes to a Resizer.   
**RESIZE**
6. Hold down the left mouse button and drag the handle to change the object.

## Customize Your Publication

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### Changing text and graphics in a publication

Each Publication has frames for text, pictures, and graphic elements. The Quick Publication you created has four fields. The frame at the top of the screen contains graphic elements, the frame in the center of the screen contains a picture or clip art, and the frame at the bottom of the screen contains text. You can change the content of each of these frames to fit the needs of your publication.

#### Note:

If you click outside the frame, it is no longer active.

### To Change the Text

1. Click anywhere in the text frame. The entire text will be highlighted.
2. Click the plus sign (+) on status bar to zoom in on the text frame.
3. In the text frame, type: *Remember to bring research materials to class!*

4. Click the minus sign (-) on the toolbar or press F9 to zoom out (or use the + or – symbols on bottom right corner of status bar).
5. Click anywhere in the Title frame.
6. In the title frame, type *Reminder*. Notice that the text automatically shrinks to fit inside the text box.

## To Change the Graphic or Clip Art

1. Click anywhere on the picture frame.
2. Click the **Insert tab** and then choose Clip Art.
3. Follow the same procedure to find replacement art graphic. This replaces the original graphic.
4. Close the Microsoft Clip Gallery.

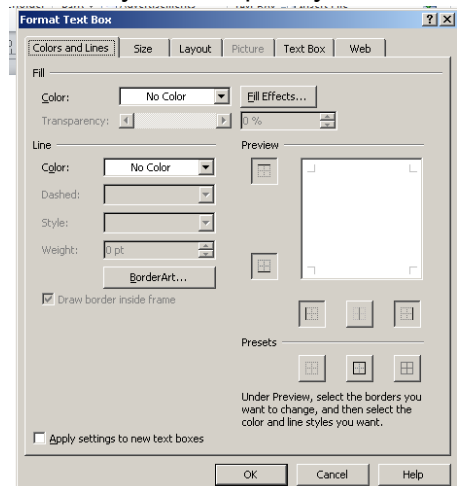
## Customizing font size, text, and graphics

In Publisher 2010, you can change the look of your text by assigning a new size or by changing the font or character spacing. When you want to put a heading in a particular spot for a flyer or newsletter, you can use AutoFit Text to fit the text in the frame.

### To format the font size

Publisher 2010 allows you to efficiently edit your publications. Whether you use the keyboard, shortcut keys, toolbar buttons, or built-in features like the **Text in Overflow** indicator, you can quickly and easily modify your publications.

1. Select the sentence you typed in the text frame.
2. On the **Formatting** toolbar, click the arrow next to **Font Size**, and then click **36**.  
You can experiment with different font sizes to see which size you prefer.
3. Right-click the selected text, point to **Format Text Box**, to reveal the Format Text Box window.

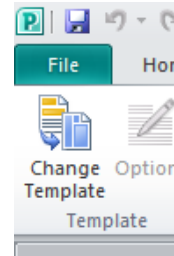


## To Change Your Publication's Design

1. If the Page Design Tab is not visible, click that tab.

On that ribbon, click **Change Template**

2. Click **Argyle**, then: **OK**. Notice the new layout applied to your Quick Publication. Try experimenting with different layouts to find one that appeals to you.



## Changing the Color Scheme

1. Using the Quick Publication that you created, in the **Page Design tab**, click on any color scheme to make the needed adjustments.
2. Click the color scheme you prefer. When you click the color scheme, the colors on the publication change to the new scheme. You can leave the new scheme or continue to try new color schemes until you find the one that suits you.

## Saving Your Work, Printing, and Closing Your Publication

When you saved the file for the first time, you should have named the file. After you've revised a publication, you'll want to save it again to retain the changes you have made.

### To Save Your Publication

To make sure that your changes are saved, always follow proper procedures for closing your publication.

1. On the **File** menu, click **Save** or the save icon. If you previously saved your publication, you have now saved the additional changes you made to the publication and you are finished saving. If you have not previously saved, continue to step 2.
2. In the **File Name** box, type a name for your publication.
3. If necessary, switch to the drive and folder you want to save the file in.
4. Click **Save** to save the file.

### To Print Your Publication

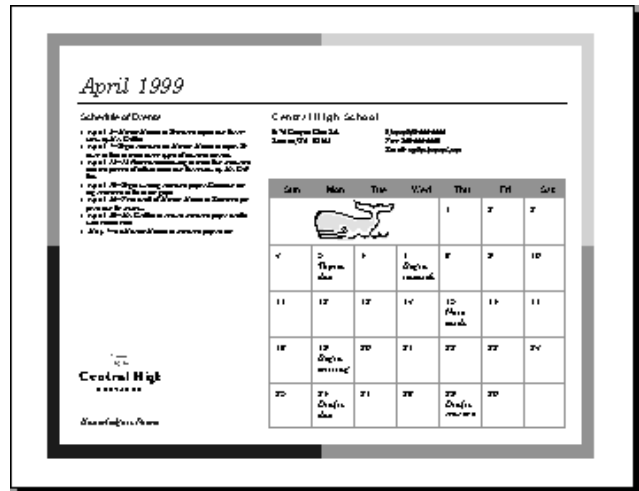
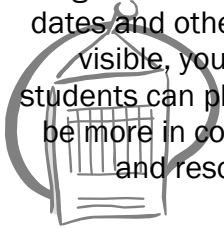
1. On the **File** menu, click **Print**.



2. This will display the preview of your publication.
3. If everything looks OK...click the Print button. To exit out of this just click on the **HOME** tab

## Creating a Calendar

Seeing events scheduled on a calendar often makes them seem more manageable. Publisher 2010 can help you easily create comprehensive calendars for tracking of all the events, as well as communicating scheduled assignments. By keeping due dates and other milestones visible, you and your students can plan better and be more in control of time and resources.



**Use It!**

### Lesson Objectives

Use the Calendar Wizard to create a monthly calendar.

Customize your calendar with text and Clip Art.

Add photographs to your calendar.

Save and print your calendar.

Publish your calendar on the World Wide Web.

## Create a one-month calendar with the Calendar Wizard

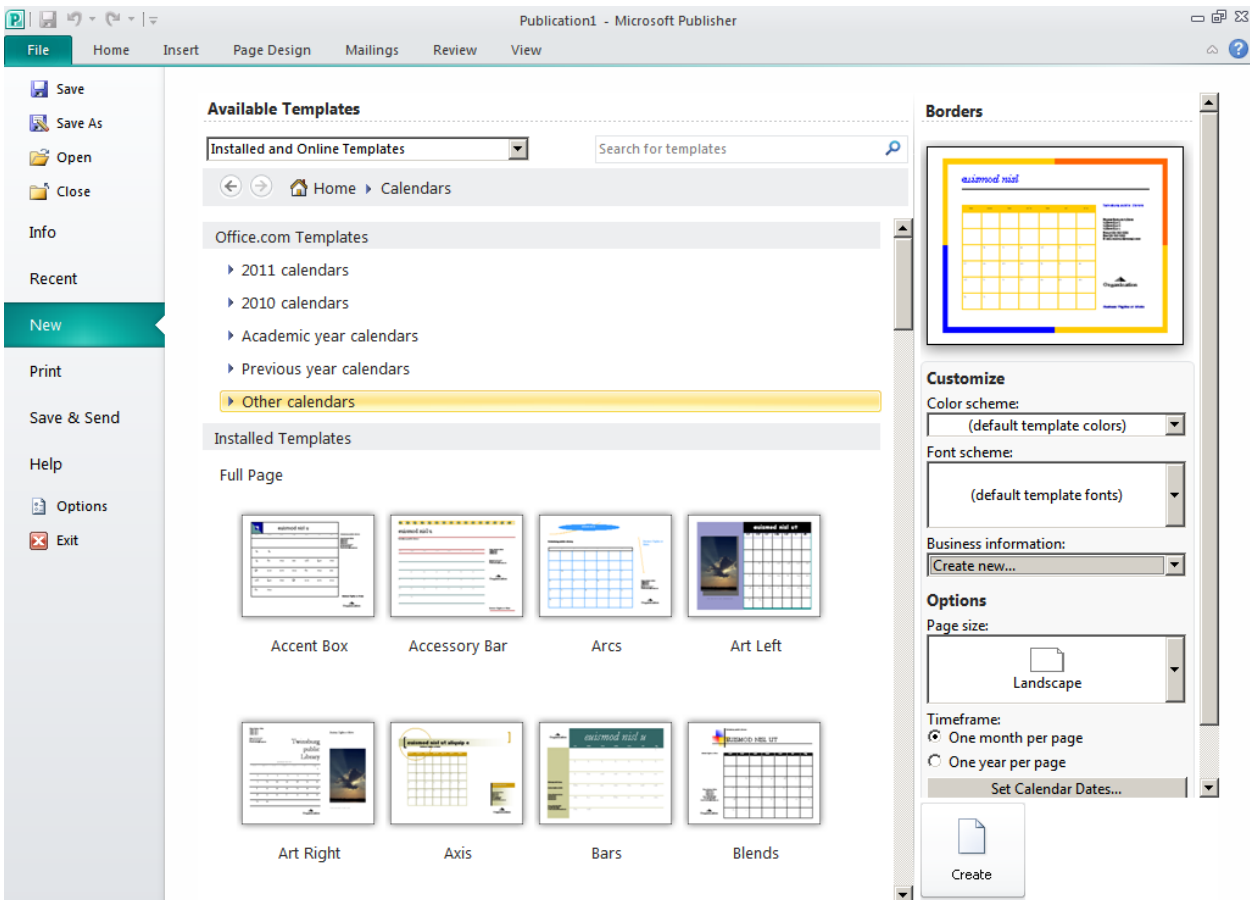
Publisher 2010 makes it easy to create a calendar with one or more months in the same publication or a calendar for the entire year. You can create full-sized or pocket-sized customized calendars. In this lesson, you will use the Calendar Wizard to create an April-May calendar and customize it with text and pictures.

## To Create a Calendar with the Calendar Wizard

1. On the **File** menu, click **New**.

Click **Calendars** to view all the various options. We will use the **Full Page** – Installed Templates for this exercise.

- In the middle pane, scroll down and click: **Borders Calendar**. This will be displayed on the right column.



- You may be prompted to enter your **Business Information**. Please disregard this today, but keep this in mind if you are working at home. It's best not to fill in Business information on a public work station.
- In this right pane, notice all of your customize options: **Color Schemes, Font Schemes, Options of Page Size, Timeframe, and Set Calendar Dates**. We will leave Landscape as our page orientation, along with Monthly...but, let's change our date range.
- Click: **Set Calendar Dates**.
- In the **Start Date** list, choose **June**.
- In the **End Date** list, choose **June**.
- In the schedule of events section, click on: **Include** box.
- Last but not least...let's change the color of our publication by clicking on **Color Schemes** drop-down arrow, followed by the color **Clay**.

10. Click the: **Create** button.

## To Save Your Publication

1. On the **File** menu or save icon, click **Save**.
2. In the **File Name** box, type a name for your calendar.
3. If necessary, move to the drive and folder in which you want to save your calendar.
4. Click the **Save** button to save the file.

## Customizing Your Calendar

Now that you've built your calendar with the Calendar Wizard, you'll want to customize it by adding events. With Publisher 2010, you can easily return to the wizard and add items wherever you want them to appear on the calendar. The calendar is set up as a table, such as one you might find in Microsoft Word, with each day functioning as a cell.

## To Add Dates and Events to Your Calendar

1. In the calendar's Schedule of Events, select the word "date" in the 1st bullet and then type *April 5*.
2. Click in the text area next to the date you just entered and type *Marine Mammal Research topics due for review by Mr. Whale*.
3. On the Calendar, click to the right of the date April 5<sup>th</sup>, press **ENTER**, and then type *Topics Due*.
4. Continue to add events in the Schedule of Events and on the calendar dates until all of the significant events are included on the calendar.
5. On the **File** menu, click **Save** to save the changes you made to your calendar.

## To Add Art to Your Calendar Dates

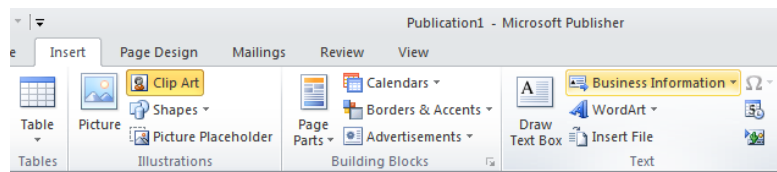
1. On the **Insert** menu tab, click on: **Clip Art**.
2. In the **Search for** box, type a word or phrase that describes the clip you want.
3. To narrow your search, do one or both of the following:
4. To limit search results to a specific collection of clips, in the **Search in** box, select the collection you want to search.

5. To limit search results to a specific type of media file, in the **Results should be** box, select the check box next to the types of clips you want to find.
6. Click **Go**.
7. In the **Results** list, click the clip to insert it.
8. The clip art appears on the calendar. Place pointer on image, hold mouse button and drag to desired location. You can resize the image by resting pointer on any of the four corners of image and pointer will turn into a double arrow. Hold button down and drag to desired size.
9. On the **File** menu, click **Save** to save the changes you made.

## Creating a Business Information Set

Publisher 2010 allows you to store Business Information sets. Each profile includes information such as your name, address, phone and fax numbers, e-mail address, and job title. You can also include a logo and color scheme. When a Business Information set is complete, the information is automatically inserted in the appropriate area on your publication.

1. On the **Insert** tab, click: **Business Information**. This will reveal a drop-down of business fields. To edit or add click: Edit information to reveal the dialog box (as shown above).



2. In the **Business Information** dialog box, replace the current information in each field with your own information.

**Create New Business Information Set** [?] [X]

Business Information for this set

Individual name: <input type="text" value="TPL"/>	Tagline or motto: <input type="text" value="Your business tag line here."/>
Job position or title: <input type="text" value="Your Title"/>	Logo: <input type="button" value="Add Logo..."/>
Organization name: <input type="text" value="Business Name"/>	
Address: <input type="text" value="Primary Business Address"/> <input type="text" value="Your Address Line 2"/> <input type="text" value="Your Address Line 3"/> <input type="text" value="Your Address Line 4"/>	
Phone, Fax, and e-mail: <input type="text" value="Phone: 555-555-5555"/> <input type="text" value="Fax: 555-555-5555"/> <input type="text" value="E-mail: someone@example.com"/>	
Business Information set name: <input type="text" value="Custom 1"/>	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

3. If you do not want one of the fields to be included, delete the information in that field.
4. Click **Save** to update the calendar with your Business information.

## Publisher - Creating a Newsletter

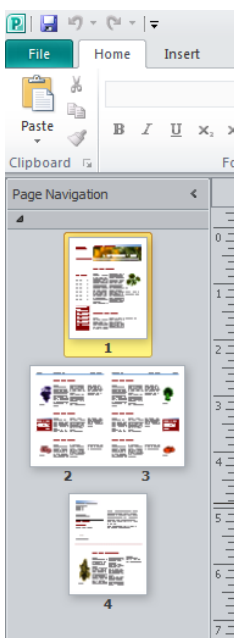
### Getting Started

1. Click **File** and then **New**.
2. The Publisher New Publication Wizard opens and then Click on **Newsletter**. This will lead you to: **Office.com Templates, Installed Templates** and **More Installed Templates**. Scroll down to More Installed Templates.
3. Single Click on: “**Summer Newsletter**” template to display it on the right column.
4. Select the Color Scheme “**Parrot**” and select a different Font Scheme. The Page Size Option will be Two-page spread, but...One-page spread is another option.
5. Click “**Include**” box for placeholder of customer address.
6. Click “**Create**” button.
6. Your Summer Newsletter should be displayed.
7. Click “Newsletter Title” and type in your newsletter title.
8. Click “Lead Story Headline” and type in your headline title.
9. Left Click the news column located under your headline and type your brief summary.

### Viewing the Page

It may be easier for you to zoom in on your article that you’re creating. Try this!

1. Press F9 to zoom in and out look at actual page size.
2. Or...on your status bar, click the minus to minimize. Click the + to enlarge.
3. The left column displays all 4 pages with numbers at the bottom of each page.



4. Click page number two to view the second page.
5. Click page one to go back to the first page.

### Formatting Headlines

1. Click on your headline.
2. Change font style to your style with a “Right” click and select change text, then font. Scroll the titles and select.

## Deleting Nonsense Text

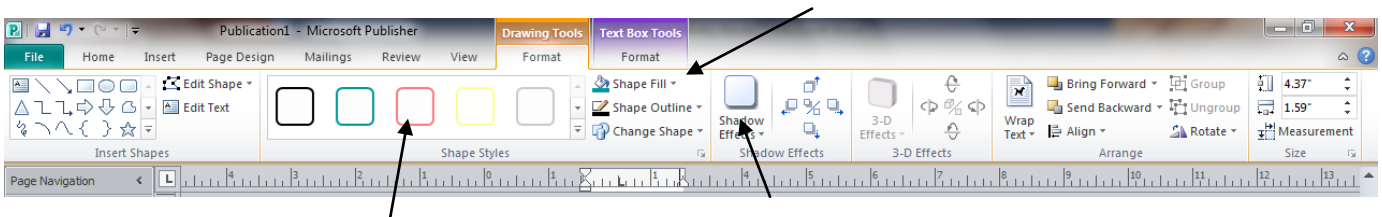
Try this! Left click the space below the “Second Story” headline (the body of the article) and press delete. This deletes this story’s text should you want to remove this from the publication.

## Things to Consider

- *Be aware of how your eye flows across the page and try to ensure that the content moves easily from the headline to the last paragraph of the text.*
- Put the most important information at the top of the page.
- Items of lesser importance should be kept lower on the page; they often benefit from a smaller headline.
- Start new articles at the top of the page.
- If an article continues on another page, and the page it jumps to contains another article, start the new article on the top of the page and put the jumping story on the bottom.
- Try not to clutter a page with too many items, and make sure any secondary items support the main article instead of distracting the reader.
- Be aware of how objects in photos or graphics can direct the eye. Keep directional devices (arrows and other pointers) aimed toward the inside of the page.

## More Practice

1. Now single click the “page 2” icon and single click the “Inside Story” headline and replace it with your own title.
2. Highlight the text frame so that you can see the handlebars.
3. Go to the Drawing Tools – Format Tab and select: no line. Select a Shape Style, Shape Fill, Shadow effects and other options.



## Changing a Graphic Selection and Editing Graphic

There are several ways to replace a graphic. One way is to:

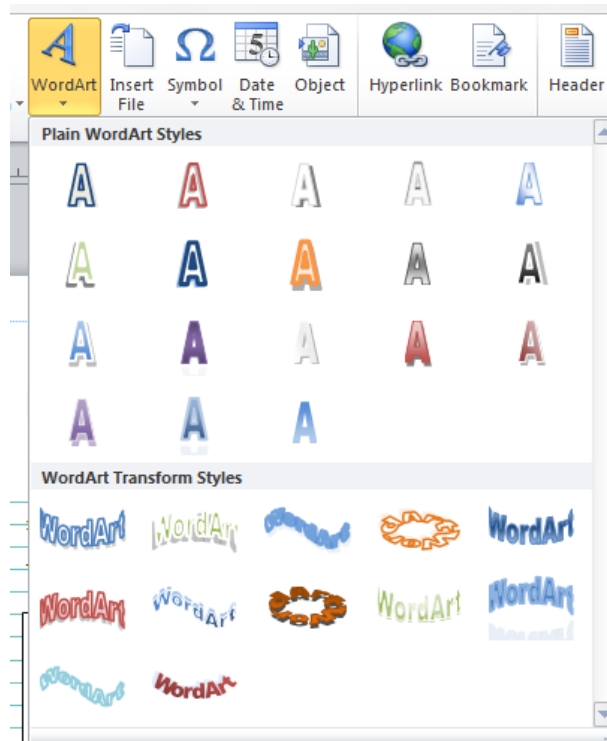
1. “Single Click” the graphic and press the delete key.
2. Click on the Insert tab.
3. Click on Clip Art and type in word for image. Click Go or press the Enter key.
4. Click on the picture and it will insert. You may have to resize and move it.  
Picture Frame Properties.

## Inserting Word Art

Let's make some room.

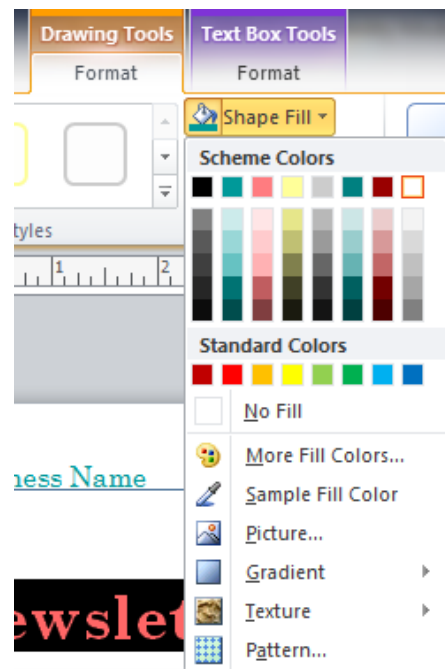
- 1, To do this, Click on the third "Inside Story Headline," press Delete and Click the text box and press the "Cut" icon.
2. Select the **Insert** tab and WordArt icon on the ribbon.

3. When the window pops up "**Enter Your Text Here**", type: Your Name.
4. You can click and drag it like an image now and place it anywhere you want it to go.



## Changing Background

1. Click on "Page 4" icon.
2. Click on "Back Page Story Headline" this will highlight the black sidebar and select the Drawing Tools Format tab. Select fill color and choose the yellow tone to change it!



## **Saving Your Newsletter**

1. Save your newsletter.
2. Click the “Save” icon, give your newsletter a file name and Click the word “Save” at the bottom and go to page two. Practice editing,
3. Now let’s practice editing, deleting and formatting our newsletter from what we’ve learned! The Finished Newsletter!

### **Keyboard shortcuts for Microsoft Publisher**

<b>To do this</b>	<b>Press</b>
Check spelling.	F7
Make text bold.	CTRL+B
Italicize text.	CTRL+I
Underline text.	CTRL+U
Copy formatting.	CTRL+SHIFT+C
Paste formatting.	CTRL+SHIFT+V
Set the current paragraph to single spacing.	CTRL+1
Set the current paragraph to double spacing.	CTRL+2