



# Gloucester County Library System

Microsoft  
Publisher  
2010

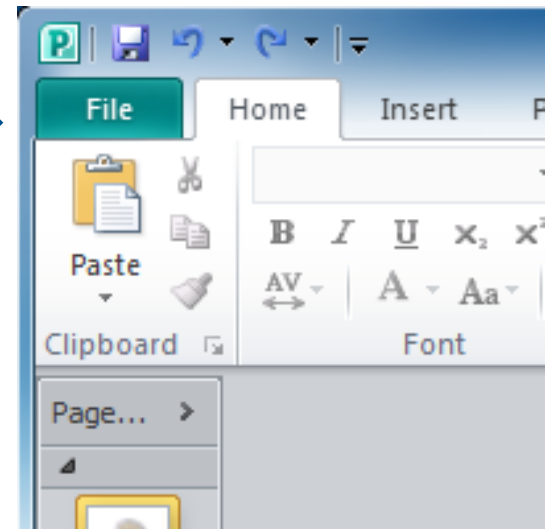


## Key Points

- From the **Getting Started** window, you can create a publication based on one of the many purpose-specific templates that come with Publisher. You can specify fonts, colors, and layout options before creating the publication.
- Publisher doesn't have multiple views, but because publications often consist of many different elements, it is important to know how to zoom in and out to check details or to get an overview of the entire publication.
- You can store sets of personal and company information for Publisher to automatically enter in all the appropriate places in your publications.

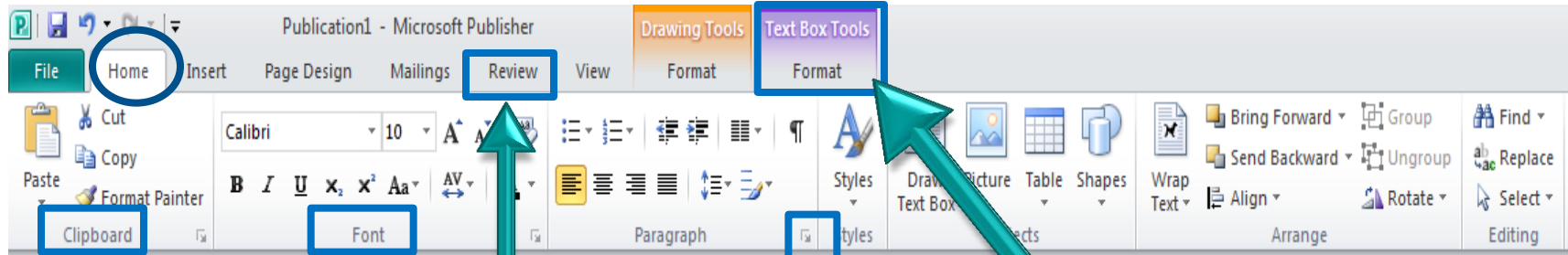
## Opening Microsoft Publisher 2010

- Using the **Start Menu**, click on **All Programs** and navigate to the **Microsoft Office** folder.
- Click on **Microsoft Office Publisher 2010**.
- Click on Microsoft **File** Button.



# The Ribbon

The Ribbon contains multiple **tabs**, each with several **groups** of commands. Some tabs, like "Text Box Tools" or "Picture Tools," may appear only when you are working with certain items like text boxes or images.

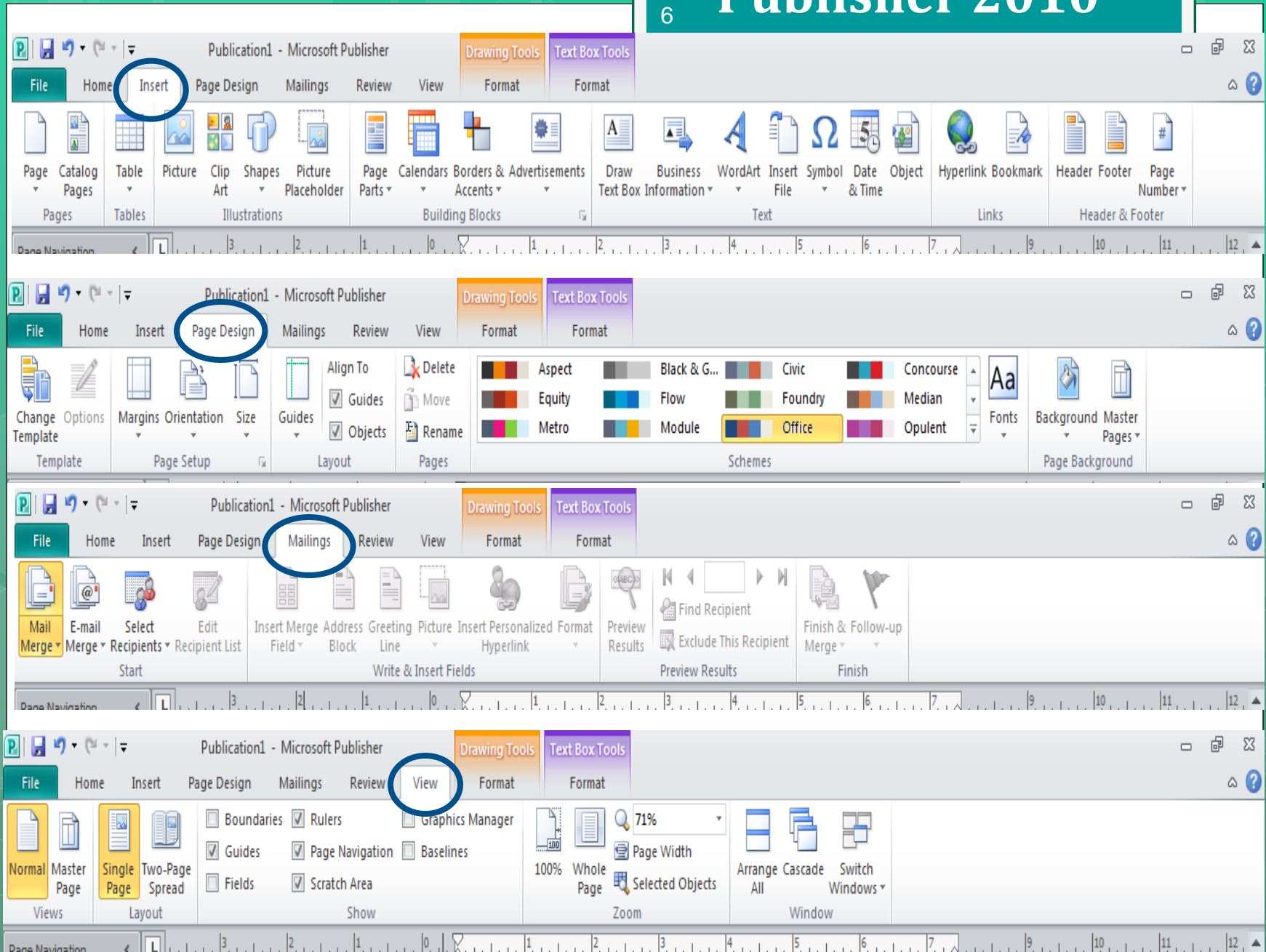


Each tab is divided into groups.

Click on a tab to see more commands.

Some groups will have an arrow that you can click for more commands.

Special tool tab will appear when you click on certain items within your publication.



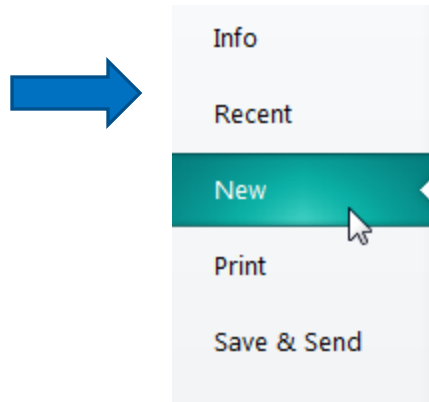
# Key Points with Templates

With so many templates to choose from, you can save time by selecting the one that is closest in size and layout to the publication you want.

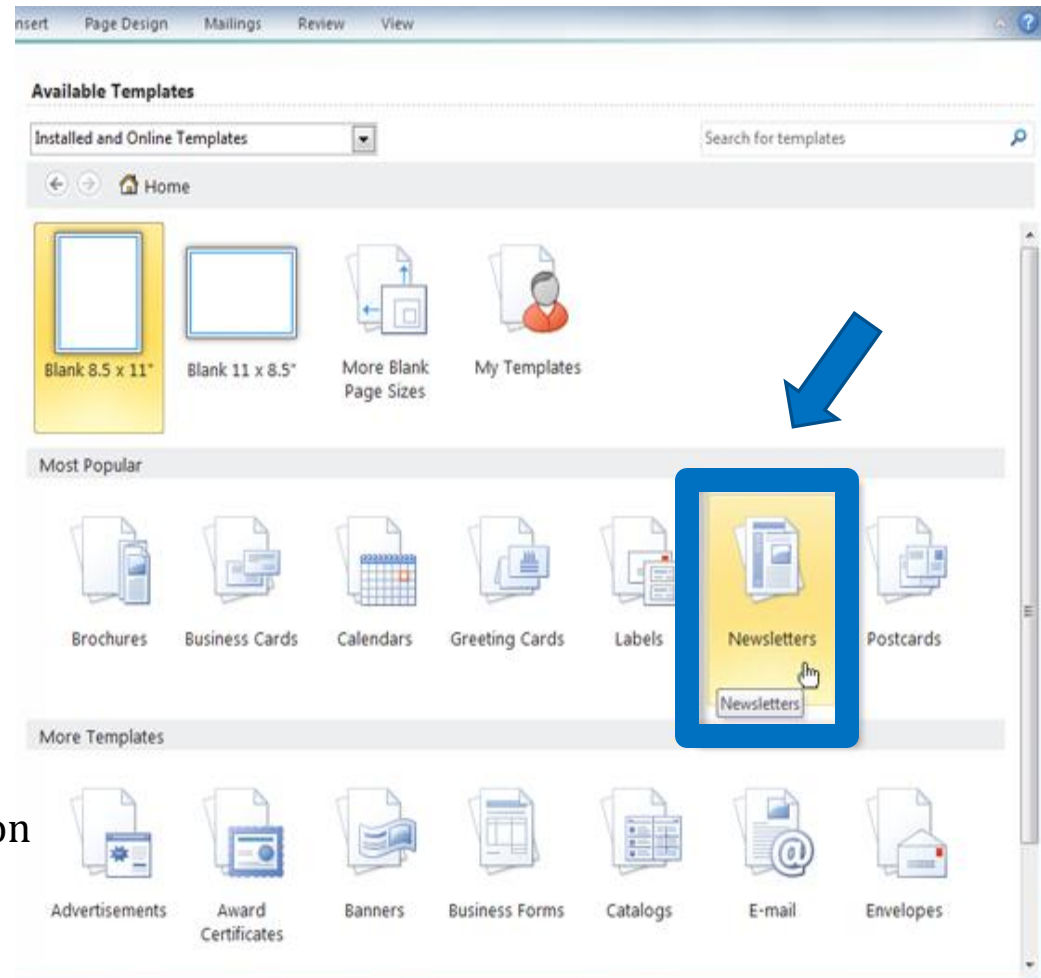
- Although all the templates come with a default color scheme, you can switch to a different scheme at any time. And you can expand the scheme by adding custom colors.
- Printing is a big consideration whenever you need more than just a few copies of a publication. Design with the printing method—and your budget—in mind.
- If you need to send a publication to a large group of people, save time by merging their contact information directly into the publication.
- Subtle backgrounds can unify a publication. In a multi-page publication, the background belongs on the master page.



## Choosing a Publication Project from the Task Pane



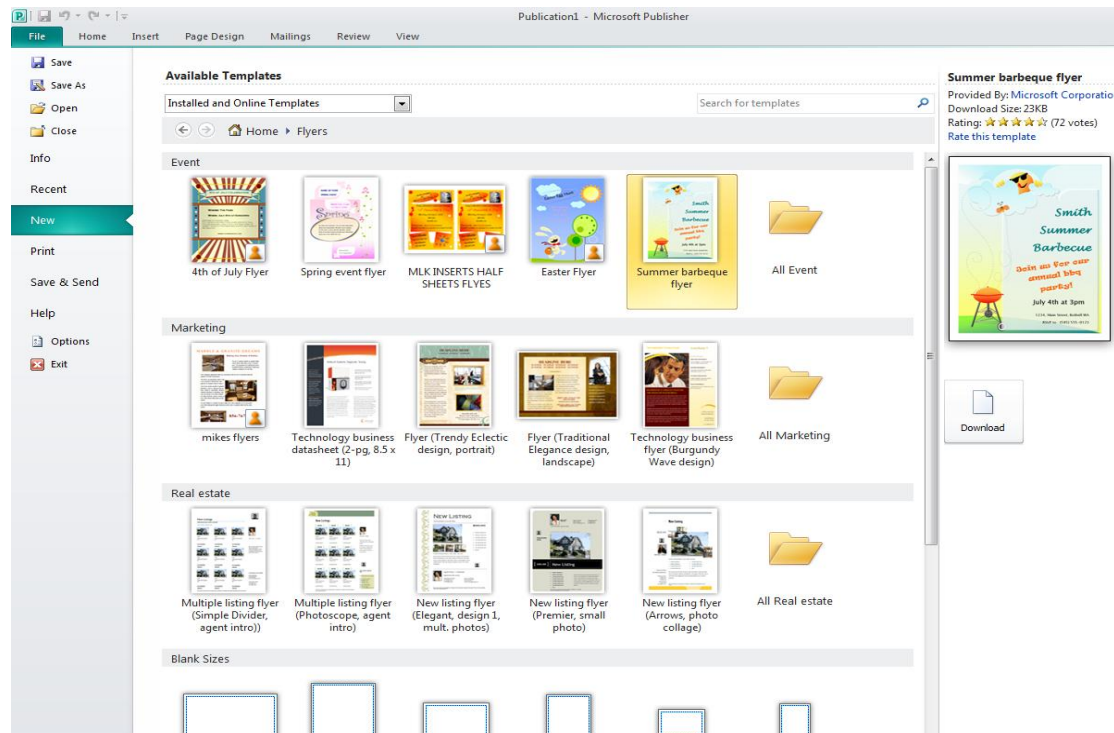
- Click the **File** tab to go to Backstage view, then select **New**.
- The Available Templates pane will appear.
- Select the type of publication you wish to create.



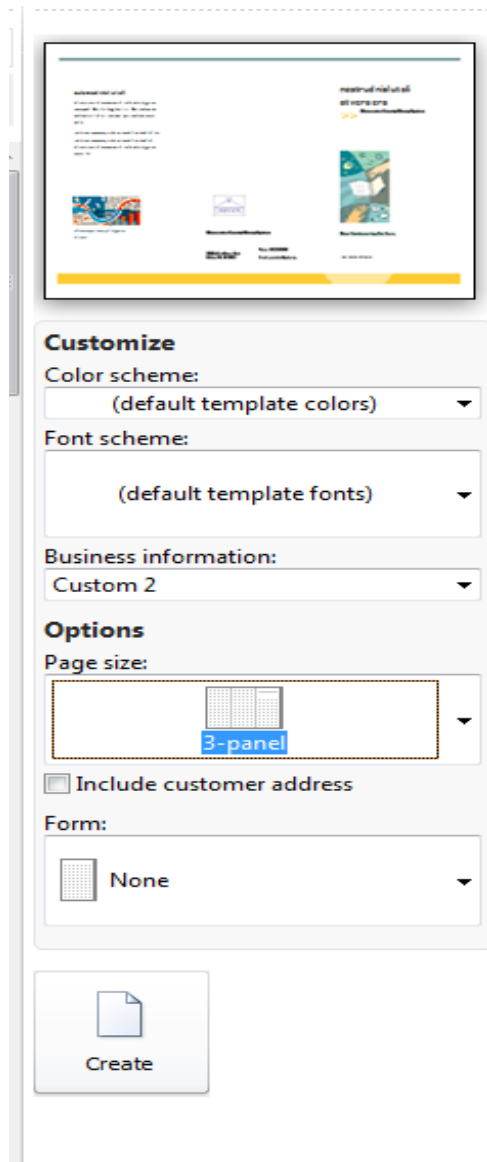


# Selecting a Template

- Double click to select a publication template
- You can click to select a template and then click the **Create** button in the bottom right corner of the screen.

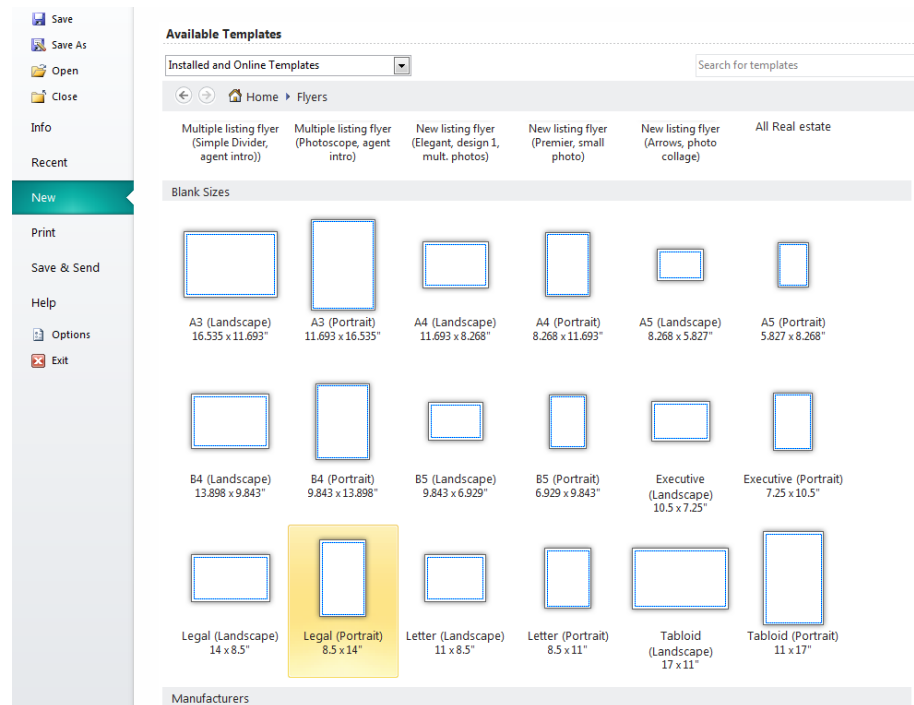


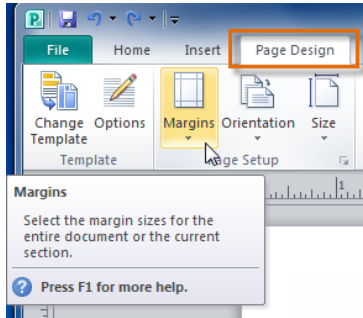
- A preview of the selected template will appear in the **Preview** pane on the right.
- Review the template and modify the template options as desired.
- When you are satisfied with the template, click **Create**.
- The new publication will be created.



# Blank Page Setup

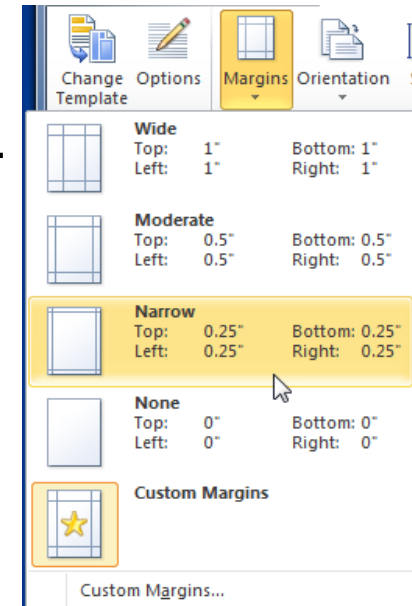
- Double click to select a page size and then click the **Create** button in the bottom right corner of the screen.

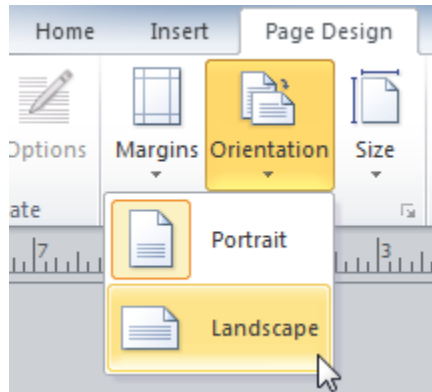




## Modify Page Margins:

- On the Ribbon, select the **Page Design** tab and locate the **Page Setup** group.
- Click the **Margins** drop-down command.
- A drop-down list will appear. Select the desired margins.
- The new margins will be applied.



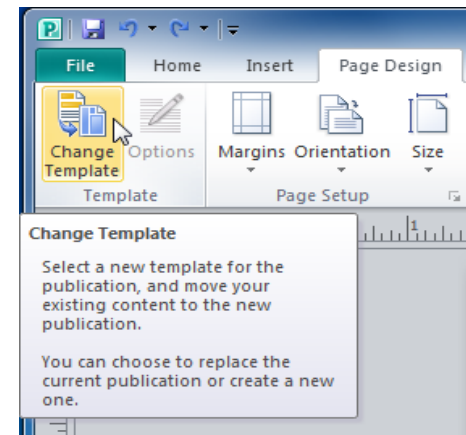


## Change Page Orientation:

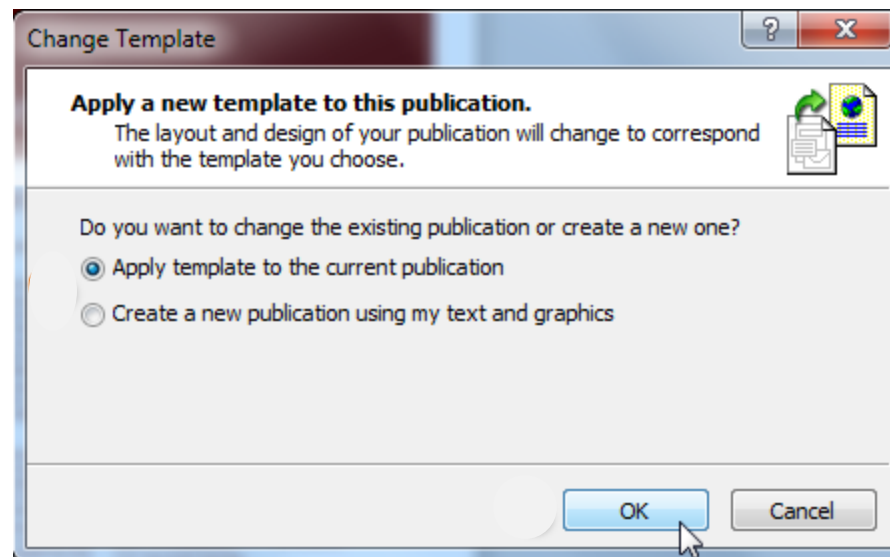
- On the Ribbon, select the **Page Design** tab and locate the **Page Setup** group, then click the **Orientation** drop-down command.
- Select **Portrait** orientation to make your publication taller than wide, or **Landscape** to make it wider than tall.
- Your publication's page orientation will be changed.

## Apply a New Template to an Existing Publication:

- On the Ribbon, select the **Page Design** tab and locate the **Template** group.
- Click the **Change Template** command. The Change Template dialog box will appear. Select a template to preview it in the Preview pane.
- Modify the template options as desired.
- When you are satisfied with the new template, click **OK**.

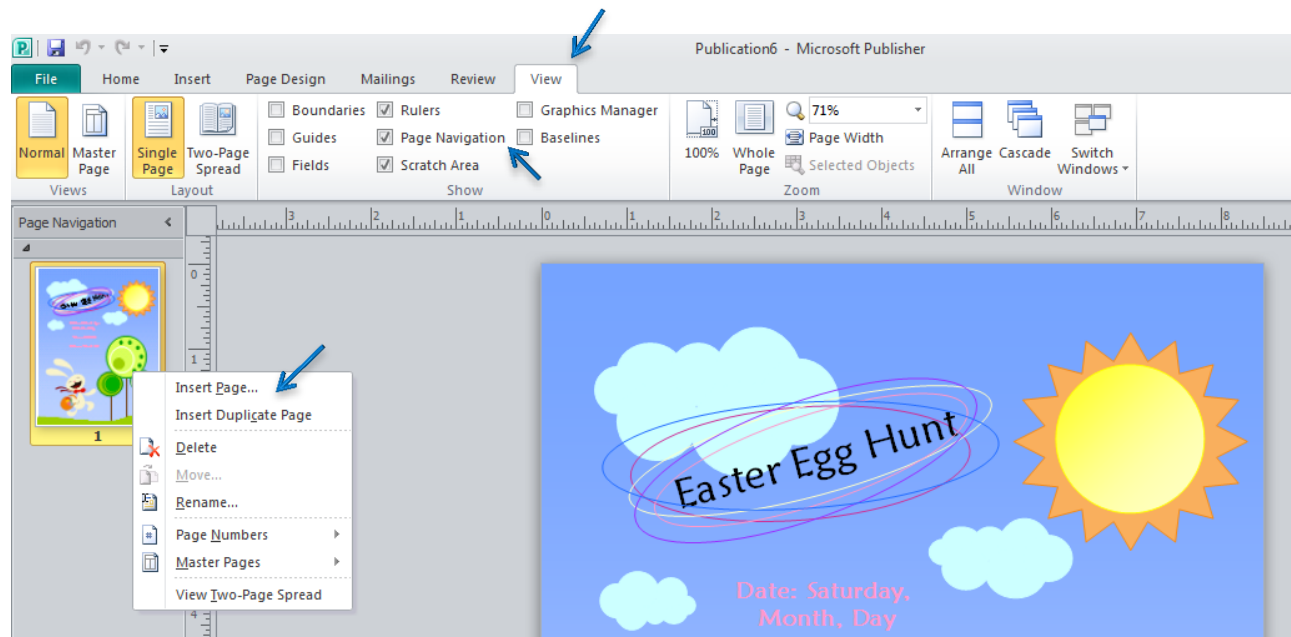


- A dialog box will appear asking you how you wish to use the template. You can either:
- Apply the template to the **current** publication.
- Create a **new** publication that includes the text and images you have added. Click **OK**.
- The new template will be applied to your publication.

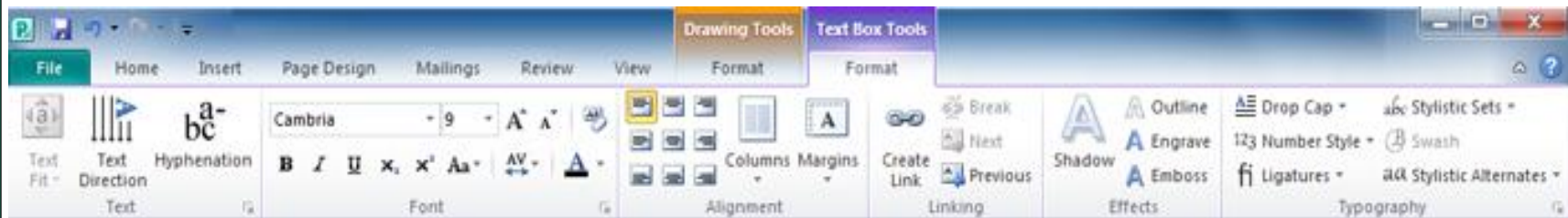




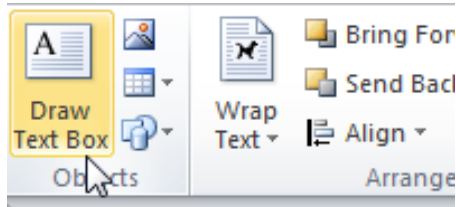
- To open the **Page Navigation** pane,
- click the **View** tab on the Ribbon and locate the **Show** group.
- Then, select the **Page Navigation** checkbox.



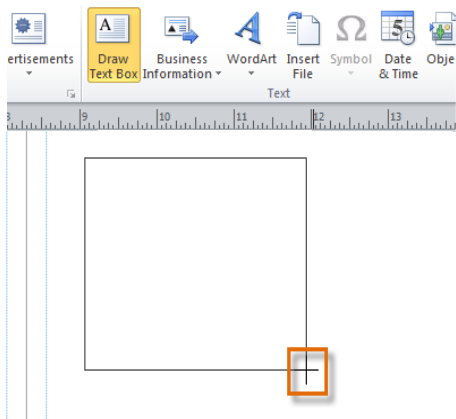
- In the Page Navigation pane, right-click any page, then select **Insert Page**.



- In Publisher, text is contained in **text boxes**, which are blocks of text that you can place on the page. When you create or select a text box, the **Text Box Tools** tab will appear on the Ribbon.



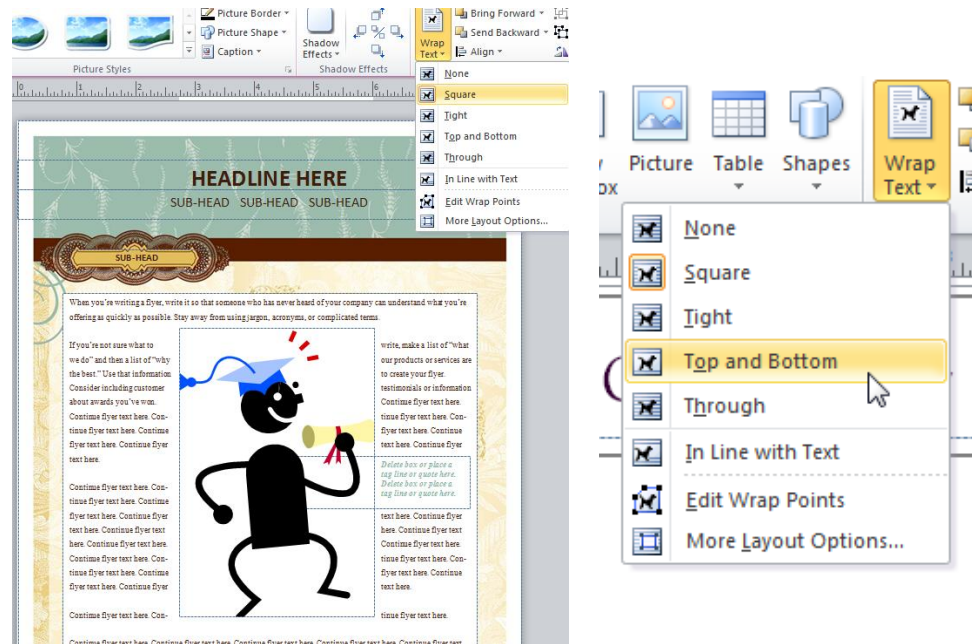
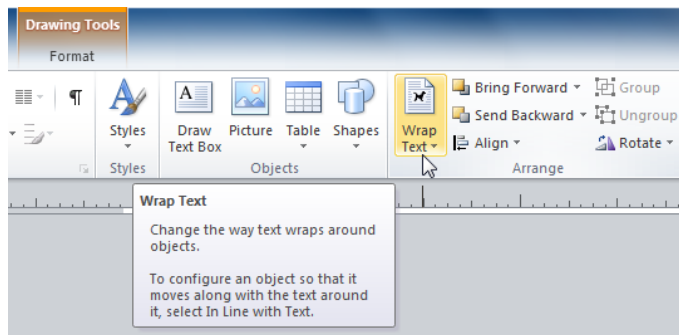
- On the Ribbon, select the **Insert** tab and locate the **Text** group. Click the **Draw Text Box** command.



- The cursor will turn into a crosshairs . Click anywhere on your publication and **drag** your mouse to create the text box.
- You can start typing inside the text box.

# To Wrap Text Around an Object:

- Select the object, then click the **Format** tab that appears on the Ribbon.
- Locate the **Arrange** group and click the **Wrap Text** drop-down command. Select the desired wrap option. The text will adjust based on the option you have selected.



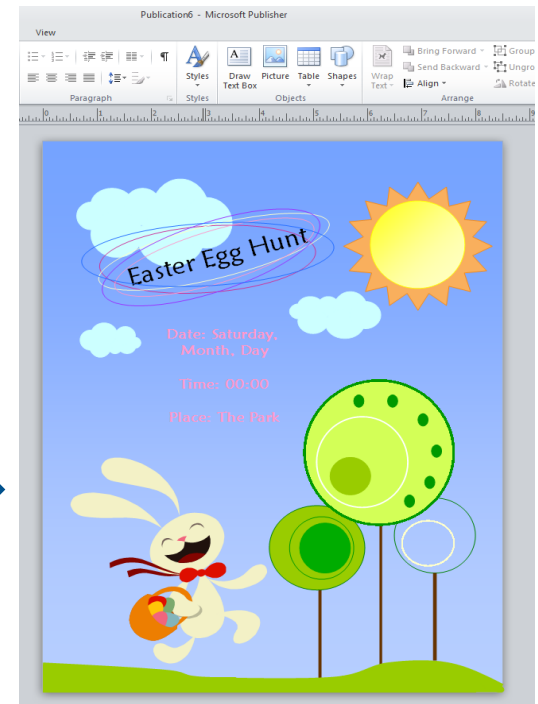
## Key Points Working with Graphics

Creating and manipulating visual elements is a basic Publisher skill that you will use when working in most publications.

- You can reposition most elements by dragging them, and you can resize elements by dragging their sizing handles.
- You can group elements together to manipulate them as a single unit.
- Before you spend time creating graphics, check for publicly available clip art and ready-made Design Gallery elements.

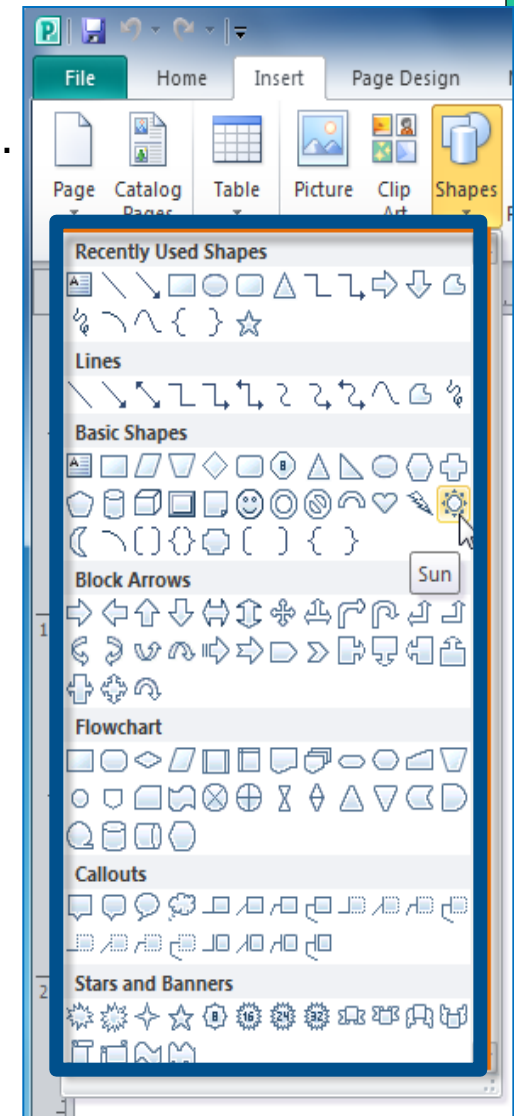
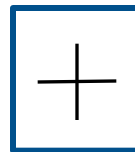
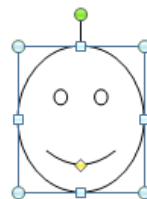
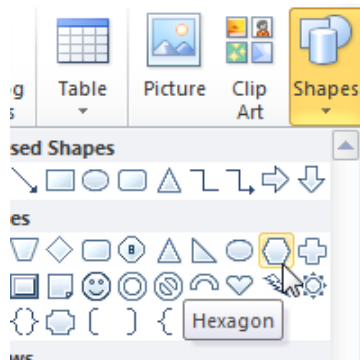
## Inserting Text, Pictures, and Formatting

- Publications are made up of many independent elements called placeholders.
- You can add and edit pictures and text in the placeholders by clicking the designated area to activate each placeholder as an independent element.



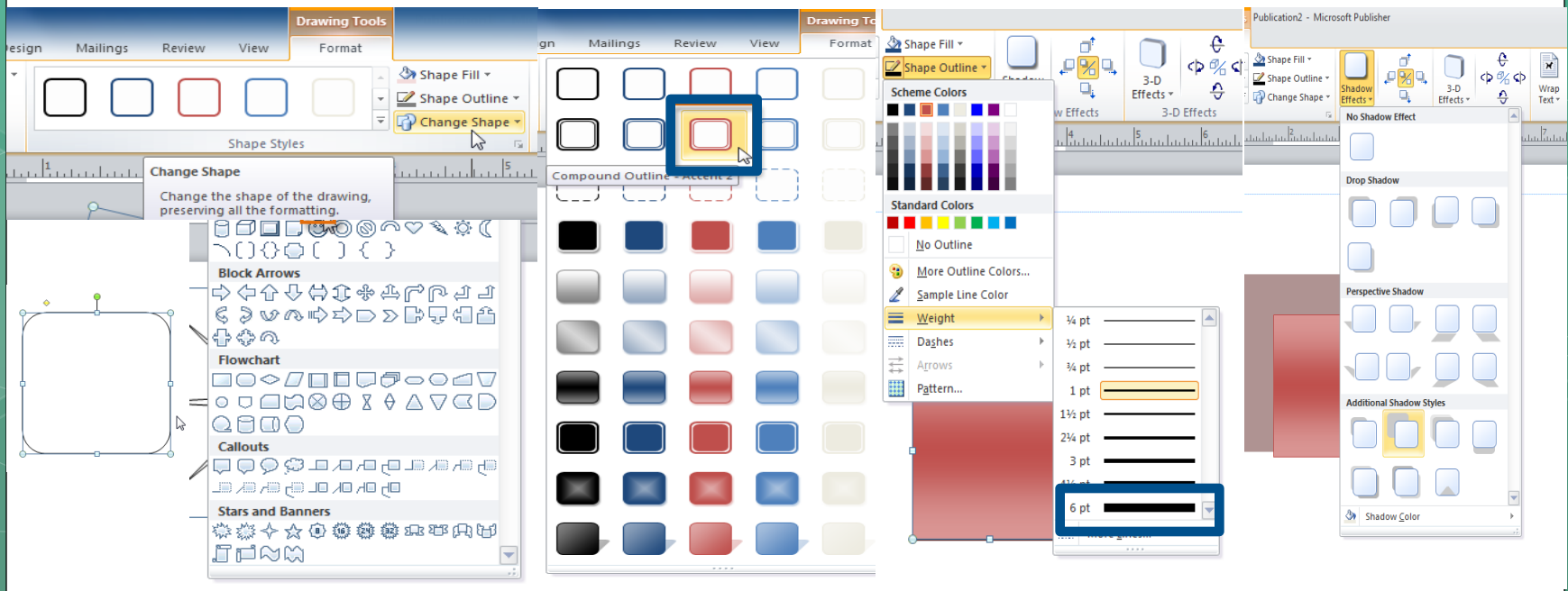
## To Insert a Shape:

- Select the **Insert** tab and locate the **Illustrations** group.
- Click the **Shapes** drop-down command.
- Select a shape from the drop-down menu.
- Click and drag the mouse until the shape is the desired size.
- Release the mouse button. The shape will be added to your publication.



# Modifying Shapes

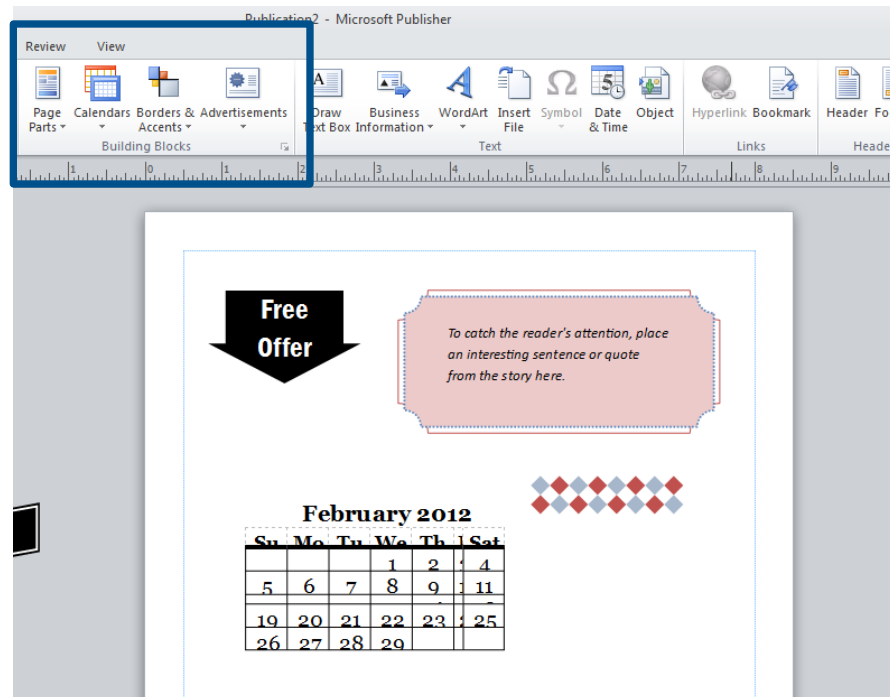
- Select the shape, then click the **Format** tab and locate the **Shape Styles** group.
- A drop-down list will appear. Select the desired command.





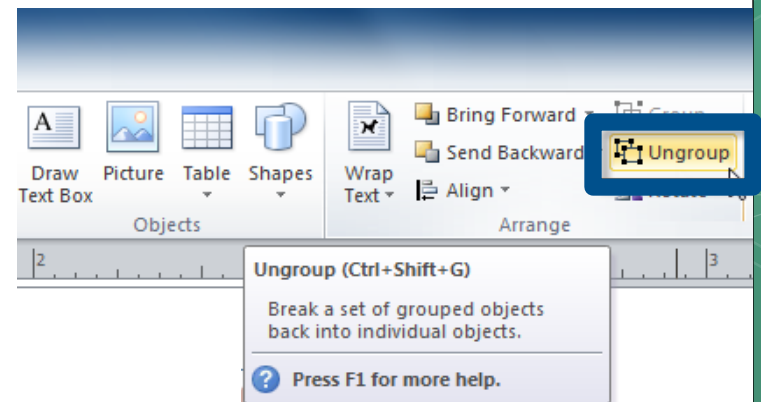
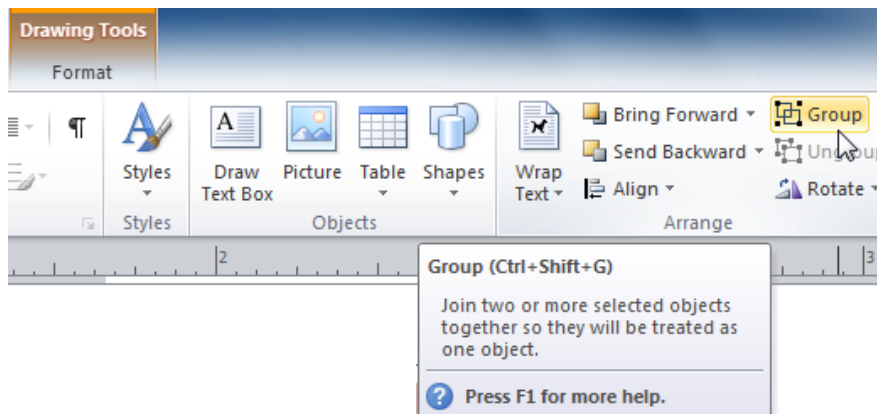
**Building Blocks** are another type of object in Publisher. They usually contain some combination of **text**, **shapes**, and **images**, and are meant to enhance the appearance of your publication. Once you insert a Building Block, you can modify it to suit your needs.

- **Page parts**, which are stylized placeholders for your images and text.
- **Calendars**
- **Borders & Accents**
- **Advertisements**



## To Group Objects:

- Select the objects you wish to group.
- Click the **Format** tab and locate the **Arrange** group.
- Click the **Group** command. The selected objects will now be grouped.
- There will be a **single box with sizing handles** around the entire group to show that they are one object.



# Group and Ungroup Clipart

1.



2.

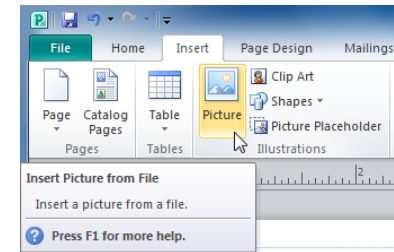


3.



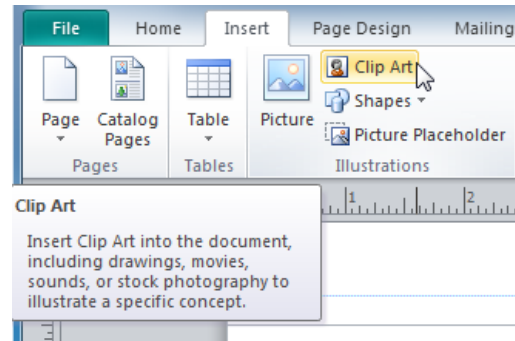
## Insert a Picture From a File:

- Select the **Insert** tab and locate the **Illustrations** group.
- Click the **Picture** command. The **Insert Picture** dialog box will appear. Locate and select the picture you would like to insert, then click **Insert**.



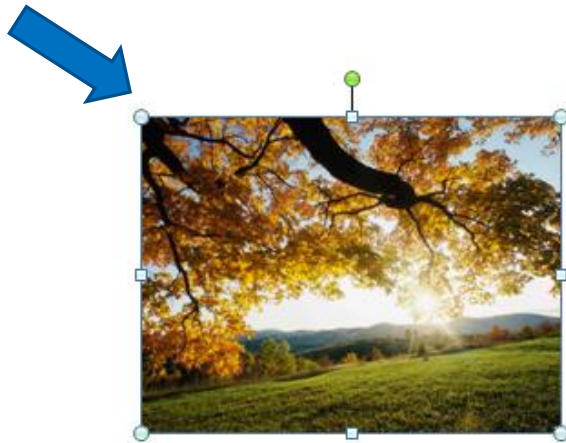
## Insert Clip Art:

- Select the **Insert** tab and locate the **Illustrations** group.
- Click the **Clip Art** command.



## Resize a Picture:

- Select the picture.
- **Click** one of the corner sizing handles and **drag** your mouse until the picture is the desired size. Release your mouse. The picture will be resized



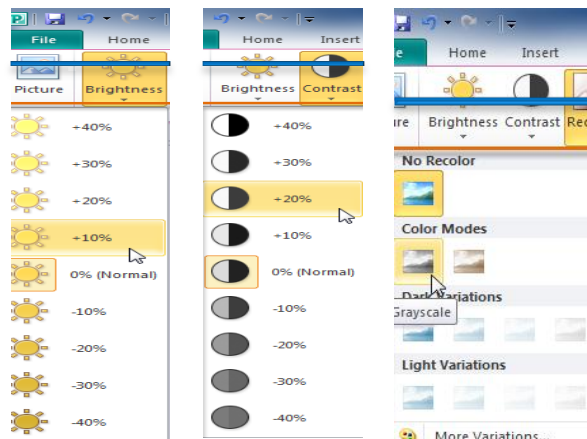
## Crop a Picture:

- Select the picture, then click the **Picture Tools Format** tab and locate the **Crop** group.
- Click the **Crop** command.



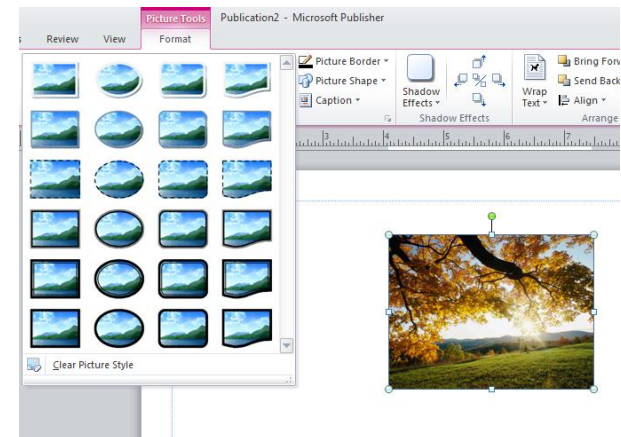
## To Adjust Brightness Contrast, and Recolor:

- Select the picture you wish to adjust, then select the **Picture Tools Format** tab and locate the **Adjust** group.
- Click the drop-down command



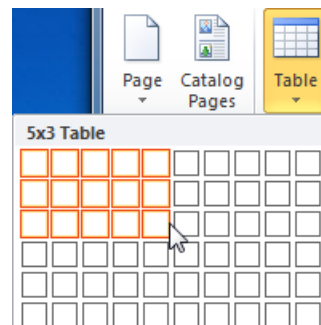
## To Apply a Picture Style:

- Select the picture, then click the **Picture Tools Format** tab and locate the **Picture Styles** group.
- Click the **More Picture Styles** drop-down arrow.



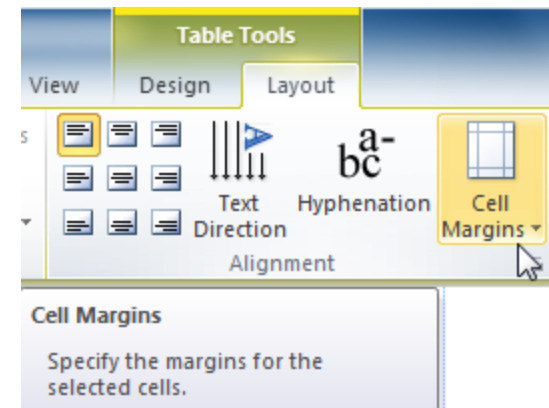
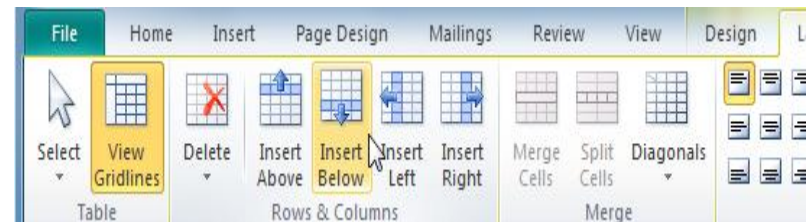
## To Insert a Table:

- Click the **Insert** tab.
- locate the **Tables** group.
- Click the **Table** drop-down command.
- Hover your mouse over the diagram squares to select the number of **columns** and **rows** in the table, then **click** your mouse. The table will be inserted.



## Modifying Table Layout

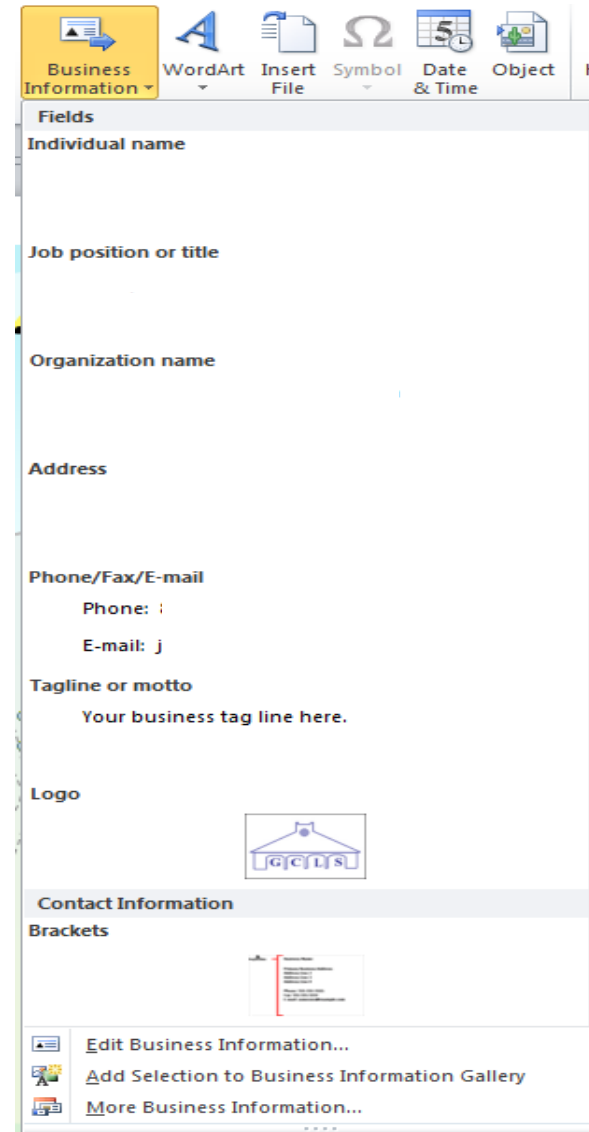
- Select the **Table Tools Layout** tab





## Edit Business Information

- Select the **Insert** tab and locate the **text** group.
- Click the **Business Information** command.

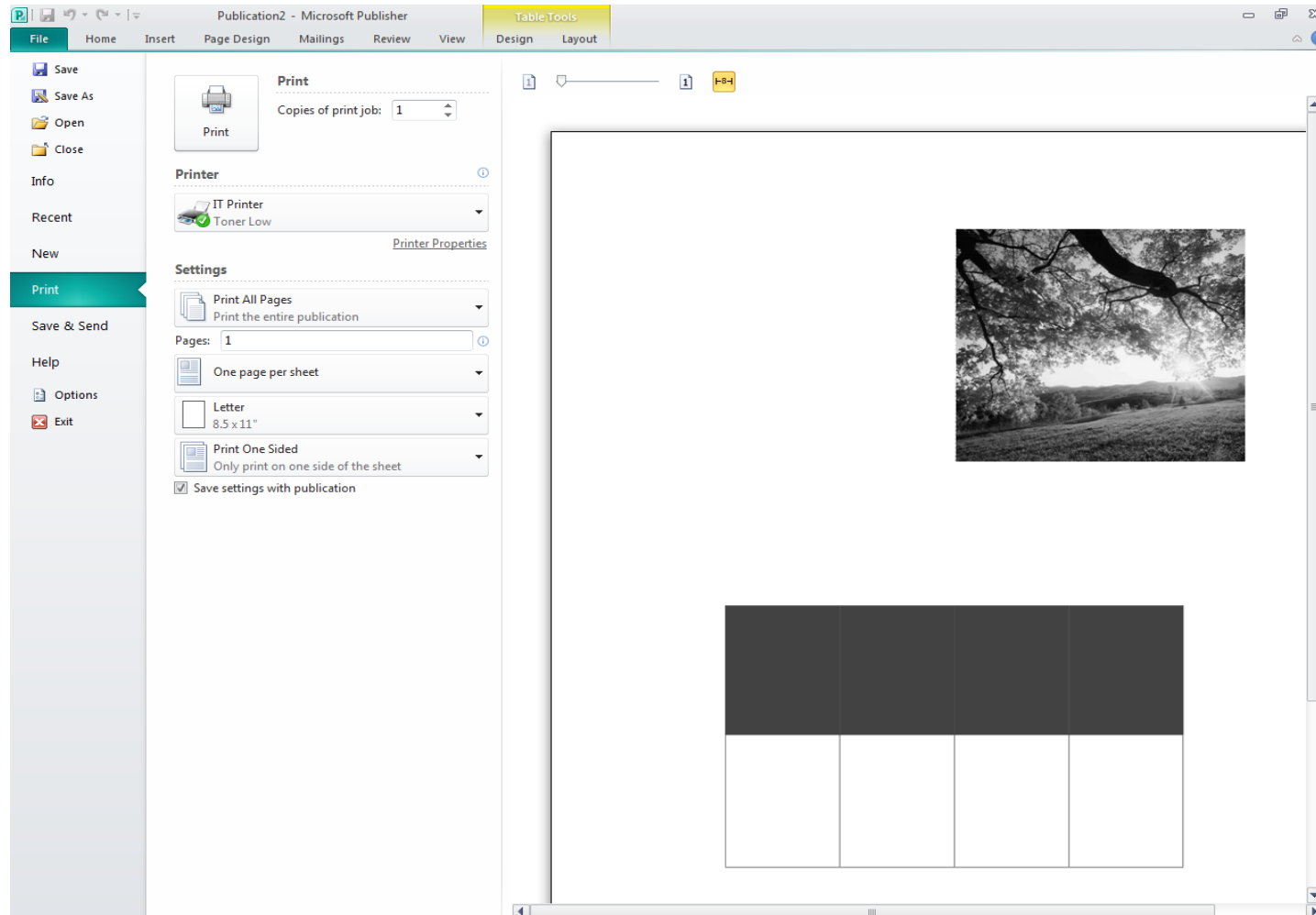


## *Help*



- Click on the question mark.
- Type the desired word in the search box and then press the **Enter** key.
- Choose the desired topic from the ones displayed.
- To research another topic, enter the desired word in the search box and then press the **Enter** key.
- **Note** – An active Internet connection will find more results.

# Printing in Publisher



# Save & Send


Publication2 - Microsoft Publisher


File Home Insert Page Design Mailings Review View Table Tools Design Layout

**Save & Send**


Save  
Save As  
Open  
Close  
Info  
Recent  
New  
Print  
**Save & Send**  
Help  
Options  
Exit


**Save & Send**


 Send Using E-mail

 E-mail Preview


**File Types**


 Change File Type

 Create PDF/XPS Document


 Publish HTML

**Pack and Go**

 Save for a Commercial Printer


 Save for Another Computer

**Send Using E-mail**

 Send Current Page


Create an e-mail from the current page

- The publication content displays in the message body as HTML
- Only the current page is included
- You can preview and adjust the content before sending the e-mail

 Send All Pages


Create an e-mail from the publication

- The publication content displays in the message body as HTML
- All pages of the publication are combined into a single page
- You can preview and adjust the content before sending the e-mail

 Send as Attachment


Create an e-mail with the current publication attached

- Everyone receives a separate copy of the publication
- Recipients need to have Publisher installed to open the attachment

 Send as PDF

Attach a PDF copy of this publication to an e-mail

- Document looks the same on most computers
- Preserves fonts, formatting, and images
- Content cannot be easily changed

 Send as XPS

Attach a XPS copy of this publication to an e-mail

- Document looks the same on most computers
- Preserves fonts, formatting, and images
- Content cannot be easily changed

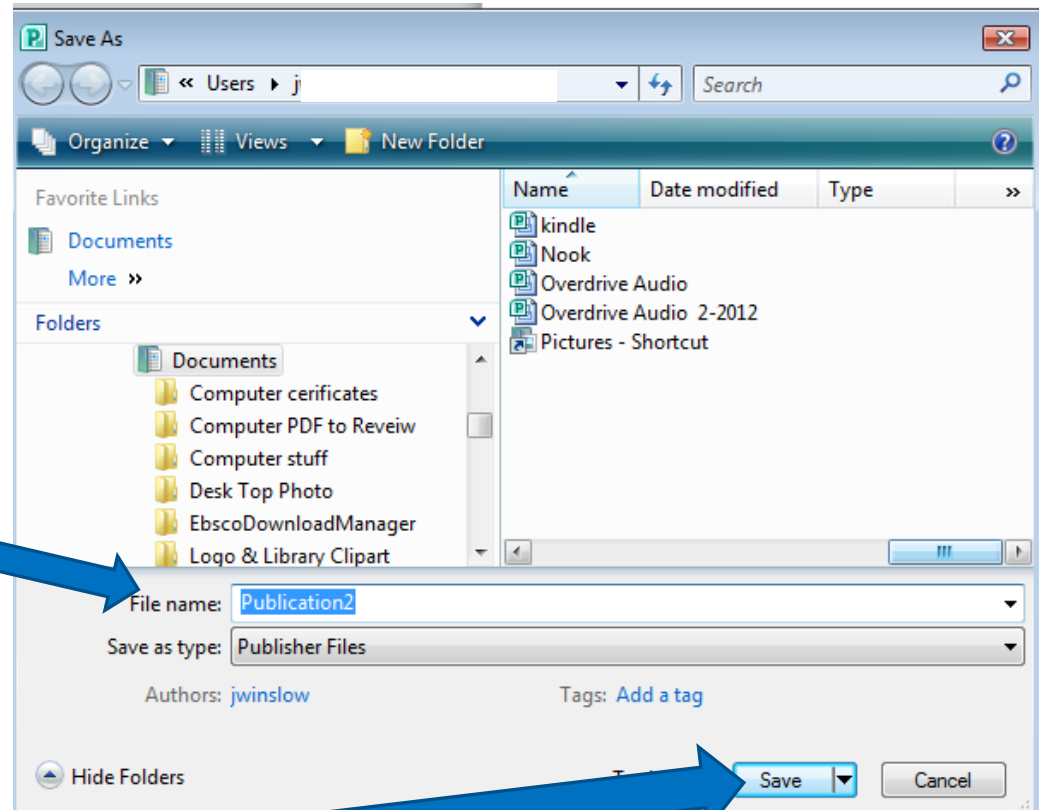
## To Save a Document

1. File:

2. Save As :

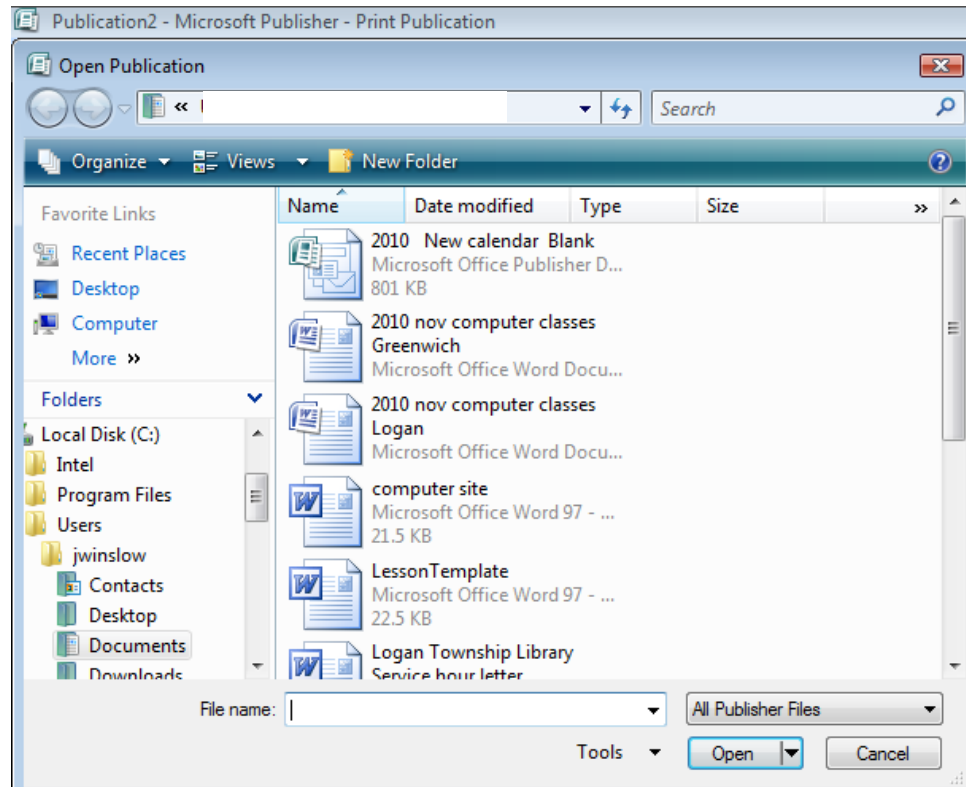
3. Name File

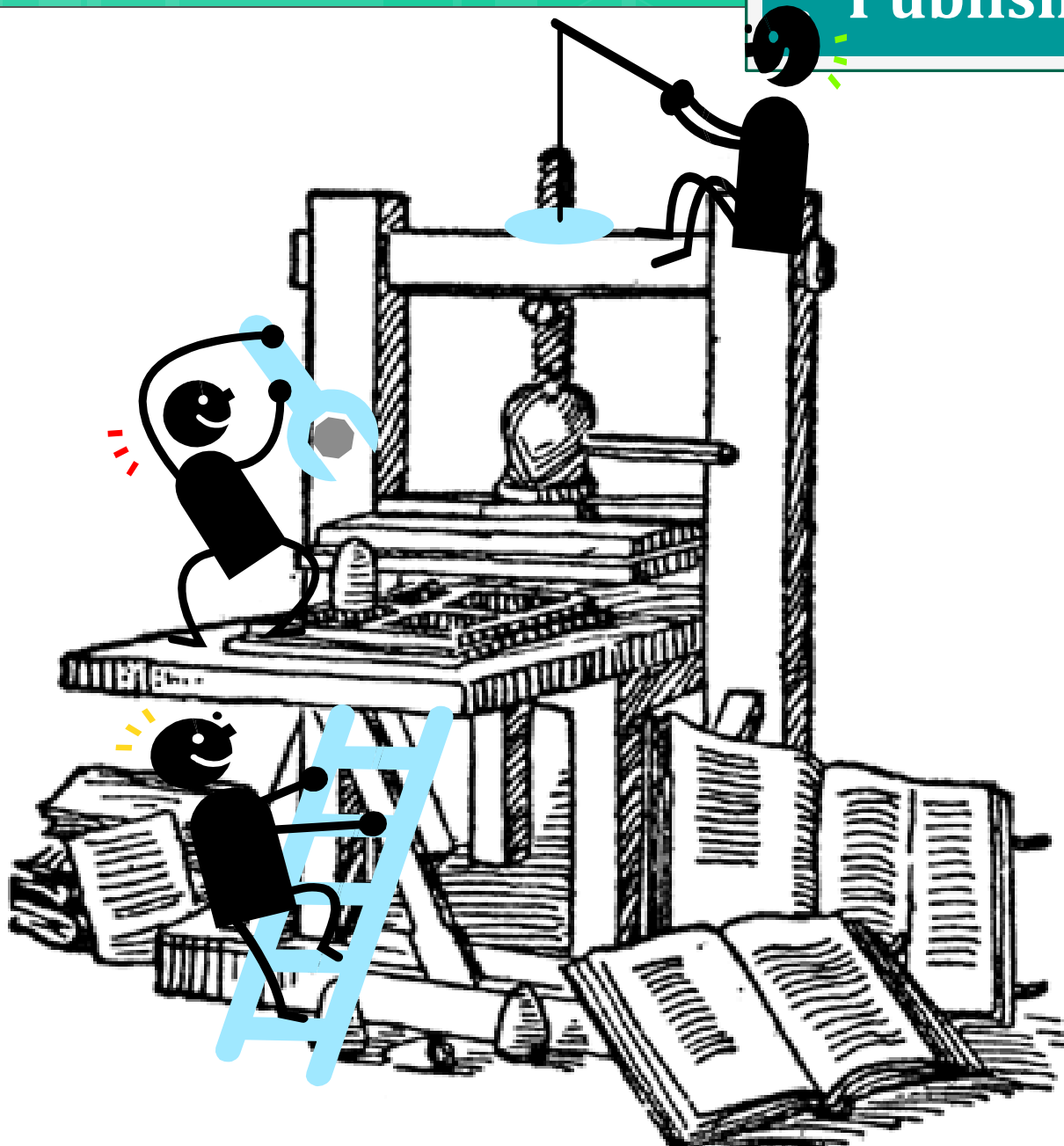
4. Then click Save



## To Open a Document

- File:
- Open:
- Choose a Folder:
- Click on open:





Freeholder Director  
Robert M. Damming

Freeholder Library Liaison  
Lyman Barnes