INTRODUCTION TO MICROSOFT PUBLISHER
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MICROSOFT PUBLISHER is a program used for creating a diverse library of publications. It is designed to adapt easily to any page size and layout. Publisher is able to produce business cards, brochures, flyers, and more.

CREATING A NEW PAGE

When you open PUBLISHER the first menu you will see is a “Getting Started” menu offering you several page templates to use for your publication. Publisher is able to support a wide array of page layouts and as such does not have set defaults like a program like WORD (which has 8.5x11 and 8.5x14). You can select a premeasured template or select the “blank” option to select from several common page sizes or specify your own.

THE PAGE

Perhaps the first thing you’ll notice about a page in PUBLISHER is that you cannot type directly onto it like you can in WORD. This is because PUBLISHER does not assume any format, including the left to right, top to bottom flow of an English document. Text and objects can be oriented in any direction on the page. As such, you will become well acquainted with the INSERT tab.

INSERT TEXT BOX

A TEXT BOX is a region in which you can enter text just as you would in WORD. When you click INSERT...TEXT BOX your cursor will turn into a cross hair. This indicates that you may draw a region you want your TEXT BOX to occupy. You may transform this region later by clicking once on the edge of the box to highlight a dotted line around the perimeter and stretching and shrinking it by dragging the large dots on the edges.

FORMAT TEXT BOX

You can control more parameters of your TEXT BOX than just the font face and size. If you click the edge of your TEXT BOX once you'll highlight a dotted line along the perimeter of the TEXT BOX. Right click this line and you'll see the option FORMAT TEXT BOX.
COLORS AND LINES
This tab allows you to add or remove a border or fill to your text boxes. Think of a fill as a background. You can select a solid color or **FILL EFFECTS** which will allow you to implement a gradient, pattern or insert a picture. Furthermore you can specify a transparency, which will objects behind your text box appear by a certain factor.

ORDER
When you INSERT objects into your page you are in effect stacking them in layers. As a result objects may overlap one another. In order to organize which objects should be in the foreground you’ll want to use **ORDER** by right clicking the object in question. You can then Send the object to the back in order to allow other objects to overlap it or send the object to the front to have it overlap other objects.

INSERT WORD ART
**WORD ART** is text with a more graphical flair. They are large, colorful, and really stand out. Odds are you’ll want to use this with PUBLISHER. When you click **INSERT…WORD ART** you’ll be presented with a list of styles. Choose one and you’ll see a box in which you can insert the text you want, specify a size and style and choose to bold, italicize, or underline it.

Once you create your word art you can adjust it the same way you adjust a text box. This also applies to format, in this case **FORMAT WORD ART**. You may also change the text in the **WORD ART** by double clicking it.

INSERT PICTURE
This option will allow you to place an image in your publication. There are two main types of picture you can insert into a publication: **FROM FILE** and **CLIP ART**. **CLIP ART** is a stock image provided by Microsoft. Simply click **CLIP ART** and you’ll be presented with a menu in which you can search for a picture and click on the one you want. **FROM FILE** allows you to search your computer or flash drive for a specific image.

INSERT PAGE
You can have multiple pages loaded onto a PUBLISHER project, and these mainly come into play when you print. A new page will add a blank page to the project, a duplicate page will add a copy of the page you are viewing to the project. The new page will be independent of the other page and will not affect other pages when you edit it.
BACKGROUND

By clicking the FORMAT tab you'll find the BACKGROUND option. This will allow you to set a background for one or all of your pages. Similar to FILL EFFECTS this can be a gradient, a texture, or a picture.

PRINTING

When you print in PUBLISHER you'll want to be aware of some exclusive features to the program: MULTIPLE COPIES PER SHEET and MULTIPLE PAGES PER SHEET. MULTIPLE COPIES allows you to print as many copies of one of the pages you created in PUBLISHER as can fit on a sheet of paper you've specified is in your printer (most likely 8.5x11). MULTIPLE PAGES will print all of the pages in your project on one sheet (if they can all fit) but you'll need to specify how many copies you would like.