
PUBLISHER 2016



LINDA MUCHOW
320-762-4539

LINDAC@ALEXTECH.EDU

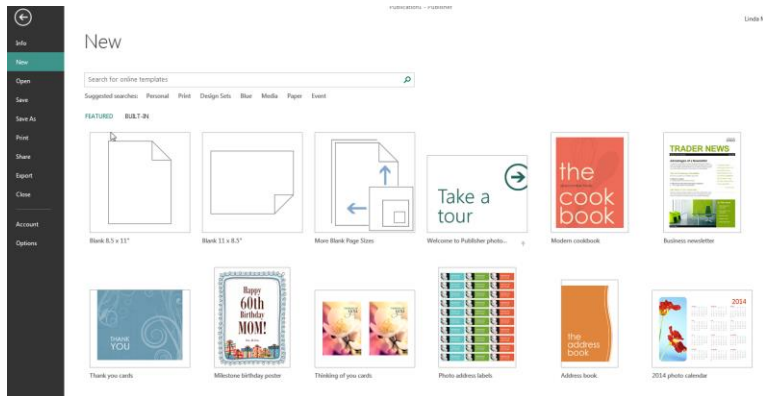
ALEXANDRIA TECHNICAL AND COMMUNITY COLLEGE
1601 JEFFERSON STREET, ALEXANDRIA, MN 56308

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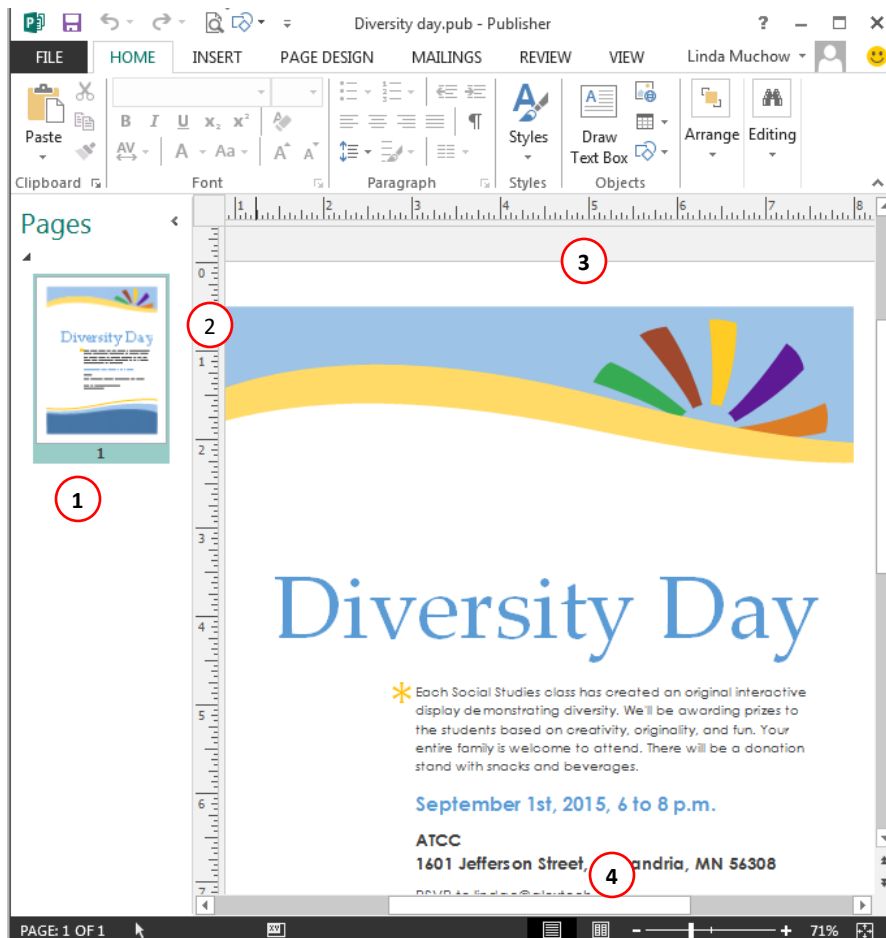
PUBLISHER 2016

Publisher offers templates and other tools to help you create a variety of publications, including brochures, newsletters, business cards, and invitations.



One of the advantages of Publisher is that it offers more control over certain aspects of your publication. For instance, Publisher offers a work environment that makes it easy to work with documents in a variety of sizes and shapes. It also has a larger variety of tools to help you arrange and align text, images, and other objects within the page margins.

Publisher Environment



1. **Navigation Pane** - The Page Navigation pane allows you to view and work with the pages in your publication. You can add, delete, rearrange, and duplicate pages in the Page Navigation pane. You can also organize your pages into Sections.
2. **Rulers** - Rulers are located at the top and to the left of your publication. They make it easier to adjust and move items like images and text blocks with precision.
3. **Guides** - Guides are horizontal and vertical lines that appear on your publication as you're editing it. They help you align text, images, and other objects on the page.
4. **Views & Zoom** - You can view multi-page publications as either a single page or a two-page spread. To toggle back and forth between these views, simply click the icons on the Views toolbar. To view more or less detail in your publication, you can zoom in or out by clicking and dragging the slider.

Rulers

You can use the rulers to the left and top of your publication to help you line up text, images, and other objects and get a clearer idea of exactly where those objects will appear on the printed page. When you select an object in your publication, a white space will appear on the rulers to show the object's location.



Baselines

Baselines are evenly spaced horizontal lines you can use to line up text.

Boundaries

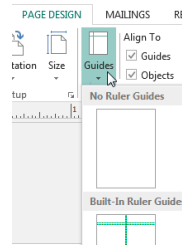
Boundaries are dark blue dashed borders that appear around your objects. Viewing object boundaries can be useful when you're aligning objects or wrapping text.

Guides

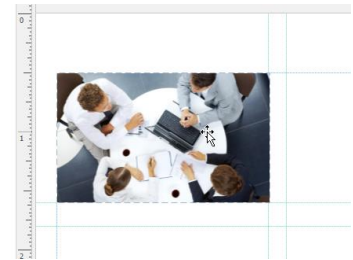
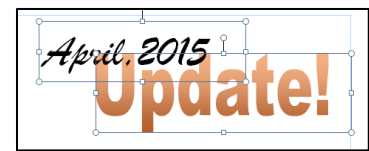
Guides are thin lines that help you align various objects. There are two types of guides: ◦Margin guides, which are blue lines that mark the edges, or margins, of the printable area on each page of your publication. Margin guides are automatically created when you set your page margins. ◦Customizable guides, which are green lines you can add anywhere on your publication.

To add green guides:

1. Click either the horizontal or vertical ruler.
 2. Drag your mouse and release to add the guide.
- OR
3. Click the Page Design tab.
 4. From the Layout group, select Guides.



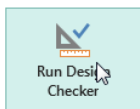
Email: lindac@alextech.edu
Web: www.alextech.edu



Before you print

Before you print, review your print settings and print a final test copy of your publication. You should also consider running the Design Checker. The Design Checker is a tool that helps you find and fix problems in your publication that may lead to printing errors.

To run the Design Checker, go to the Info tab in Backstage view and click the Run Design Checker button. The Design Checker pane will appear to the right of your publication.



Design Checker

Use Design Checker to find potential problems in your publication before printing, sending in email, or saving with Pack and Go.

Design Checker

- Run general design checks
- Run final publishing checks
- Run web site checks
- Run email checks (current page only)

Select an item to fix

Picture does not have alternative text (Page 1)

Text is too big to fit in the frame
Text will be exported as an image

Text is in a non-web-ready font
Text will be exported as an image

PDF

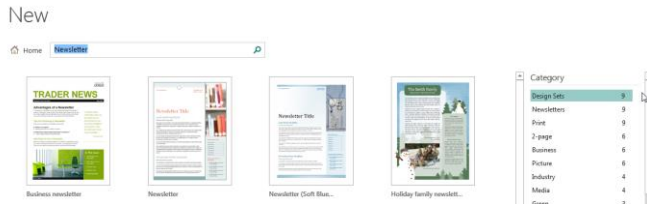
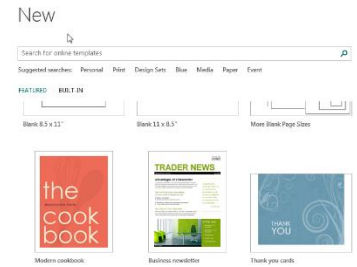
Publish as a PDF and attach the file to an email or upload it to a website

Create a New Publication

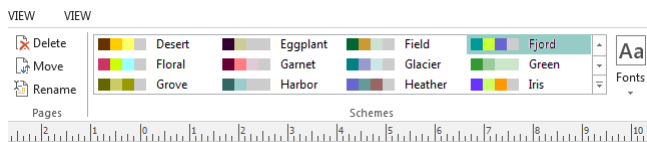
You can create a new publication using either a template or a blank page. You'll also learn how to customize your publication by modifying page layout, applying a new template, and adding, deleting, and rearranging pages.

From a Template

1. Click File >> New. All of your template options will appear. Either make a selection from the categories, or click within the "Search for online templates" text box.
2. This example search for Newsletter and selected Design Sets from the Category option.

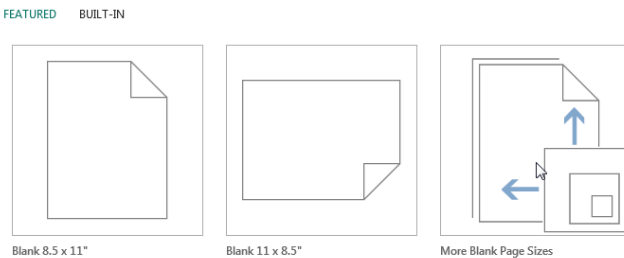


3. Select your desired template. A larger view of the item will be displayed in which you can see more images of the template. Click Create.
4. Use the Page Design Tab to change schemes, fonts, and pages.

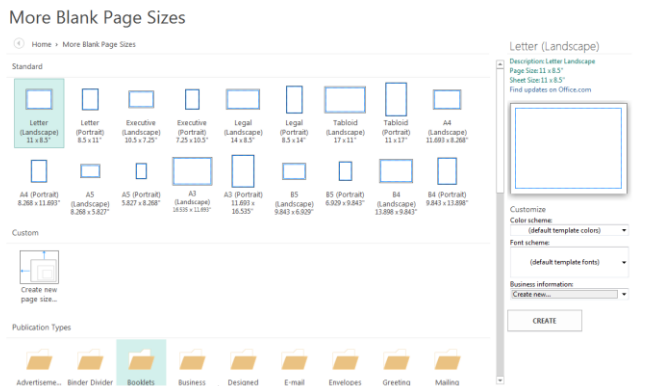


Blank Publication

1. You can also create a publication from "scratch." Select File >> New.



2. If you select More Blank Page Sizes, you will see a window that will provide all of your blank size options. From the task pane on the right hand side, you can select a Color Scheme, Font Scheme and add business information.



Customize your Publication

Whether you chose to create a publication from a template or from a blank page, you may decide to change the publication layout. Three components you can change are margins, size, and orientation.

Margins

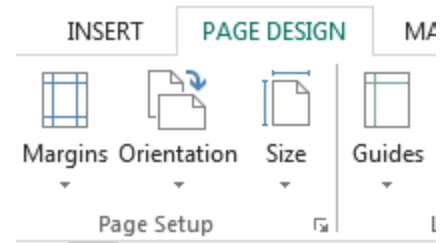
1. Select Page Design >> Page Setup Group >> Margins.

Page Size

1. Select Page Design >> Page Setup Group >> Size.

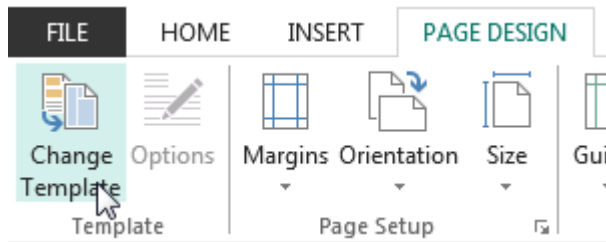
Orientation

1. Select Page Design >> Page Setup Group >> Orientation. (Portrait or Landscape)



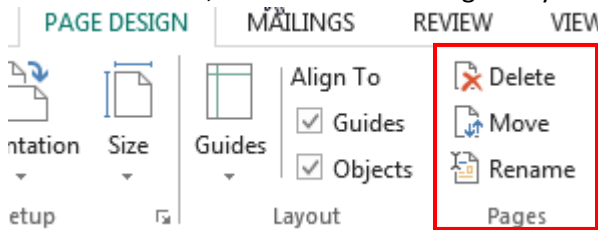
Change your Template

1. Select Page Design >> Template Group >> Change Template. Select your new Template to be applied.

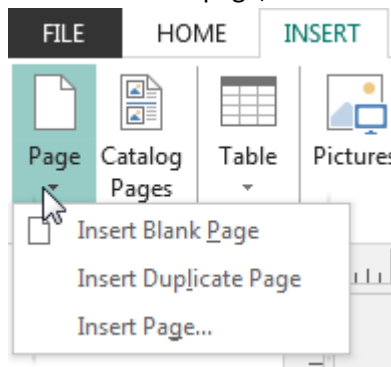


Working with Pages

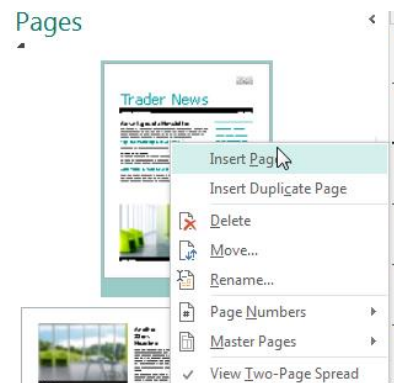
1. You can Rename, Move and Delete Pages to your publication. Select Page Design >> Pages Group.



2. To Insert a New page, select Insert Tab >> Page.

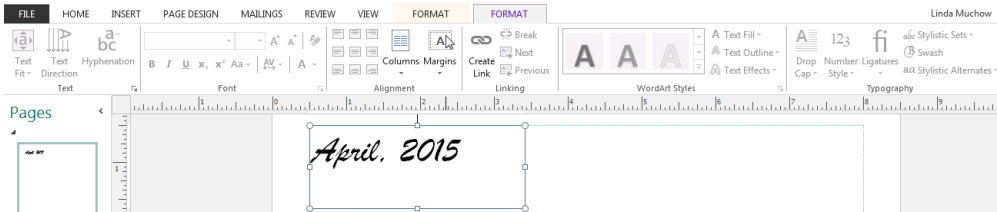


3. Note: you can also right mouse within the Page Navigation pane to work with pages.

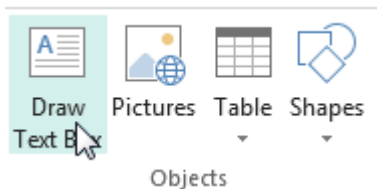


Working with Text

Publisher, text is contained in text boxes, which are blocks of text that you can place on the page. When you create or select a text box, the Text Box Tools tab will appear on the Ribbon. On this tab are commands that let you adjust and format your text box and the text it contains.



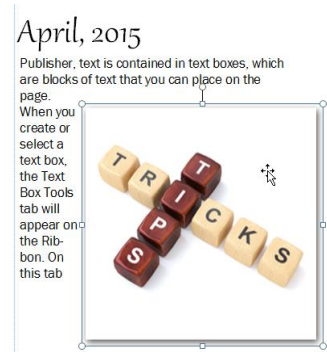
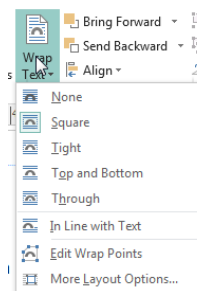
1. To insert a text box, from the Home Tab >> Object group >> Draw Text Box. Click and drag to draw your text box. You can now start type text.



Wrap Text

If you place a text box near an image or another object, you may notice that the text is overlapping with the object or doesn't appear exactly where you want. To fix this problem, you'll need to change the object's text wrapping settings.

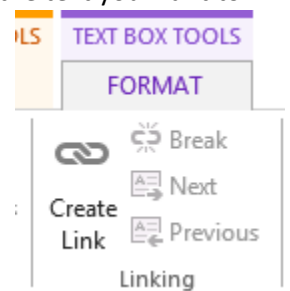
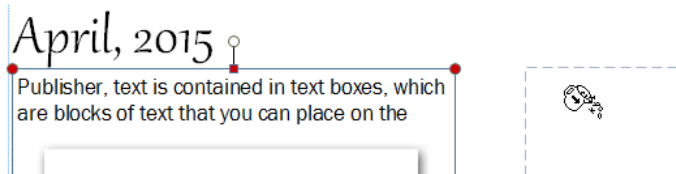
1. Select the object / picture. From the Format Tab, select Wrap Text from the Arrange group.
2. Make your selection from that list.



Connect Text Boxes

As you work with text boxes, you might find that a text box isn't large enough to contain all of the text you want to include. When you run out of room for text, you can use the Link command to connect text boxes. Once two or more text boxes are connected, text will overflow or continue from one text box to the next.

1. Click in the first text box. From the Format tab (Text Box Tools), click the Create Link option within the Linking group.
2. Click within the text box you wish the text to flow into.



3. To break the link, click in the original text box. Select the Break option from the Linking group.

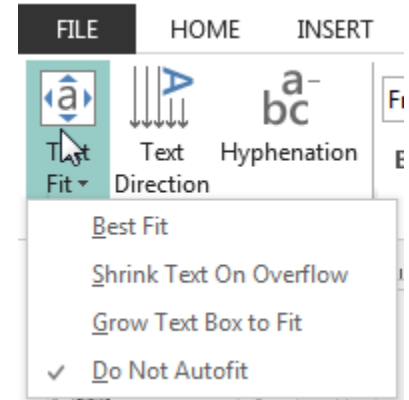
Text Fit

The Text Fit options allow you to format text boxes that automatically adjust font or text box size to get a good fit. There are four text fit options you can apply to any text box:

- Best Fit, which makes the text larger or smaller to fit the text box
- Shrink Text on Overflow, which automatically shrinks the font size when the text box has no room for additional text
- Grow Text Box to Fit, which automatically enlarges the text box based on text size and length
- Do not Autofit, which makes no automatic changes to the text or text box size; this is the default option

For instance, if your text box was too small for your text you might apply Shrink Text on Overflow or Grow Text Box to Fit.

1. Select the text box. From the Text Box Tools Format Tab, select Text Fit (Text Group). Make your select from there.



Hyphenation

Publisher automatically hyphenates words at the ends of lines in order to improve text fit. You can control if and how your words are hyphenated by modifying your hyphenation settings.

To modify hyphenation settings:

1. Select a text box, then click the Text Box Tools Format tab on the Ribbon and locate the Text group.
2. Click the Hyphenation command.
3. The Hyphenation dialog box will appear. Modify your hyphenation settings as desired.
 - a. To remove all hyphenation, uncheck the Automatically hyphenate this story box.
 - b. To specify exactly where each word should be hyphenated, click Manual... The Hyphenate dialog box will appear, containing one hyphenated word from your text box. To change where the hyphen appears in that word, simply click the place where you want the hyphen to appear, then click Yes.

Drop Cap

This option allows you to add a dropped capital letter, called a drop cap, this formatting style is often used to mark the opening paragraph of a publication by using large dropped initial capital letter to add interest to a newsletter or invitation.

Building Blocks

Building Blocks are another type of object in Publisher. They usually contain some combination of text, shapes, and images, and they're meant to enhance the appearance of your publication. Once you insert a Building Block, you can modify it to suit your needs.



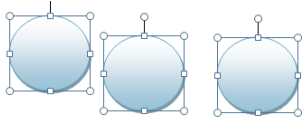
1. There are four types of building blocks
 - a. Page Parts – stylized placeholders for your images and text
 - b. Calendar
 - c. Borders and Accents
 - d. Advertisements
2. Click the Insert Tab >> Building Blocks group

April, 2015

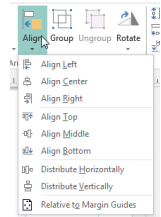
Publisher, text is contained in text boxes, which are blocks of text that you can place on the page. When you create or select a text box, the Text Box Tools tab will appear on the Ribbon. On this tab are commands that let you adjust and format your text box and the text it contains.

Align Objects

1. Click and drag your mouse to form a selection box around the objects you want to align. All of the objects will be selected.



2. Format tab >> Arrange Group >> Align. Make a selection. These objects have been aligned to the top and distributed horizontally.



Group Objects

1. Select the objects you wish to group.
2. Click the Format tab, then locate the Arrange group.
3. Click the Group command.

Moving objects backward and forward

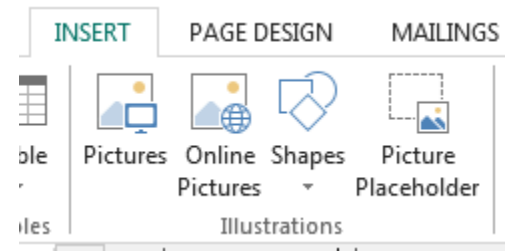
In addition to aligning and grouping objects, Publisher gives you the ability to arrange objects in a specific order. Ordering is important when two or more objects overlap, as it will determine which objects are in the front or the back.

1. Select the object you wish to move.
2. Click the Format tab, then locate the Arrange group.
3. Click the Bring Forward or Send Backward command to change the object's ordering by one level. If the object overlaps with more than one other object, you may need to click the command several times to achieve the desired ordering.



Pictures

1. Select Insert Tab >> Illustrations Group >> Pictures or Online Pictures.
Replace current Picture
1. Select the picture. From the Format Tab >> Adjust group >> Change Picture.
2. Find your new picture. Click Insert.



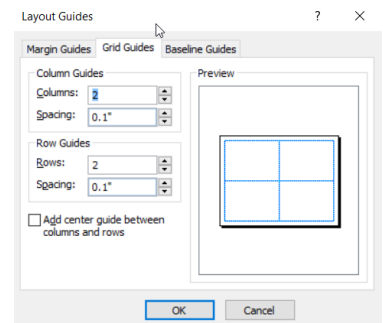
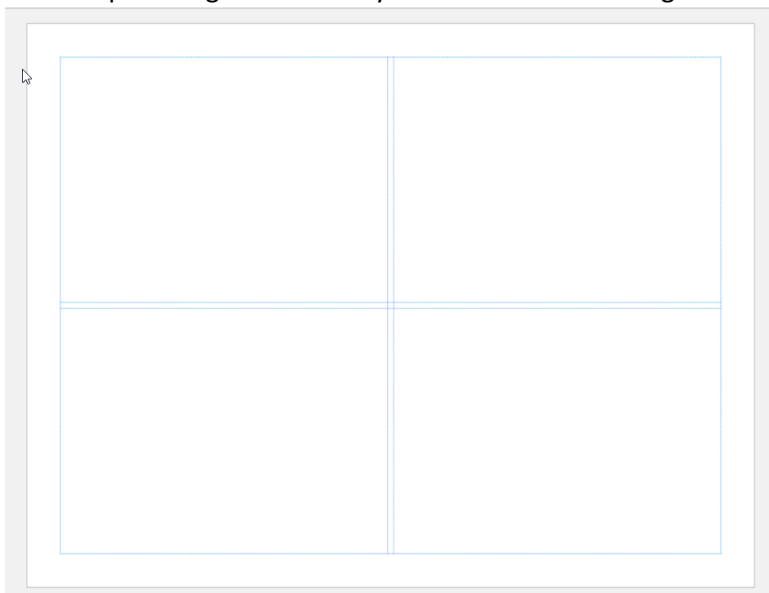
Crop Picture

1. Select the picture, then click the Picture Tools Format tab and locate the Crop group.
2. Click the Crop command.

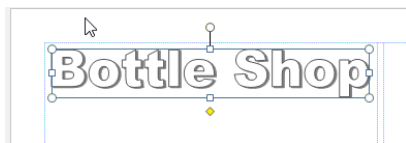
Create a Sign Template

We will create a sign template that will print off 4 signs on a landscape 8 1/2 X 11 paper

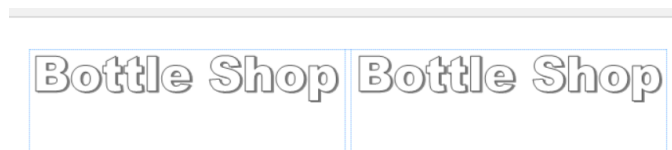
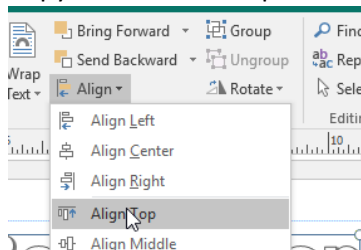
1. Change your orientation: Page Design >> Page Setup >. Orientation >> Landscape
2. Setup quadrant guides: Page Design >> Layout >> Guide
3. Select 2 Columns & 2 Rows
4. This will provide guidelines for your text boxes and images.



5. Use WordArt or a text box to make your title.



6. Copy and Paste to duplicate. Then, move to new location. To Align, use Arrange >> Align >> Top or Bottom.



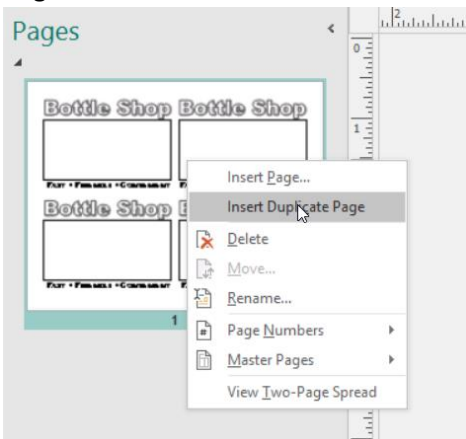
7. Now, select both titles (use your shift key to select more than one object) and copy and paste. Then move to new location.
8. If you want a border, use the rectangle drawing tool and draw a rectangle. Use the same steps again. Copy, Paste, Align!
9. Your end result might look something like this:



10. Now, highlight everything. From the Format Tab select >> Group. Now this one object you can copy!



11. To make more than one page of signs, right mouse click the page (left hand panel). Select Insert Duplicate Page.



12. Now, you can customized each smaller sign using text boxes and WordArt

The image displays four signs for 'Bottle Shop', arranged in a 2x2 grid. Each sign has a white background with a black border and a thin blue selection box. The top of each sign features the text 'Bottle Shop' in a large, outlined, sans-serif font. Below this, each sign contains specific product information and a price. At the bottom of each sign, the text 'FAST - FRIENDLY - CONVENIENT' is written in a bold, black, sans-serif font. The signs are: 1) Top-left: 'TWISTED TEA Original 12 pack \$14.99'. 2) Top-right: 'Summer Shandy 12 Packs \$14.99'. 3) Bottom-left: 'Sale Items' in a large, red, serif font. 4) Bottom-right: 'Michelob Golden Light 24 Pack \$18.99'. A mouse cursor is visible on the left side of the top-left sign, and small square handles are visible on the right and bottom edges of the bottom-right sign, indicating they are selected for editing.

<p>Bottle Shop</p> <p>TWISTED TEA Original 12 pack \$14.99</p> <p>FAST - FRIENDLY - CONVENIENT</p>	<p>Bottle Shop</p> <p>Summer Shandy 12 Packs \$14.99</p> <p>FAST - FRIENDLY - CONVENIENT</p>
<p>Bottle Shop</p> <p>Sale Items</p> <p>FAST - FRIENDLY - CONVENIENT</p>	<p>Bottle Shop</p> <p>Michelob Golden Light 24 Pack \$18.99</p> <p>FAST - FRIENDLY - CONVENIENT</p>