

GETTING STARTED IN PUBLISHER

The main thing to know about Microsoft Publisher is that you have endless possibilities. The only limitation is your own imagination.

There are so many templates available for all kinds of publications that even if you consider you have absolutely no creative instincts, you can still produce an interesting card, poster or banner.

This course will show you how to create the following items:

- A simple A4 sheet of photos & captions, suitable to email to friends and family to celebrate a special occasion, or holiday . This could even be laminated as a souvenir.
- A greeting card
- A brochure
- Maybe a small family newsletter

A sheet of photographs

Start Publisher and click on **Blank Publications**. Choose **Full Page**.

This opens, with a blue line showing the suggested parameters of the page. It's a good idea to have a nice border on the page so draw a **Text Box** (Left hand vertical tool bar) Click on **line/border style** icon on the horizontal tool bar above and choose a 3pt border. You can change this later to something fancier if you like.

Click on **Picture Frame** in the vertical toolbar and then **Empty Picture Frame**. Draw a simple shape, then **Control C** to copy it and **Control V** to paste it. To move that new frame, click on it until cross-hairs show and move into place. **Control V** again to make three to four frames and move them within the page to form a group.

What about a heading?

Move the picture frames to make room for a text box across the top. Click on **Text Box** at left and draw one.

Type something into it, highlight with **Control A**, then holding down **Shift** and **Control** and the > key, enlarge the type.

It will be in the default Times New Roman font so go to the horizontal tool bar and pull down the **fonts** menu trying out various fonts until you are satisfied. If you make the font too big, it disappears from the box so you will need to pull it back. That's **Shift+Control+<** or you can go to the font size in the toolbar and type in a value.

With the type highlighted, decide whether you want it left, right or centred. Click the appropriate style on the toolbar. Then to finetune the heading, click on the text box, then **Format**, and **Text Box**. Go to **Text Box** tab, then **Vertical Alignment**, and make sure it is **Middle**.

The other way to make a fancy heading is to use **Word Art**, 4th from the top of the vertical tool bar.

To insert pictures right click on one picture box, then click **Change Picture**, then **From File**. You can then browse **My Pictures** or wherever you have pix stored, find the folder you need, and the photo you want, click **Insert** and the frame will adjust to fit. If the pictures are on a flash drive or CD, go into **My Computer**, find the device, the picture and click **Insert**.

Continue until all frames are filled with pix, then move them apart enough to allow for caption text boxes. Pictures look best if they have a fine line around them. So click on each pic, go up to **Line/Border Style**, pull down menu and click $\frac{3}{4}$ pt. A quick way to do this for all pix is **Control A** (highlighting all pic boxes on the page) and then the border applies to all of them.

Just draw one text box, roughly under one of the pictures. **Control C** and **Control V** to copy it and place these boxes with each picture. If they are to go under, there's a simple way to make them the same size.

Click on the pic frame, then **Format**, and at the bottom of the pull-down menu is **Picture**. Click that, then the tab marked **Size**. The height measurement is not important (unless you have a caption box running beside the pic and you want it to match)_ but the width measurement is the one to copy.

Then click on your text box, then **Format**, and you'll find it now has **Text Box** at the base of the menu. In the **Size** tab, change the width measurement to match that of the pic, click **OK** and it matches.

Do this for all the pictures.

If you want your heading to be more elaborate than just black on white, you can use the **Font colour** and **fill colour** tools to make the heading you want. For a simple reverse heading (white letters on black background), do just that.

To make sure everything is spaced properly, it's time to use horizontal and vertical guides. Click **Arrange**, then **Ruler Guides** and add a horizontal guide. Repeat, adding a vertical guide as well. Click on these and move them to lie across the top of pix or caption boxes that are side by side. If anything needs moving, click on it and nudge with the lower-right hand arrow buttons on the keyboard.

When the page is complete, consider the whole appearance. Do you want some background colour or pattern? If so, find the **Fill Colour** icon on the horizontal tool bar, pull it down and try out colours. There are also **Fill Effects** that give texture, patterns, tints and even pictures as the background. Once you have that done you may want to fiddle with your border and that's simple too.

Click on it, go up to **Line/Border style**, and pulldown menu to **Border Lines**. Then click on **Border Art** and all kinds of options open. If you think some styles are too chunky, you can select one and then you have a chance to change what is called its **Weight**. They can be as large as 250 pt and come right down to about 4 pt.

To see whether your pictures, captions, heading, border and background fill are pleasing to the eye, click **Print Preview**, have a good look, then Escape and make whatever adjustments you think are necessary. When completely happy, you can print off the sheet, or save it to a PDF for emailing.

How to make a Greeting Card

There is a huge variety of publication templates available, so when you open Publisher, click **Publications for Print** then select **Greeting Cards**.

Then select the kind you want, e.g. **Birthday Cards**.

You can simply choose one of these templates, replacing some of the wording or even the images (right click and choose **Change Picture**) with your own, or.....

Go to **Blank Publications** on the main vertical menu...choose for example, **Side Fold Card**.

Then you can create your own card, placing images and text on each of the 4 pages, if desired or leaving some empty. All you need are text boxes and picture frames, like in your sheet of photos.

Select fonts and colours as you want them. You can also use **Word Art**.

How to make a brochure

Use one of the templates shown to choose the style you like best, then change items to suit yourself.....or

Start a blank publication, with a Full Page. Go to Page Setup and make it horizontal. That turns an A4 sheet on its side.

Draw a text box to cover the printable area, then go to the Columns tool on the tool bar (horizontal) and make it 3 columns. Insert another page, similarly draw a text box and divide it into 3 and you have a trifold brochure.

On the first page is the front cover and back cover of the brochure. The three inside pages are where all the main detail of the brochure go and it's best if there are illustrations as well.

How to draw up our own family newsletter

This follows the same principles as the sheet, the card and the brochure. Start with a Full Page and maybe just insert one page after it to make a simple two-page document, printed on both side of one A4 sheet.

You can make a masthead simply by using Insert and Design Gallery Object, then filling in the boxes as you wish.

From there on it's a matter of drawing up text boxes for stories, working out how many columns across a page, where pictures go, making sure captions fit under pictures properly and that the general look of the pages is pleasing.

Some of the templated ones use individual boxes instead of one box divided into two or three, and that's a personal choice.

Don't be afraid to try some of the Design Gallery Objects such as sidebars or pullout quotes, adapting them to your taste.

When you start using those gallery objects you can make them feature your colour preferences, simply by using the pulldown menu at the left on **colour schemes** and the desired font by using **font schemes**.

The main thing is to experiment, let your imagination run riot and always print preview to make sure the perspective is right