Edge Hill University

Getting Started with Microsoft Publisher

Contents

Introduction

Microsoft Publisher is a desktop publishing application made by Microsoft and is part of the suite of Microsoft Office applications. Publisher is similar to Word except that it places the emphasis on page layout and design rather than writing text and proof reading. Publisher is an application for creating professional documents such as newsletters, postcards, flyers, invitations and brochures. Documents can be created from scratch using a blank page or from pre-designed templates.
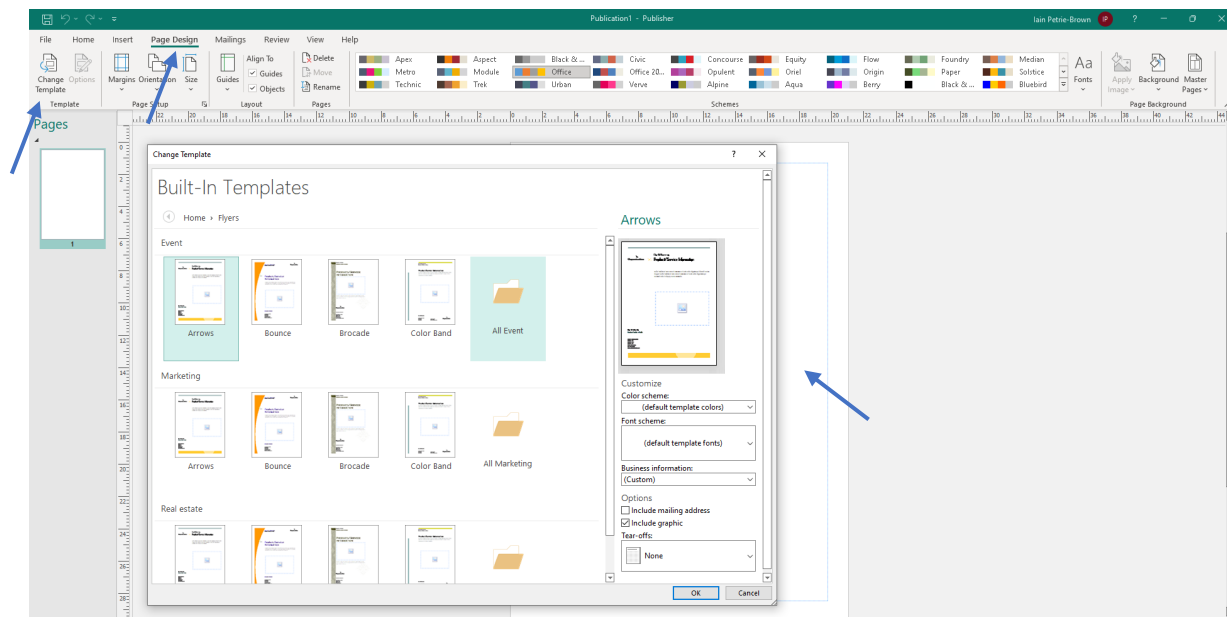
Templates

Templates are a built-in feature of Publisher and can be accessed when opening the application. A template provides a starting point for different requirements such as posters, address labels and an address book. Click on the **More templates** link to view all the built-in templates or enter a search term in the **Search** field to find online templates. Templates are an alternative to the **Blank** page option normally selected when creating a design from scratch.
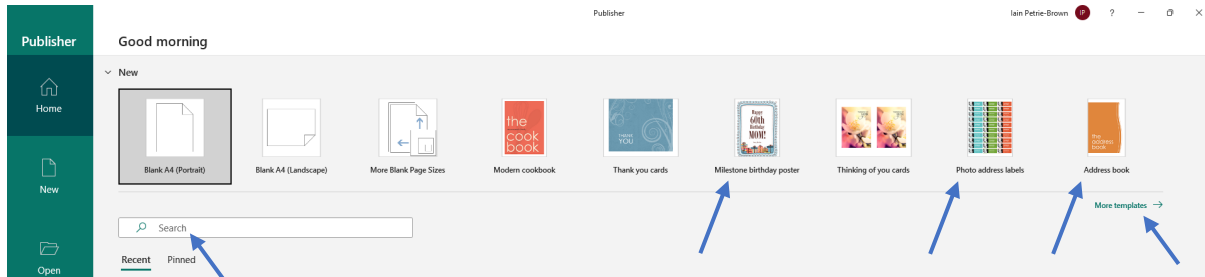
Templates may also be accessed at any time by clicking on the **Page Design** tab located in the ribbon at the top of the interface. A dialog box will be displayed with template options displayed under various categories.


Note: When using any template always check the page size before starting a project to ensure it will print correctly; an A4 page sized template may not scale well if printed at A1 poster size.

Design Features

Templates can be altered to suit the requirements of a design.

To remove an unwanted area click on it to select then press **Delete** on the keyboard.

The background colour of a page can be changed by clicking on the **Page Design** tab then clicking the **Background** icon. Select a background style from the options displayed or click on the **More Backgrounds** link to view all styles.
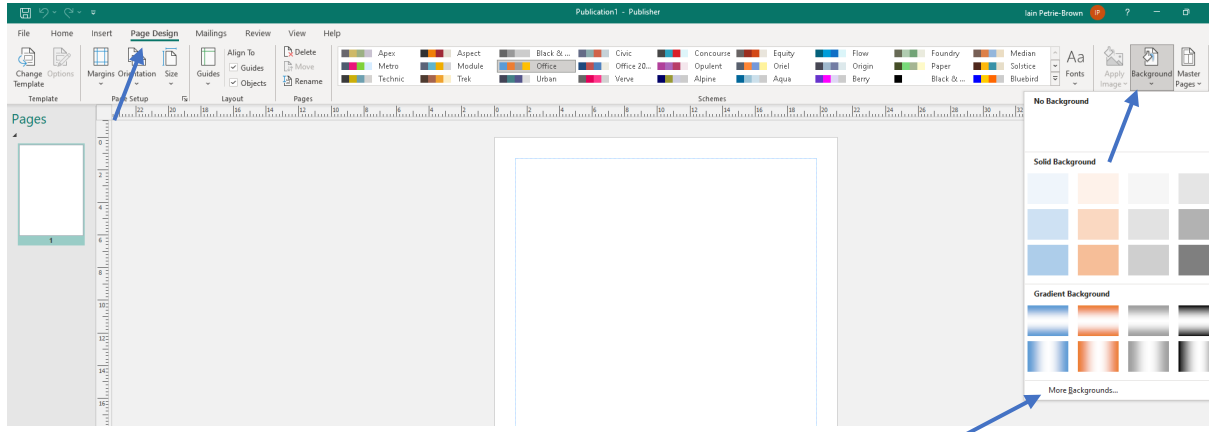

Alternatively, a colour scheme can be selected for the document by clicking on the **Page Design** tab then clicking on one of the available options. A colour scheme replaces the existing colours throughout the template with an alternative range of complementary colours.
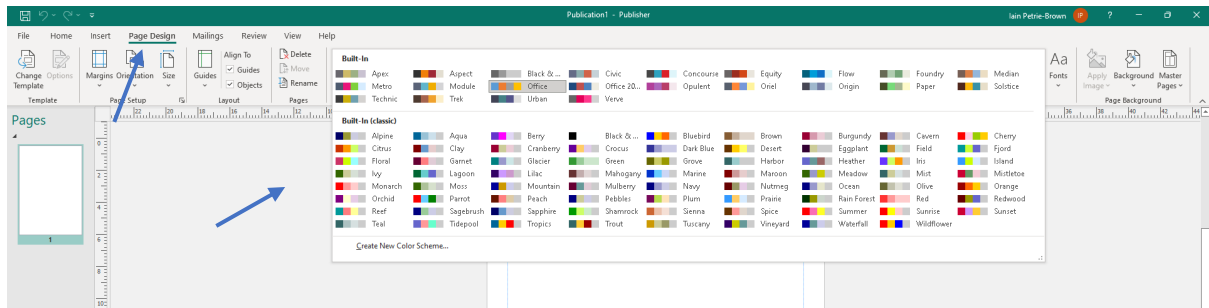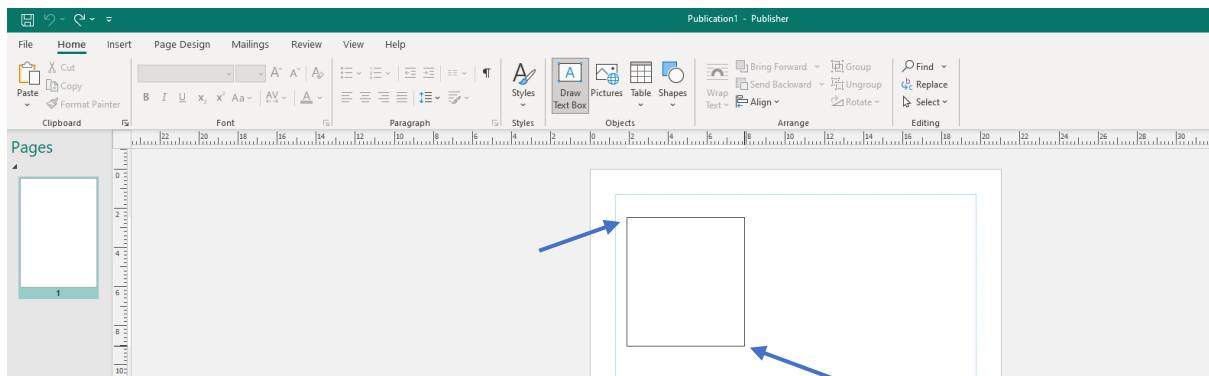
Creating Text Boxes

Publisher differs in the way text is added to a design from Microsoft Word in that instead of typing in lines of text across the page with the text wrapping automatically to the next line on the page a text box must first be created then the text is typed into the box. This has many advantages when creating designs as the box containing text can then be moved around, placed over other elements on a page such as images, can be resized and can be individually formatted.
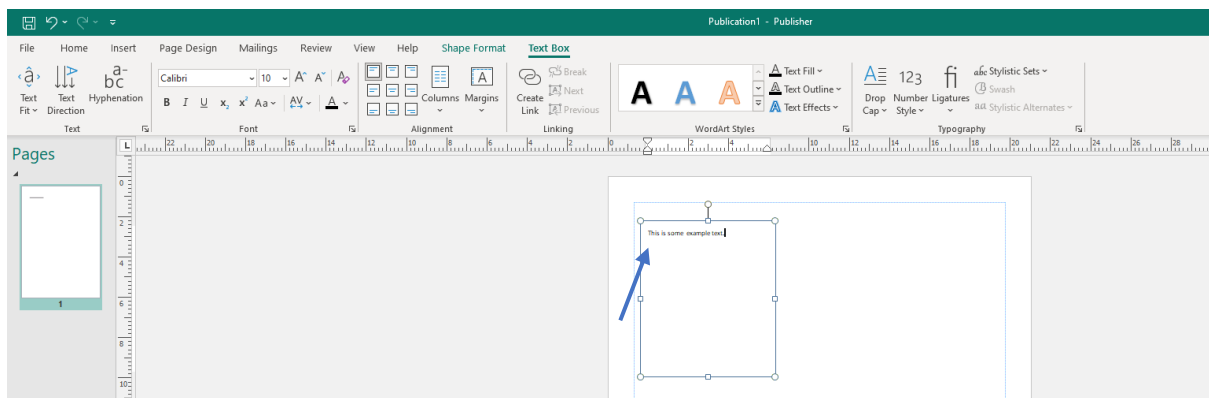
Add a text box by clicking on the **Insert** tab then clicking on the **Draw Text Box** icon.
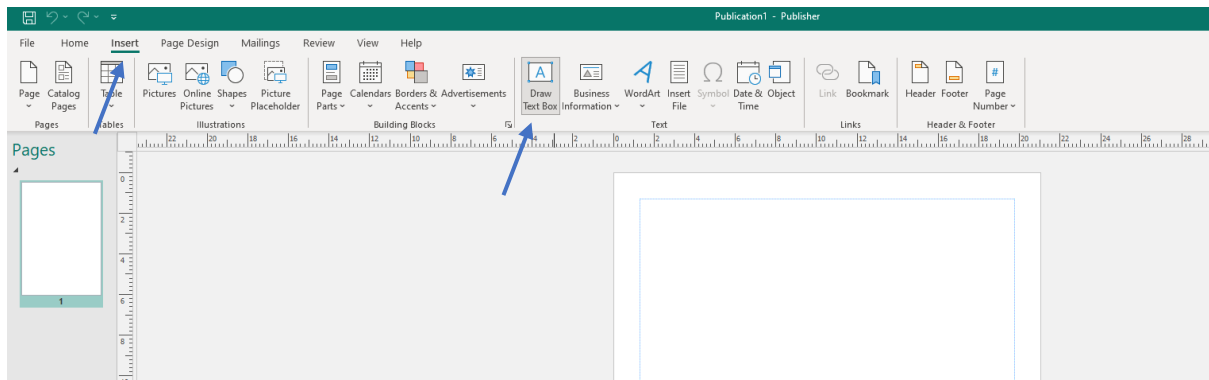
Place the cursor where the box should appear on the page then while holding down the **right mouse button** drag out the outline of a text box. Release the right mouse button when the outline of the box displays an appropriate size.
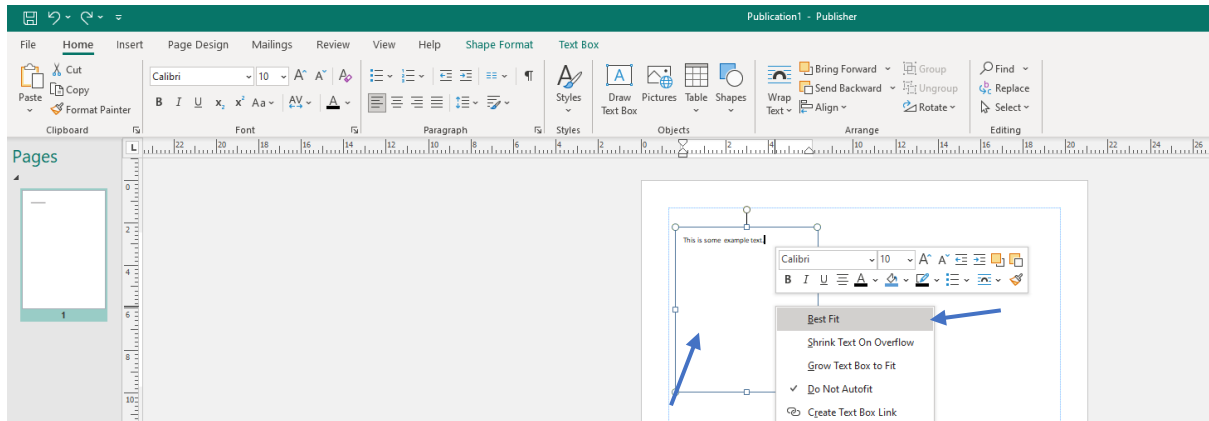

Place the cursor within the text box and begin typing text.
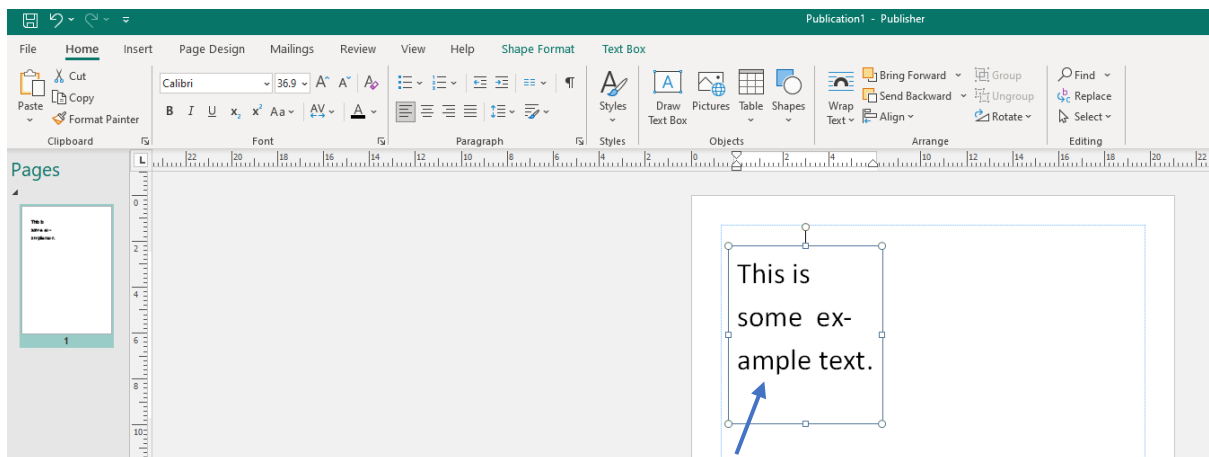
Formatting Text Boxes

After creating a text box and typing some example text it is recommended one of the available formatting options is applied as the text may be too small or too large.
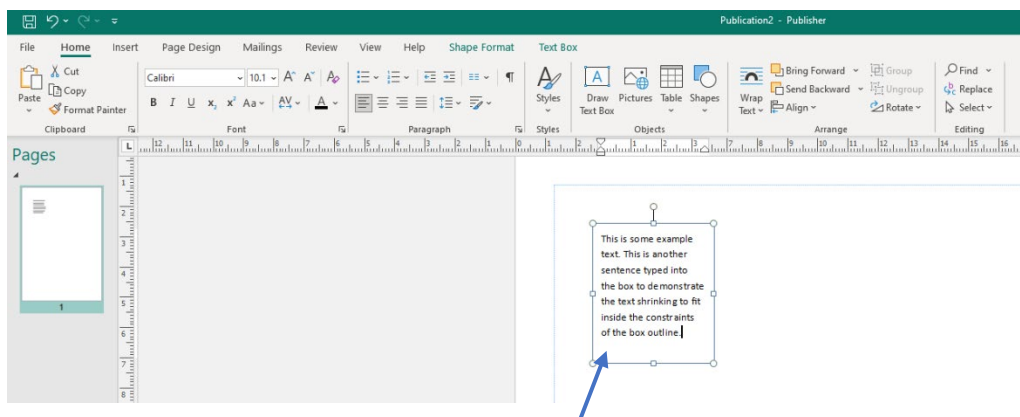
Right-click inside the text box then select **Best Fit** from the available context menu options.


The text will automatically increase in size to fill the text box.

When additional text is typed into the text box the text will automatically shrink in size to remain within the constraints of the text box.

When the handles on the text box are dragged in or out to resize the box the text will increase or decrease in size to ensure it is constrained within the box outline.
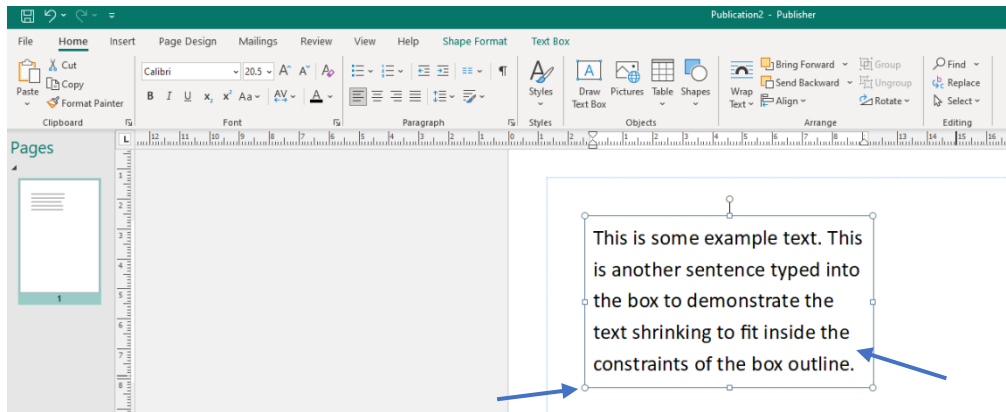
An alternative to using the **Best Fit** option is to **right-click** in the text box and select the **Grow Text Box to Fit** option.
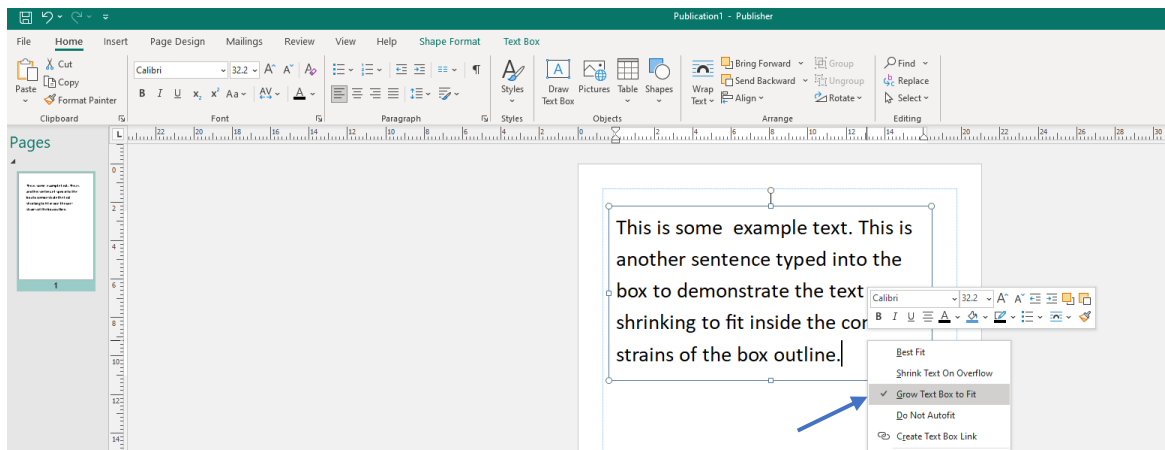

When further text is typed into the box the text size will remain consistent and the text box outline will expand to accommodate the additional text.
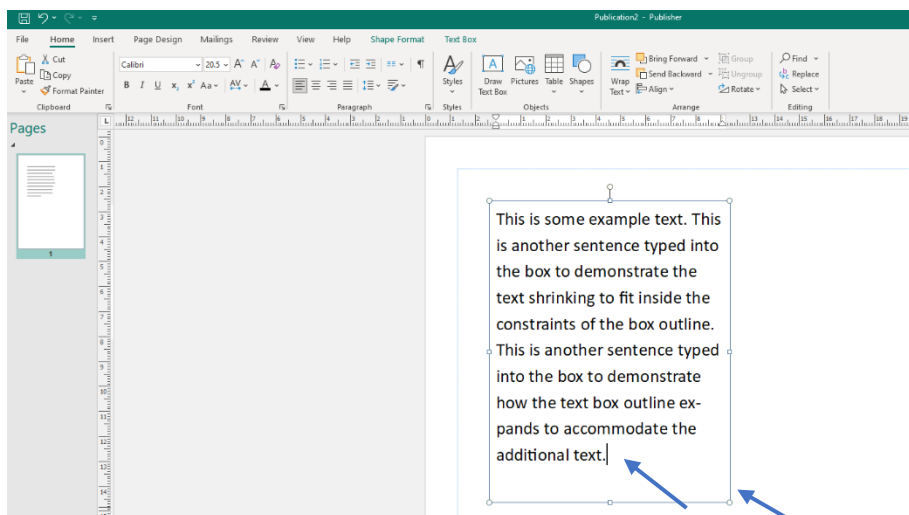
Formatting Text Boxes (Advanced)

Text contained with a text box can be formatted with different styles and colours by selecting the text, clicking on the **Home** tab then selecting the font style, font colour and alignment.
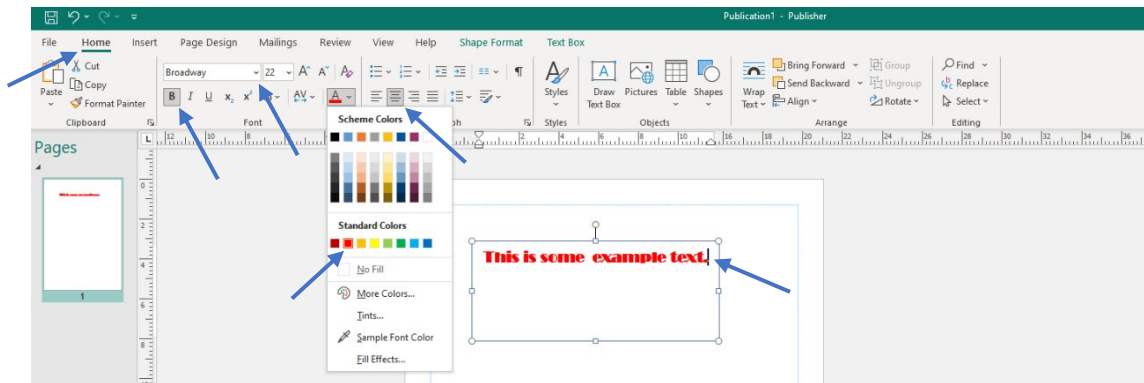
When text contained within a text box is selected the **Text Box** tab becomes available – click on the **Text Box** tab to display advanced formatting options in the ribbon located at the top of the Publisher interface.
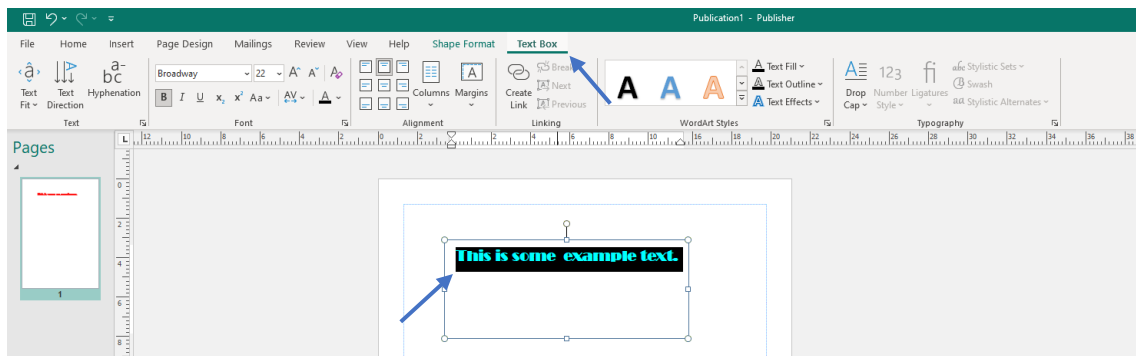

Text boxes can be set to an exact size or placed in a precise location on a page. **Right-click** on the text box then select **Format Text Box**. Select the **Size**, **Layout** or **Text Box** tabs to access the settings displayed in the dialog box. Once the parameters have been set click on the **OK** button.
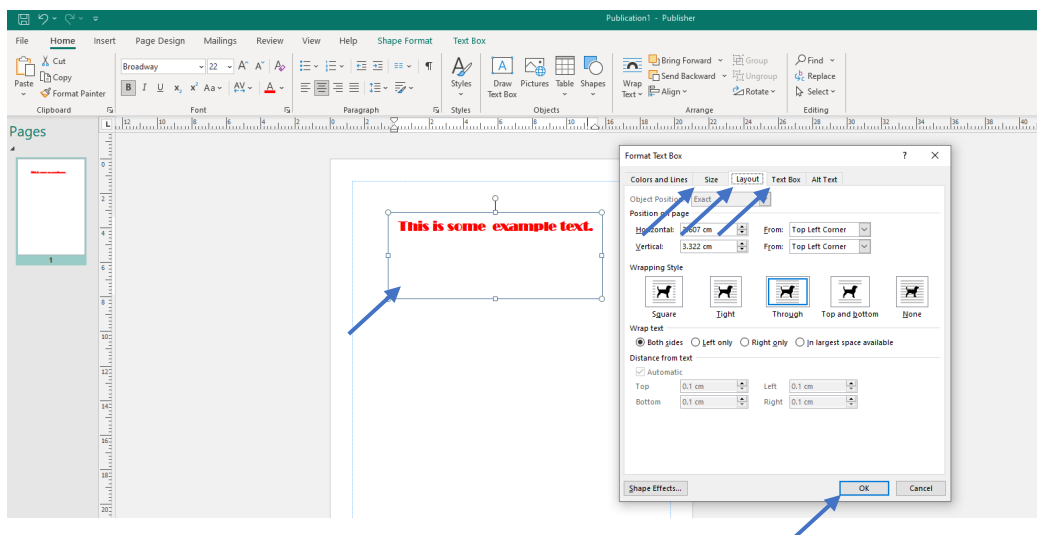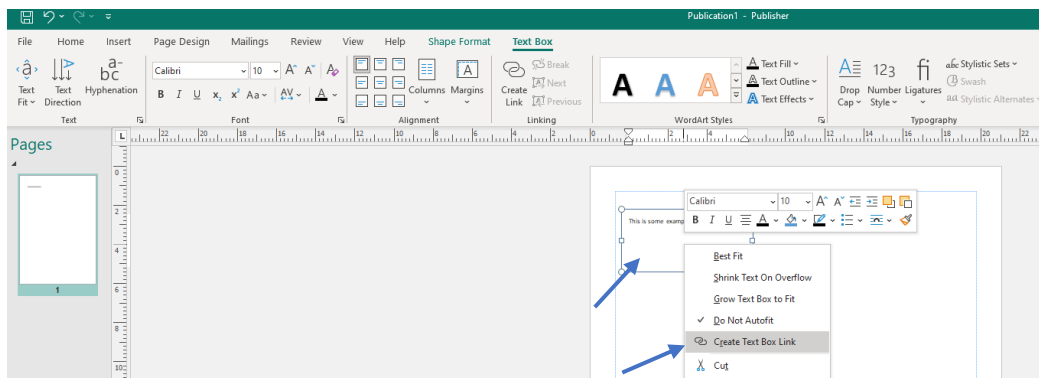
Linking Text Boxes

Text can be made to overflow from one text box into another by linking the two boxes together. To create a link between two boxes first drag an additional text box out onto the page.
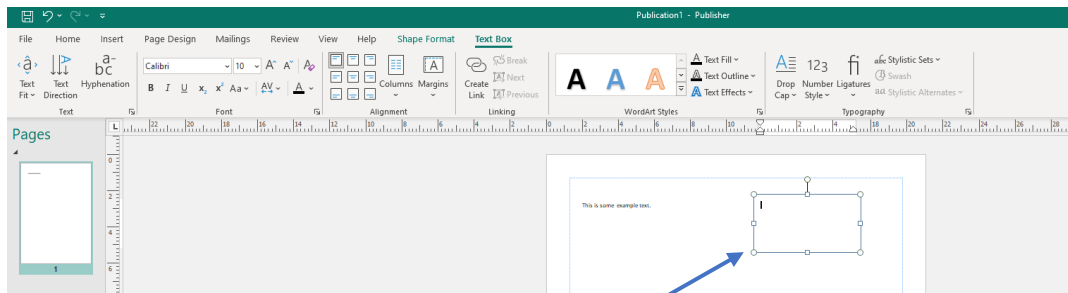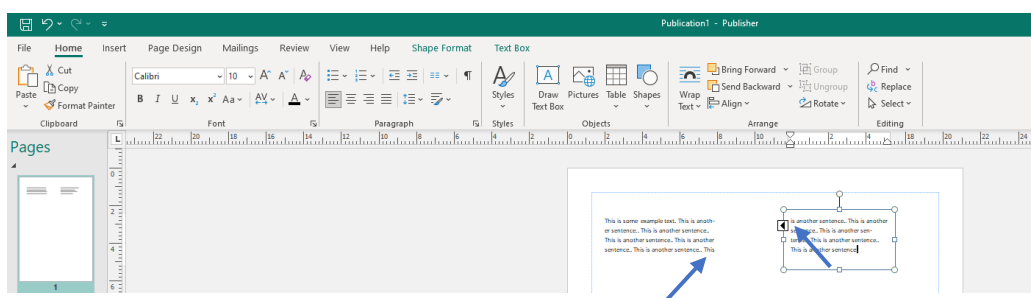

Right-click on the **original** text box and select **Create Text Box Link** from the context menu options.

Now **left-click** on the **additional** text box to create the link between the two boxes.
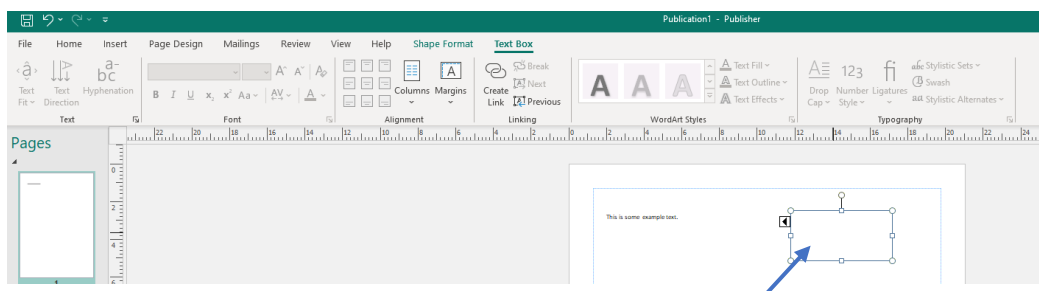

As text is typed into the original box any text that overflows the constraints of the **original** box outline will automatically flow into the **additional** text box.
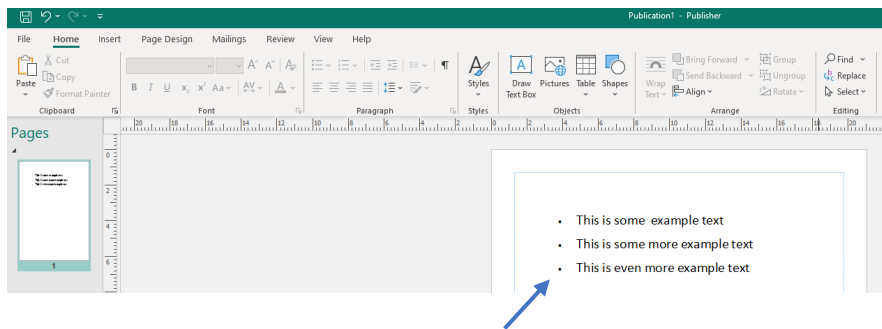

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Bullet Points and Numbering

Bullet points can be added to any text within Publisher. Select the text then click on the **Home** tab at the top of the interface. Choose the style of bullets from the available options.
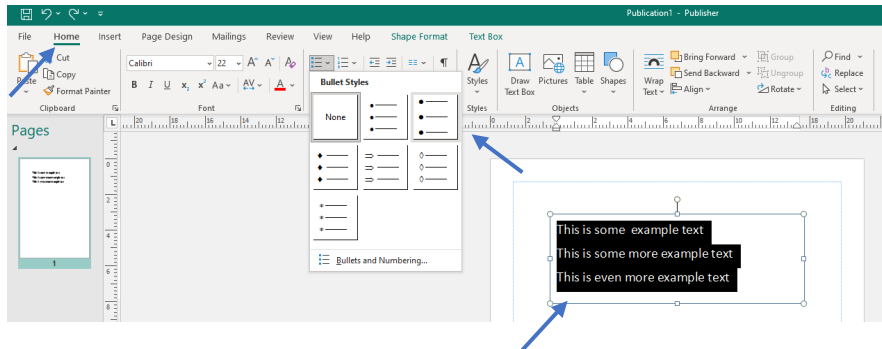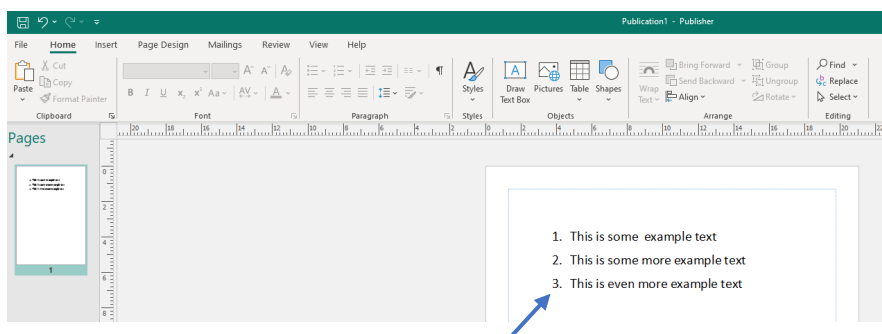

Bullets are added to the selected text.

Numbering can also be added to any text within Publisher. Select the text then click on the **Home** tab at the top of the interface. Choose the style of numbering from the available options.
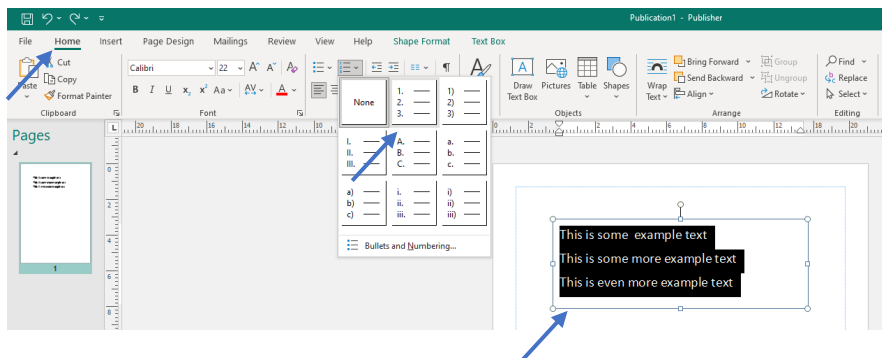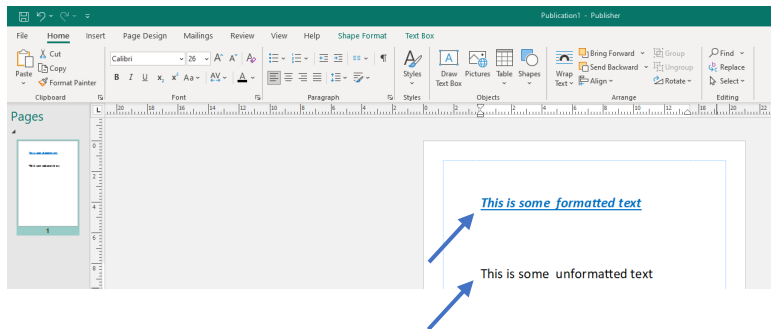

Numbering is added to the selected text.

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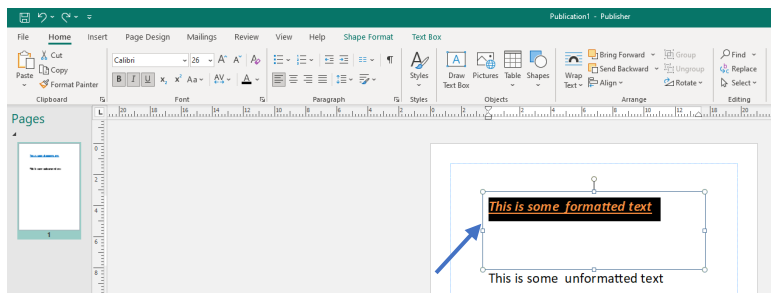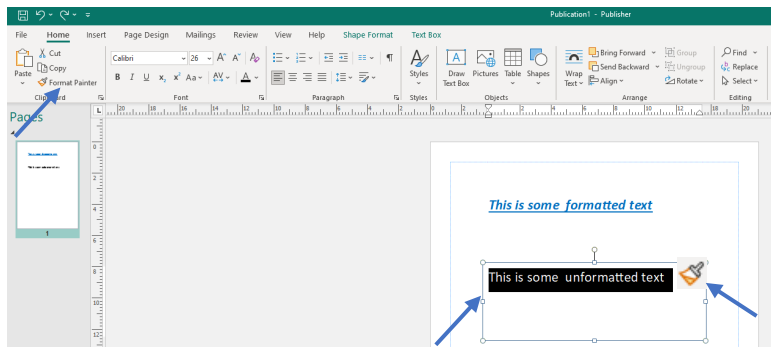
Format Painter

Formatting parameters can be copied from one element of a document to another.

Highlight the **original** element that contains the formatting styles to be copied.

Click on the **Home** tab then select the **Format Painter** icon. The cursor will take on the form of a **paintbrush**. Select the **unformatted** element with the paintbrush.


The element now takes on the formatting of the original selection. **Note:** Once the formatting process is complete the cursor will automatically return to its standard form.
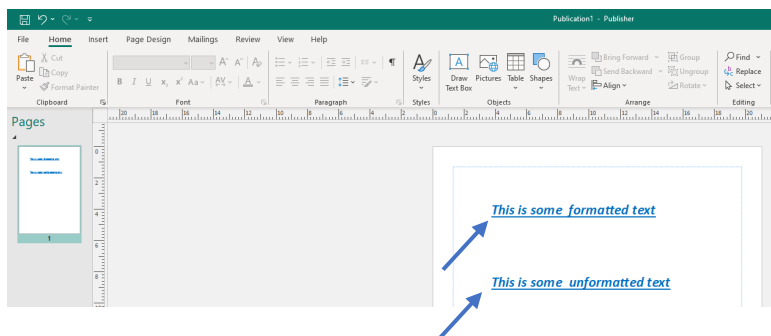
Adding and Editing Images

Publisher provides access to a wide range of online pictures. Click on the **Insert** tab then click on the **Online Pictures** icon. A dialog box will be displayed containing categories of pictures. A search facility is also provided. Enter a search term then press the **Enter** key on the keyboard.
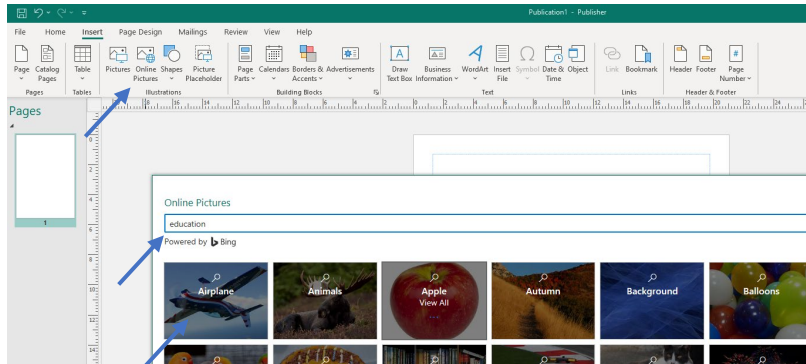
Pictures can also be added to the page by navigating to local image files. Click on the **Insert** tab then click on the **Pictures** icon. The file explorer dialog box will be displayed. Navigate to the required file then click on the **Insert button** located in the bottom right of the dialog box. There is also the option to insert a **Picture Placeholder** instead, so a picture can be added to a page design at a later date.
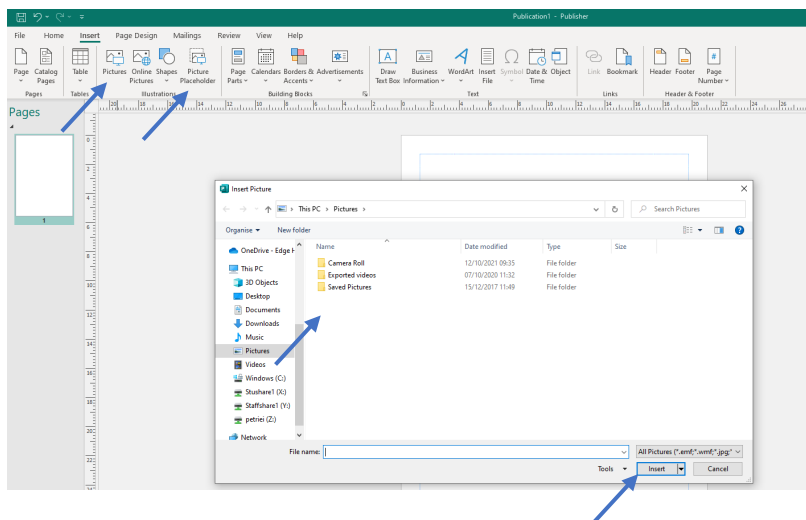

Note: Once a picture has been inserted it can be formatted by **left-clicking** on the picture to select it then choosing from the available options in the ribbon under the **Picture Format** tab.
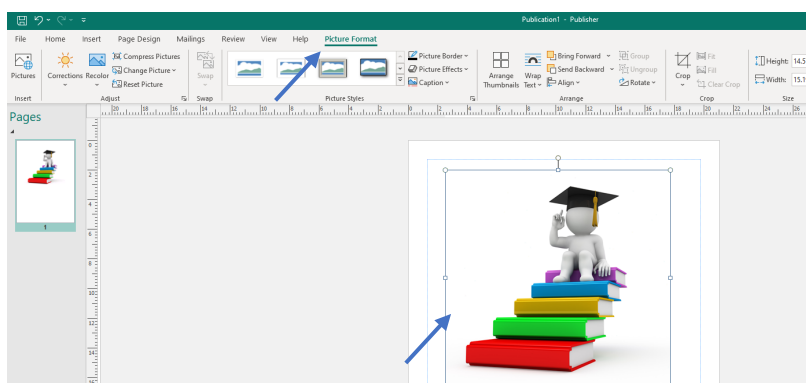
Layers

When an object is added to a page it will appear above the previous object. This is not always desirable and can be changed using the layer options. **Select the object** then click on the **Home** tab. Select either the **Bring Forward** or **Send Backward** icons to move the object through the layers. In the image below the picture of an apple is located in the layer **above** the picture of a stack of books.
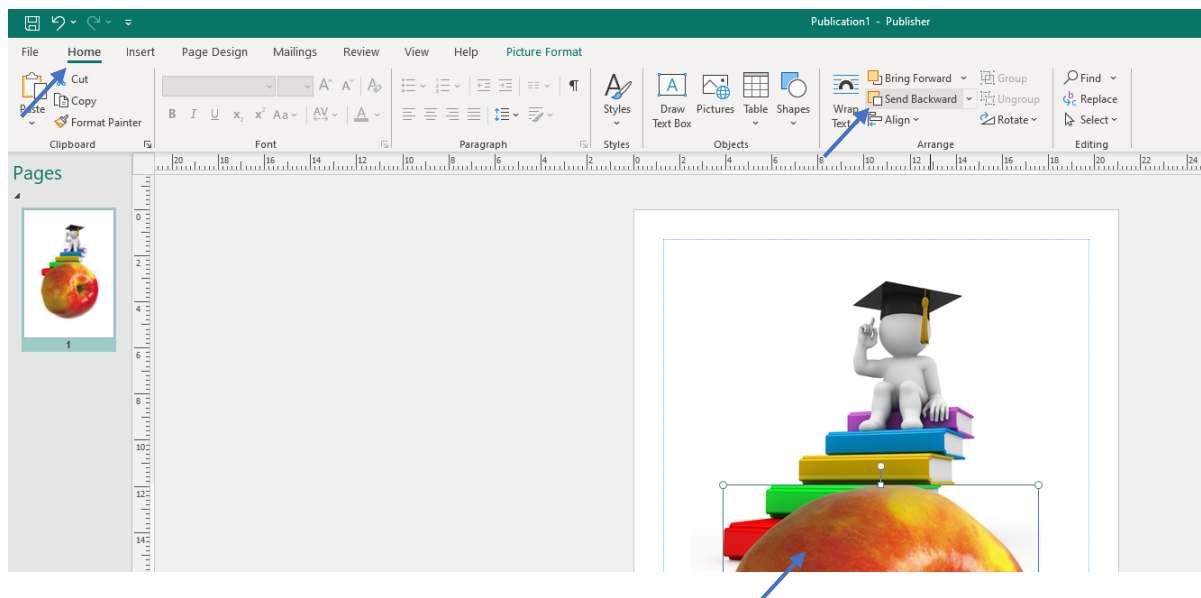

The object will be moved backwards or forwards through the layers each time the relevant icon is clicked. In the image below (after the **Send Backward** icon has been clicked once) the picture of an apple is now located in the layer **below** the picture of a stack of books.


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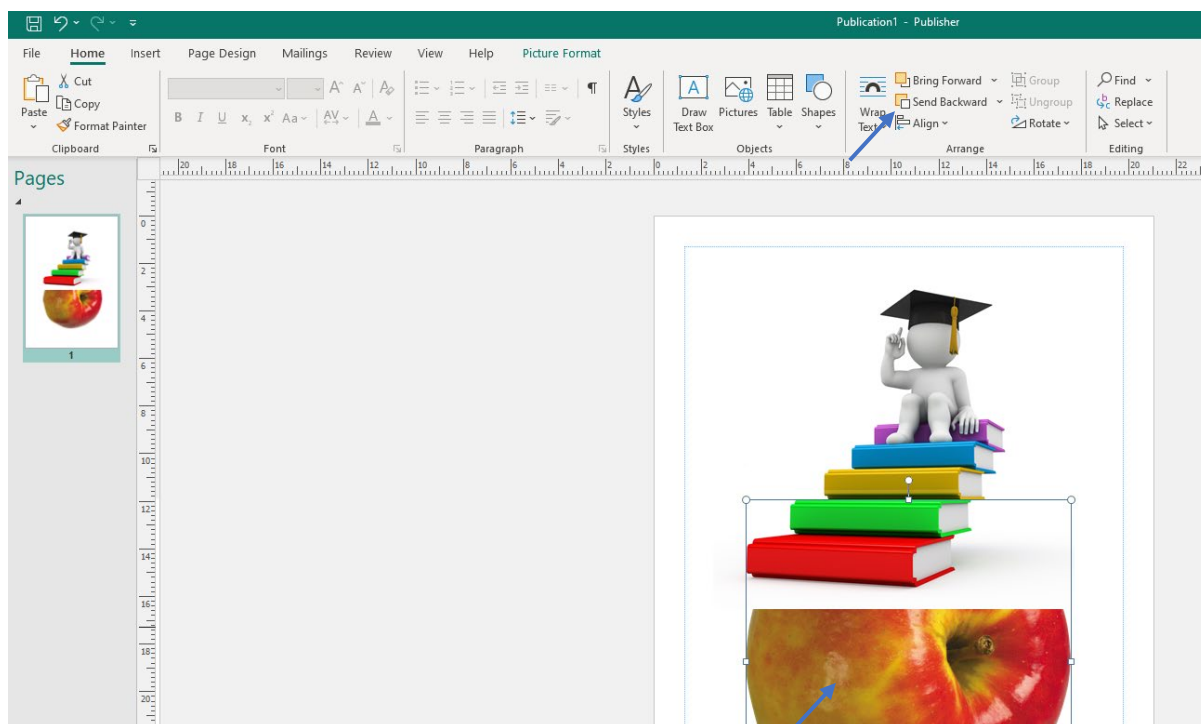
Building Blocks

Various pre-built objects can be added to the page in Publisher, these include a calendar, simple advert and borders. Once the object has been inserted it can be manipulated to fit in with other objects. To insert a calendar click on the **Home** tab then click on the **Calendars** icon. Select one of the available styles of calendar.
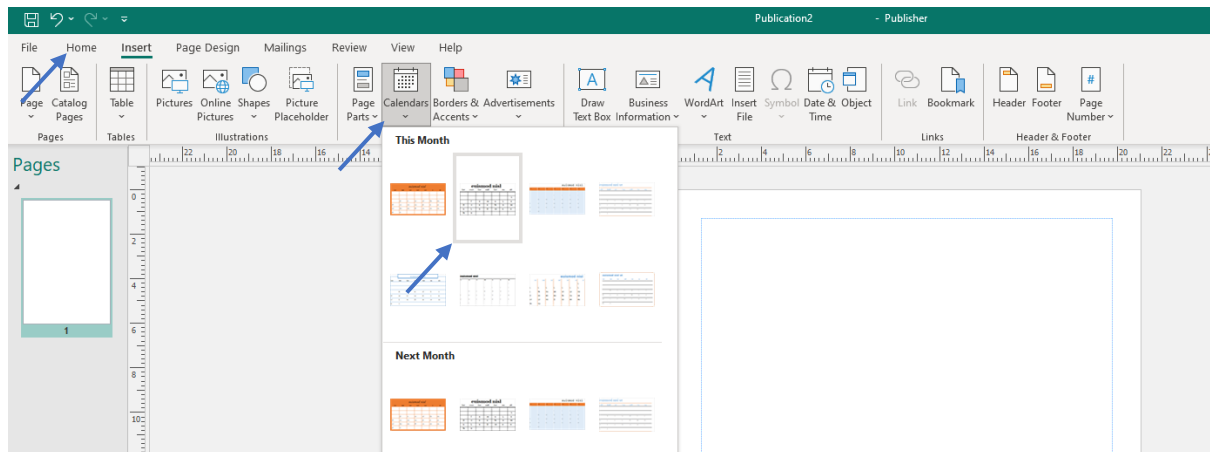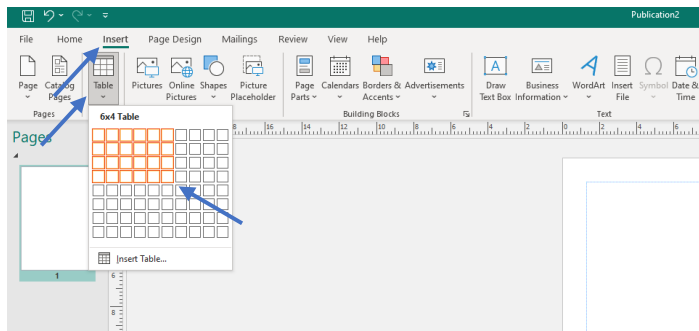

The calendar will be displayed on the page where it can be resized and moved to suit the project requirements.


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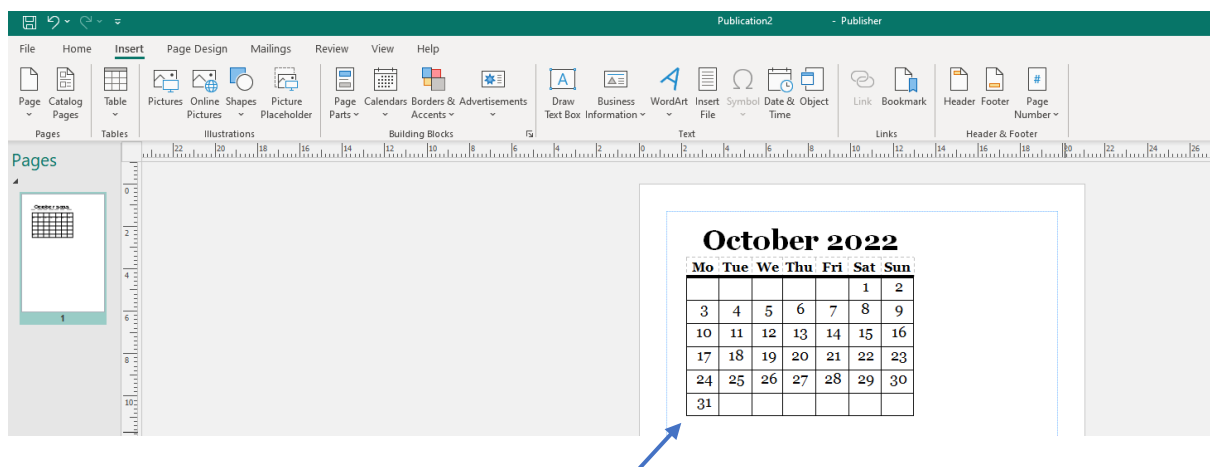
Tables

To add a table to a page click on the **Insert** tab then click on the **Table** icon. Drag the mouse cursor over the number of cells required to select them then press the **left** mouse button.
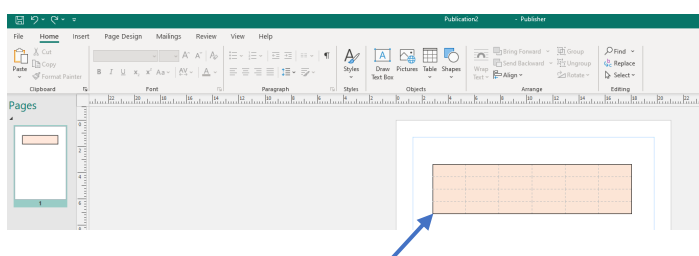

The table will be displayed on the page. To change the table style select some or all of the table cells then **right-click** on the table and select **Format Table** from the options.
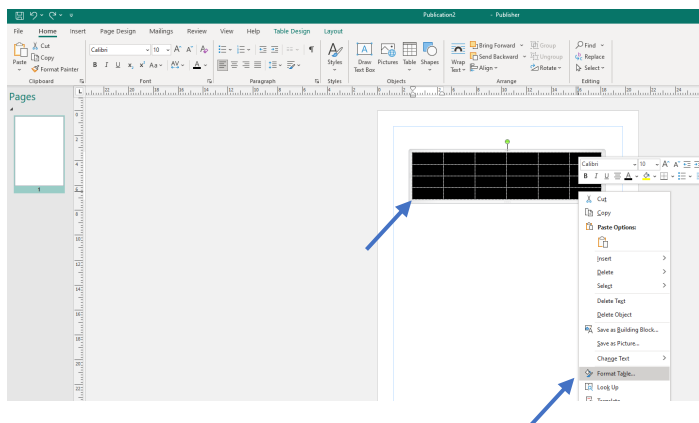
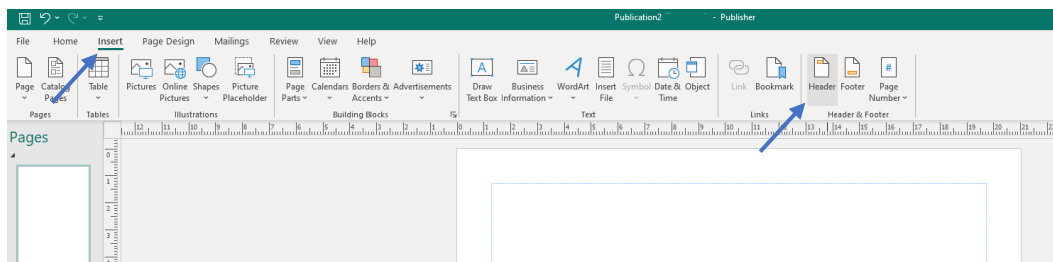Apply the formatting using the displayed dialog box options.
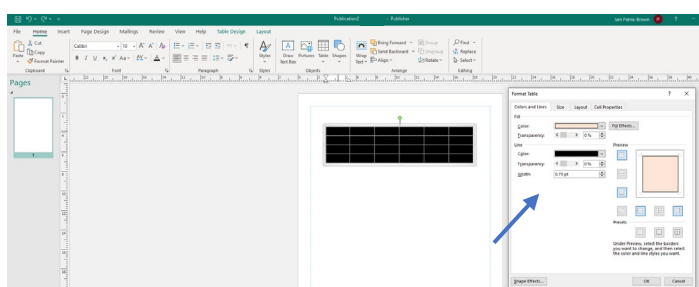
The table will be displayed with the style applied.

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Headers and Footers

Headers and footers can be added to a page to display extra information including page numbers and date. Click the on **Insert** tab then click either the **Header** or **Footer** icon.


The **Master Page** view will appear. Enter the required text into the text field then select one of the additional optional icons from the ribbon if required. The image below is displaying added text and an added date (inserted by clicking on the **Insert Date** icon).
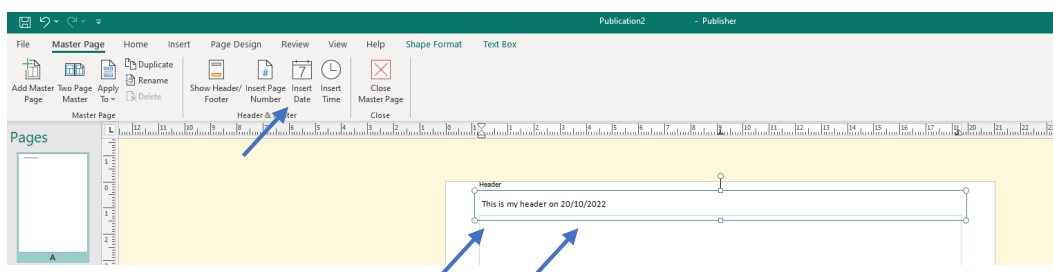
Click on the **Close Master Page** icon to return to the page editing view.
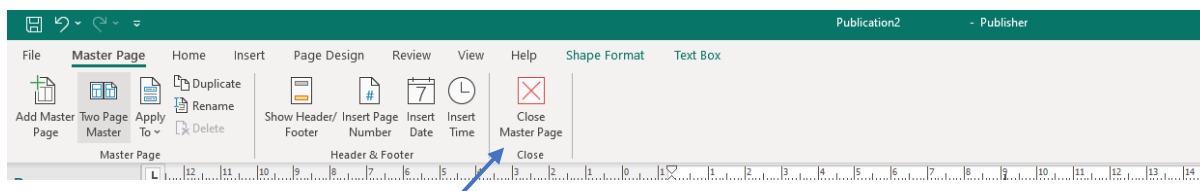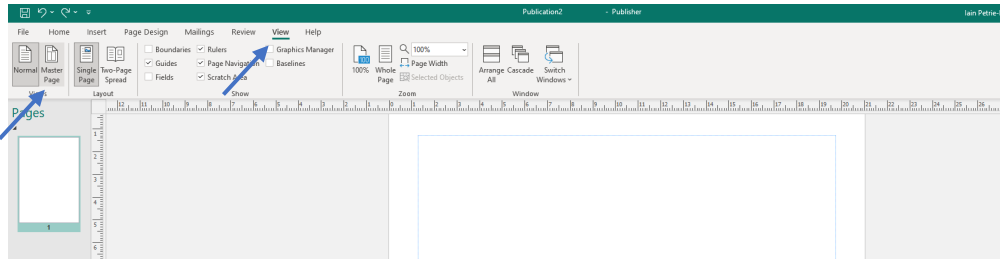

The header text with date has been inserted into the document and will appear on every page.
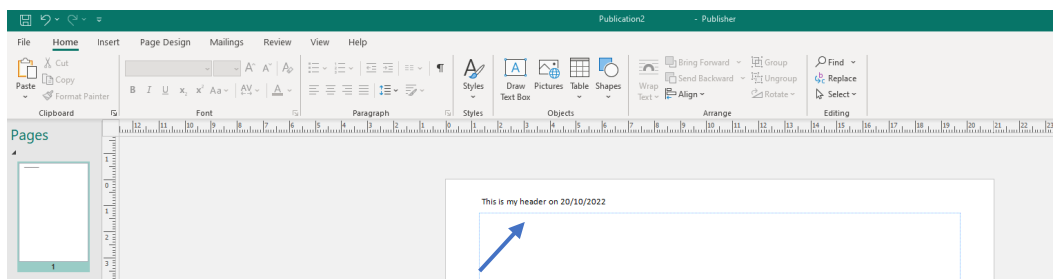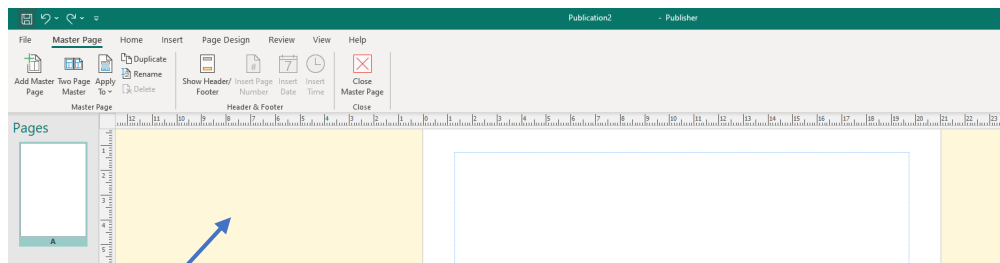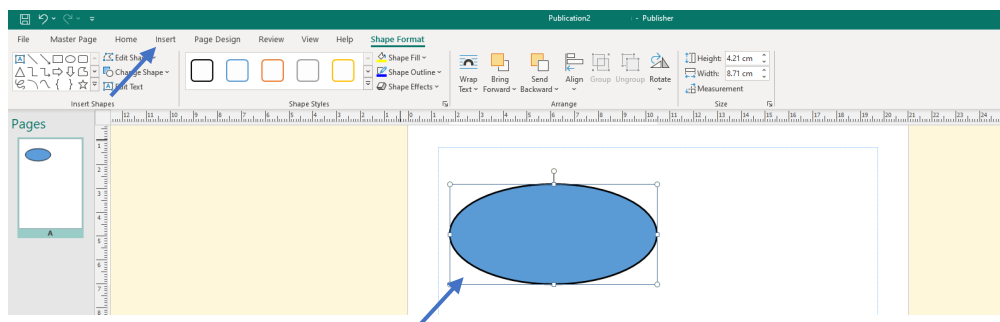
Master Page

The **Master Page** facility is used to add common features if a document has multiple pages. An object inserted in the Master Page will appear on all pages in the same position. Click on the **View** tab then click the **Master Page** icon.


The interface background will turn yellow indicating the Master Page view is available for editing.

Click on the **Insert** tab to add shapes, images or text which are required to display on every page of the document.


Click on the **Close Master Page** icon to exit the Master Page editing interface. Return to the **Master Page** editing interface to delete any objects added to the Master Page.
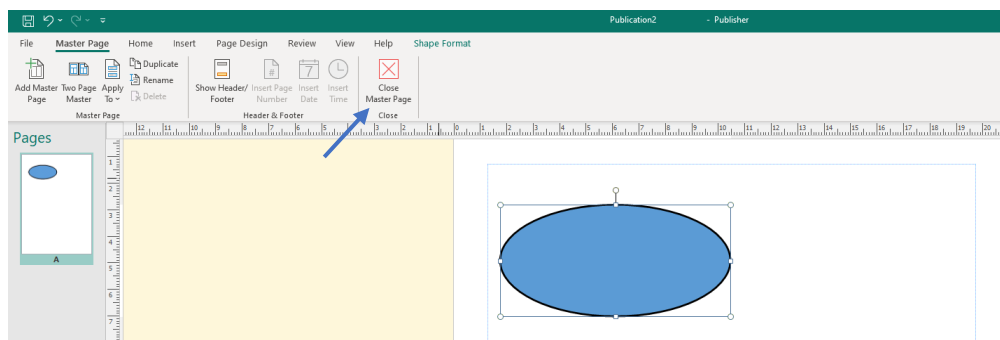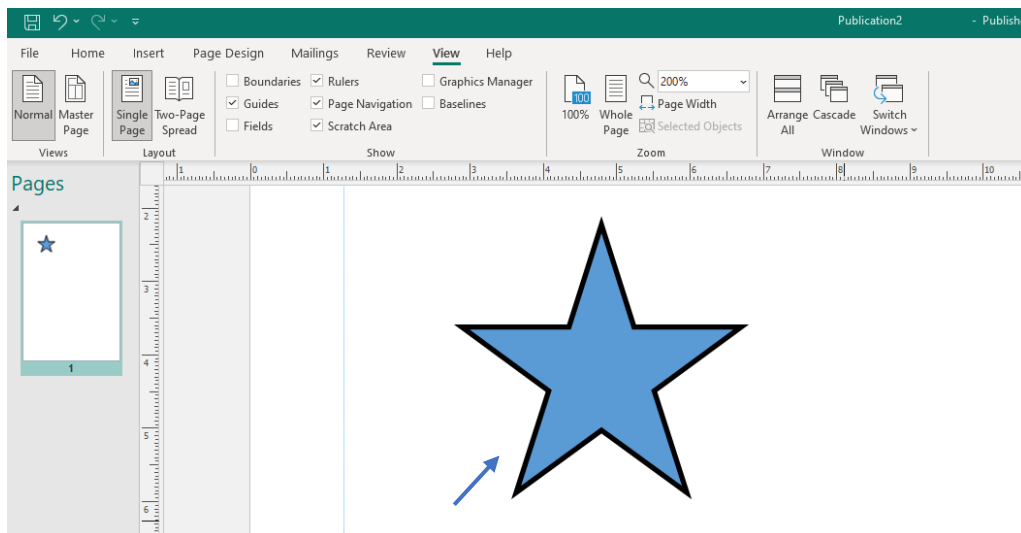
View

The **View** options provide facilities to zoom into areas of a document and add or remove **Rulers**, **Guides** and **Boundaries**. To zoom in click on the **View** tab then click on the **Magnifying Glass** icon. Select the **200%** option.
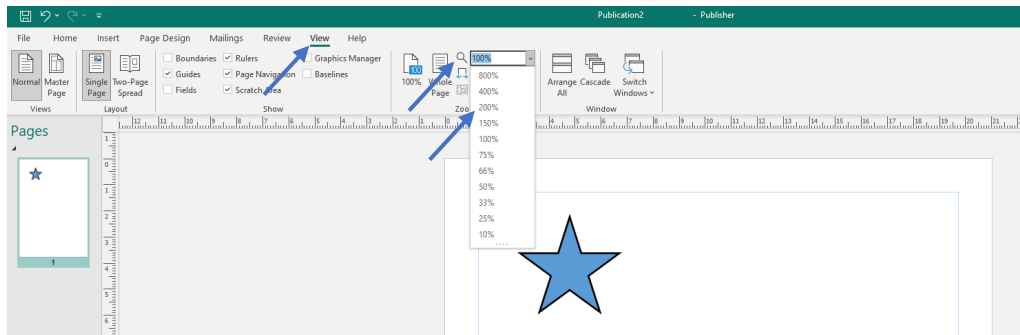
The view of the page is magnified by 200% making it easier to work with smaller objects.

Adjust the magnification to **100%** to return to the **standard view**.

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