

# Using Publisher

## Goals for this class:

1. Learn to use Publisher when it is the appropriate tool
2. Become comfortable with all aspects of Publisher
3. Learn to create basic cards, flyers, and other productions

## Getting Started:

Different ways to begin:

1. Templates: These prepared design tools allow you to create your project along one of the pre-made formats in publisher
2. Blank design screens: These allow you to design your document however you like. There is more work involved in using the blank designs but there is more control as well.

Once you've started....

1. Plan your design, do this on paper or in your head, whatever you're more comfortable with. There are so many options available to us in Publisher it's a good idea to know what we're planning on doing rather

than just plunging in. This can cut down on refining and editing time later on.

2. Insert the objects of your choice as demonstrated in class.
3. Fill in the text or data the objects require

### **Basic Skills:**

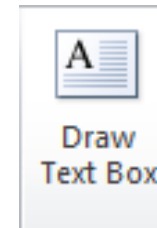
#### 1. Creating a blank publication:

- a. Double click the File Button
- b. Click the "New" button
- c. Select a blank size or "More Blank Page Sizes" option

#### 2. Adding objects:

##### a. Inserting text columns:

- i. Click the "Draw Text Box" button on the Home or Insert Tabs (shown here)



- ii. Using the document to the right and a drag technique with your mouse draw a rectangle the size of the text box you want in your document.
- iii. Click on the Text Box you just created
- iv. Begin typing desired information
- v. Finished!

b. Inserting images from files, clip art and drawings:

i. Click the Insert Tab

ii. Choose "Picture "

iii. Navigate to file you wish to select

iv. And the file will be inserted into your publication

c. Arranging and resizing things

i. Objects are moved by placing the mouse over them, waiting for the crosshairs with little moving truck to appear, and using the drag technique the same way you would move a window.

ii. Resizing is done by first selecting an object(click on it), then using one of the dark squares located at the corners and sides of the object to change it's dimensions(same way you'd change the size of a window).

## **Using the Templates:**

### Selecting a Template

Templates are premade designs that are either installed with your copy of Publisher, or downloadable from the “File -> New” menu via Office.com.

The designs are organized by document type. We’ll take a look at several templates in class.