What is Publisher, anyway?

Microsoft Publisher designed for users who need to create and personalize publications such as marketing materials, business stationery, signage, newsletters and other items that reflect a consistent style or brand. You can start from a blank page or use one of many pre-designed templates as a starting point for your stationery designs. The resulting publications can be printed one at a time, or they can be optimized for commercial printing in large quantities.

Choosing a Template

Publisher opens in Backstage View, at a screen showing online and installed templates. (You can open this screen at any time by clicking File→New.) Select a publication type from the list. Once you choose a publication type, Publisher displays a variety of local and downloadable templates. Click a design to choose it. Use the controls in the sidebar at the right to select a color scheme, font scheme, business information set, and orientation. Click the Create button to create your publication.
About Information Sets

When you create a publication, Publisher automatically inserts standard contact information such as a business name, mailing address and phone number. This information is called a Business Information Set. You can create several sets (for instance, a business set and a home set).

To create or edit an information set, click the File tab and choose Info from the list at the left.

If no information set currently exists, a dialog box appears where you can type in the contact information you want to use. At the bottom of this box, give the information set a name and click Save. The Business Information Set screen appears.

On this screen, you can choose the information set you want to use in the current publication and click Update Publication at the bottom. The publication now contains your contact information, arranged according to the template in use.

You can edit, delete and create new information sets by clicking the appropriate button on the Business Information Set screen.
“The Way Publisher Works”

Every element in Publisher exists in a box: text, graphics, logos, etc., and each box behaves as if it is in its own transparent layer on the page. To add any element, you must insert a box for it to “be” in. Publisher’s templates start you with arrangements of many boxes, layered or stacked on top of one another to create an effect; these can be rearranged by dragging them around.

Elements in overlapping layers can be arranged in stacks above or below another layer. Rearrange the layers using the Bring Forward and Send Backward buttons in the Arrange group on the Home Ribbon.

- Bring to Front ( ): moves selected item to top of stack
- Bring Forward ( ): moves selected item up one layer in stack
- Send to Back ( ): moves selected item to bottom of stack
- Send Backward ( ): moves selected item down one layer in stack

**Note:** If you place something on top of a text box containing text, the text will try to wrap around the other item, and may shrink or look strange.
Select an element in your publication

Click the element. Round white "handles" will appear around its perimeter. It is now selected. When some objects are selected, contextual ribbons appear – for example, the Picture Tools Format Ribbon appears when clip art or photographs are selected.

Re-size an element in your publication

Float your mouse pointer over one of the handles. It will change into a two-headed arrow. Press your left mouse button down, hold it, and drag your hand to stretch or shrink the element.

- Corner handles (slanted arrows) let you change height and width at the same time; hold Shift while dragging to avoid distorting the shape.
- Edge handles (vertical or horizontal arrows) allow stretching/shrinking in that direction only.

Rotate an element

To rotate freely, drag the green rotation handle until the element is at the desired angle. To rotate in 15° intervals, hold Shift while rotating.

Move an element

Float your mouse pointer over the selected element. When the pointer changes to a four-headed arrow (↑↓←→), press your left mouse button down and hold it (this grabs the element). Drag the object to its new position and release the mouse button.

Hold the Shift key while dragging to move an element either vertically or horizontally, but not both. (Release the mouse before releasing the Shift key.)

Hold the Ctrl key while dragging to produce a duplicate copy of the element. (Release the mouse before releasing the Ctrl key.)

Note: To move a text box, you will need to grab an edge, somewhere away from the handles.

Delete an element

Click on the element so you can see handles. Press the Delete key on your keyboard.

For text boxes, it is easy to accidentally delete text rather than the box itself. To delete the text box, select it by carefully clicking one of its edges. You will have handles, but the insertion point will not be visible. Now you can press Delete.
Insert a new element into your publication

Click the Insert tab to view the ribbon. Choose a button from the appropriate group:

- the *Illustrations* group lets you add images such as photos, clip art and shapes
- the *Building Blocks* group gives access to commonly used structures like calendars, borders, sidebars and even advertisements
- the *Text* group lets you insert WordArt graphics (fancy lettering) or data from your business information set.

Clicking a button either

- opens a browsing or search box for you to locate your item (Pictures, Clip Art), or
- opens a gallery for you to choose the shape/style you want (WordArt, Shapes, most of the Building Blocks).

Note: When drawing shapes and images, hold the Shift key to keep the shape symmetrical.

**Contextual Ribbons**

When you select an object, Publisher displays one or more contextual ribbon tabs with tools for working with that type of object. Most of the groups and buttons are unique, but a couple of groups (Font, Arrange, Shadow Effects), which are useful for more than one object type, are repeated on several ribbons for convenience.

**The Picture Tools Format Ribbon**

This ribbon appears when you select a photograph or a piece of clip art. Useful tools include

- The *Picture Styles* group (choose a frame/edge treatment from the gallery, caption a picture)
- The *Crop* group (cut away unwanted parts of the picture from the edges)
- The *Adjust* group (alter brightness and contrast, recolor the image – i.e. sepia tone, compress the image to reduce file size.)
- The *Size* group (set your image to a specific height and width)
The Drawing Tools Format Ribbon

This ribbon appears when you select a shape, such as an oval or a line, and also when you select a text box.

- The **Insert Shapes** group lets you easily add new shapes to build up a composite image.
- The **Shape Styles** group lets you quickly apply a format (3-D or shadowed effects) to the selected shape. These effects can be tweaked using tools in the **Shadow Effects** or **3-D Effects** groups. Color the shape and its outline any desired color using the Shape Fill and Shape Outline buttons.

The Text Box Tools Format Ribbon

This ribbon is displayed when a text box is selected. Its controls are concerned with

- How the text is positioned and fitted into the text box (**Text** group, **Alignment** group)
- Connections (links) between text boxes, to permit overflow from one box to another (**Linking** group)
- Customizing the appearance of the lettering itself (**Effects** group and **Typography** group)

Flip an element

To flip (reflect) an object, click the Rotate button in the **Arrange** group on the Home Ribbon or on the Picture Tools Format Ribbon. From the drop-down menu, choose Flip Horizontal or Flip Vertical.

Select several elements simultaneously

There are two easy methods to select several elements at the same time.

- Click the first object (you will see handles). Then hold the Shift key down and click each remaining item until they all have handles showing.
- Lasso the objects by placing the mouse above and to the left of the desired group of items, pressing and holding the left mouse button, and dragging your hand across to the lower left side of the items. All objects that are **fully enclosed** by the “lasso” (dotted line) will be selected when you release the mouse button.
**Group and ungroup elements**

Grouping elements lets you move and resize them freely without changing their arrangement, relative position and size.

Select the elements you wish to group. Click the Group button in the *Arrange* group on the Home Ribbon (or on the Picture Tools or Drawing Tools Format Ribbon). There will now be one set of handles around the set of objects, and Publisher will treat the group as one big item.

You can separate a grouped element into its original parts by selecting it and then clicking the Ungroup icon in the *Arrange* group.

**Edit text in a text element**

Click on an element containing text and highlight the text you want to change. (If an element contains “boilerplate” generated by Publisher, it will usually become highlighted automatically.) In Publisher, Ctrl+A will select all the text in the selected text box (and any text boxes connected to it), but not text in other, unconnected boxes.

Hit the backspace key to delete the existing text, and type in your new text.

**Zoom in or out**

In the lower right corner of the window, locate the zoom slider. Drag the slider to the left or right to zoom the publication out or in.

Quickly zoom out to view the full page by clicking the symbol at the right of the slider.