Microsoft Publisher

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What is Publisher?

Publisher is an application that enables you to create documents meant for printing, distribution and display. If you have used Word, or other Microsoft Office products you will find many similar features and functions in Publisher. In addition to similar features available in other Microsoft Office products, Publisher has some different features designed to create publications like flyers, posters, newsletters, brochures, and menus.

Publisher gives the user more control over the file that they are working on. Publisher includes a work environment much like a desktop that makes it easy to manipulate different elements (i.e. text, images, art) of a file in a variety of sizes and shapes. The application includes a wide assortment of tools and features that help you arrange and align these elements on your page.

In this class we will be creating a flyer for a yard sale. To do this exercise we will use the following features and tools available in Publisher.

- Opening the file/choosing page size
- The Ribbon
- The Work Environment
- Guides
- Inserting Word Art
- Inserting Text Boxes
- Inserting Pictures/Images
- Useful links to help with content creation

The goal of the class is to make publisher more accessible and help people realize its value as the right tool for the job.

***This class is meant as an Introduction to Microsoft Publisher 2019. It is intended for those who have an understanding of Word 2019 and basic word processing.***

***If you are unfamiliar or not comfortable with Word 2019 or word processing please consider taking the library’s Word 2019 class or enrolling in the Universal Class – Microsoft Word 2019 training course before taking this class.***
Getting Started

Double-click the Publisher icon to open the program.

If you have used Word, you will notice differences, but there will be many similar features. Publisher uses the Ribbon like many other office 2019 programs. The Ribbon is organized into different tabbed sections at the top, each with their own set of tools. Some tabs, like Text Box Tools or Picture Tools, may appear only when you're working with certain items like text boxes or images.

Also, you might notices that the Title Bar is at the top and, and in the bottom right you can zoom in and out of your publication view similarly to how you can in Word.
Familiar and Useful Tabs on the Ribbon

Home Tab
If you have used Word before the Home Tab should look familiar. The Home Tab in Publisher has many features and functions also found in Word. The Home Tab has some of the most used features that are helpful for creating your publication.

Insert Tab
The Insert Tab also has many useful tools that Publisher uses frequently. On the Insert Tab you will find the necessary tools to insert Pictures, Text Boxes and Word Art.

Review Tab
On the Review Tab you will find several tools that you may be familiar with. There aren’t as many options as a full word processing program in Publisher, but there is enough functionality to do basic proofreading and editing.
View Tab

Under the View Tab there are a group of tools that are helpful for the layout of your text and the design of your publication. These can be turned on and off and won’t appear in the final version of your publication.

**Boundaries** - This shows the boundaries for shapes, text boxes, and pictures.

**Guides** - Shows adjustable drawing guides that help you line up objects.

**Rulers** - The rulers are used to measure and line up objects in the document.

**Page Navigation** - Shows the page navigation pane, which displays an image of each page in the publication.

**Scratch Area** - Show objects in the work area not placed in the publication.

**Baselines** - Used to line up text in the publication.

Page Design Tab

In the Page Design tab you will find tools that help you select the page layout and design of your publication. Here you can set margins, change the orientation of the page to portrait or landscape, choose the size of the page, set guides, and choose or create a color scheme.
Creating a Simple Flyer
For this class we will be creating a flyer for a yard sale. Publisher has many different templates and layouts where you can create brochures, posters, menus and more. For now we will create a simple flyer from a blank 8.5”x 11” page.

When you open up publisher you will see a page that allows you to choose different types of publications. The publications types that you can choose range from blank to complex depending upon what you are trying to accomplish. If you don’t want to start from a blank publication there are many templates to choose from.

Double Click on Blank 8.5x11”
Click on the Insert Tab and then click on Word Art.

Choose the WordArt Style that you want to Insert.

Type your desired words to display as WordArt.
You can use Guides to help you align pictures, WordArt, and Text Boxes.

Guides can be activated by clicking on the rulers and dragging the Guide line to your page.

You can also align pictures, WordArt, and Text Boxes by using the Align button in Format Tab.

If you notice that an object that you have just inserted is not displaying, it might be behind another element on the screen. The Bring Forward and Send Backward buttons will help you arrange your work if this is the case.
Resize the WordArt to your desired size. Use the mouse cursor and to click and drag lines on the WordArt box. If you drag from the corner the WordArt will remain in the same aspect ratio.

You can use the mouse and cursor to grab the “handle” to rotate the WordArt to a different angle.
Add pictures from a file on your PC. You can also copy and paste images into Publisher from other sources.

Adjust the picture to your desired size. Remember to click and drag on the corner of the picture with your mouse to keep the correct aspect ratio.
Insert a Text Box to write your desired message.

You can find many familiar word processing features in a Text Box.

If you click on the special Text Box Tools Tab you’ll find many other useful tools specific to Text Boxes.

You can change the hyphenation settings, the text fit and the text direction.
You can also insert pictures from the Internet by doing a Bing search.

Choose your picture. From the selection.
6 principles of visual hierarchy for designers

https://99designs.com/blog/tips/6-principles-of-visual-hierarchy/

Youtube - Search for Publisher video tutorials.

www.youtube.com

Universal Class - Publisher courses available, brought to you by the library.

http://nashuanh.universalclass.com/register.htm

Microsoft Publisher video training

https://support.office.com/en-us/article/publisher-video-training-5ce4abaa-3557-4115-84c0-3232a5d59939