

MICROSOFT PUBLISHER: HOLIDAY CARD EDITION



What is Microsoft Publisher?

Microsoft Publisher is a desktop-publishing application that you can use to design a wide variety of documents in all sorts of sizes — everything from business cards, newsletters and brochures to cards, fliers and posters.

Do I Have Microsoft Publisher?

Publisher is included with Microsoft 365 Personal (one user) or Home (five users), which is the subscription version of Microsoft Office. You can subscribe to Microsoft 365 for either a monthly or annual fee. Other applications that come with Microsoft 365 are Word, Excel, PowerPoint, OneNote, Outlook and Access. Publisher is not included with Office Home & Student, but it is included with Office Professional (both of these are software packages you purchase for a one-time price). You can also purchase Publisher separately.

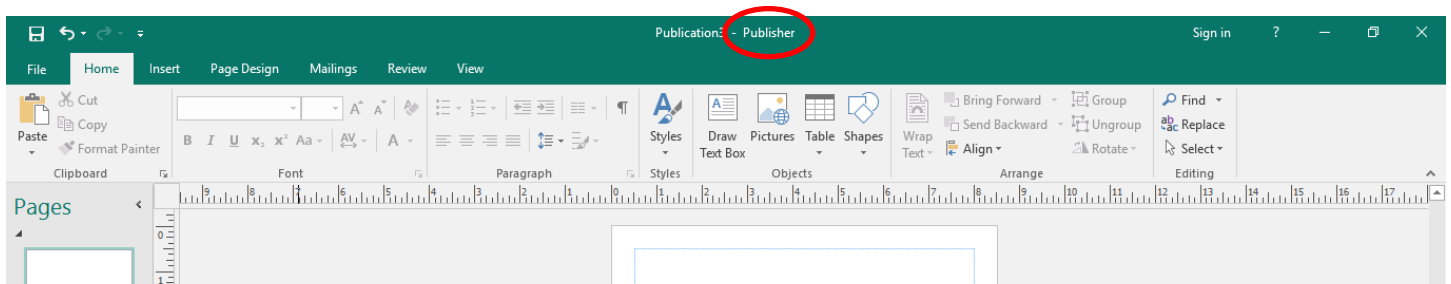
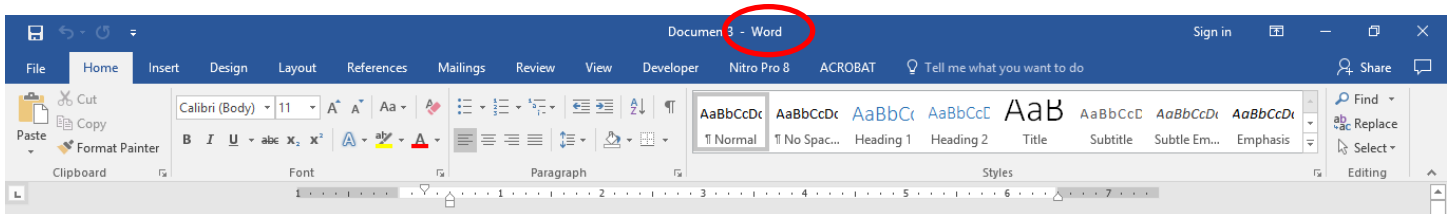
PUBLISHER VS WORD

Publisher vs. Word

- ◆ Publisher is a page layout program used to create documents like fliers, brochures and posters.
- ◆ Word is a word processor that is better suited for documents like letters, resumes and reports.
- ◆ Although you can design layouts in Word, Publisher is more flexible and allows you to design more freely.
- ◆ In Publisher, you start out with an empty page; in Word, you start out with a text cursor.
- ◆ In Publisher, you work with individual pages; in Word, you work with continuous pages.
- ◆ In Publisher, you can place items in the scratch area (pasteboard) around your page; in Word you can place items only on the page.

Course Topics:

- ◆ Publisher vs. Word
- ◆ Review of the Publisher Interface
- ◆ Using Templates
- ◆ Working with Text and Text Boxes
- ◆ Adding Pages
- ◆ Adding Pictures
- ◆ Creating a New Publication
- ◆ Printing



There are similar tools on the **Ribbon** in both Publisher and Word, so if you are used to working in Word, you should be able to catch on to using Publisher fairly quickly.

Just like Word, the Publisher ribbon has a row of “**Tabs**” at the top and each tab is divided into “**Groups**.” Each group contains different tools or buttons; some groups have additional menus that you can select by clicking on the dialogue box symbol (a little square with an arrow on the lower right of the group).

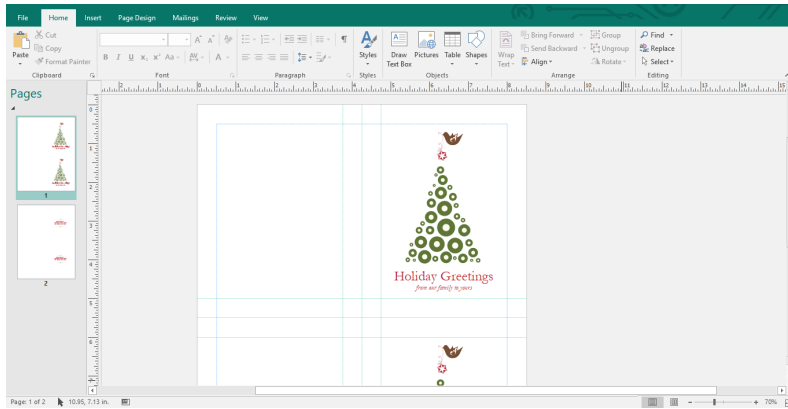
(Source: https://youtu.be/FDz_DyQxdOU — Publisher 2016 Tutorial The Ribbon Microsoft Training by teachucomp.com/free)

USING TEMPLATES

Holiday Card

The purpose of this project is to learn how to use a template in Publisher and change it to fit your needs. You'll create your design on an 8-1/2 x 11" sheet, which can be printed, trimmed, and folded into a card.

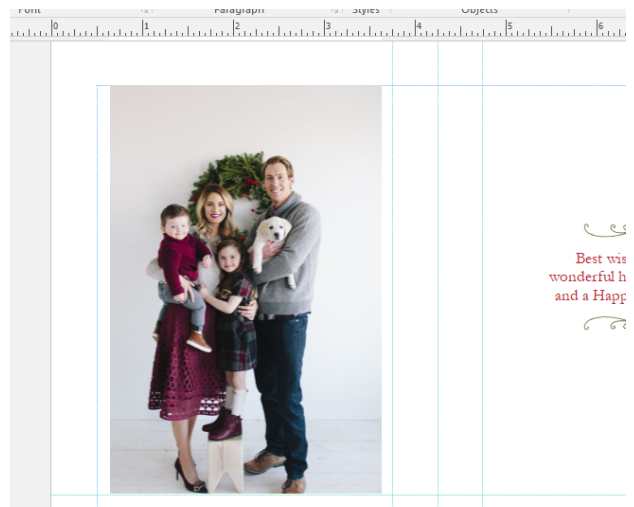
1. Open **Publisher** and then select "**Cards**" under the search box.
2. Select the "**Retro Holiday Greeting**" card and click the "**Create**" button.



This template is great for beginner. It already has text and holiday illustrations. It even has guidelines to help with inserting additional photos, illustrations, or text.

To personalize this template, we are going to **Insert a Picture**.

1. Click on **Page 2** in the **Pages pane**.
2. Click on the **Insert Tab**, and select **Pictures**.
3. Choose a photo from the storage of your computer or flash drive.
4. Resize image by clicking and dragging at the corners marked with the white circles. Click and drag image to align with guidelines on the left.
5. With the image selected, choose **Copy** from the **Home Tab**. Then select **Paste**, and click and drag the copy of the image to the second half of **Page 2**, aligning with the guidelines.



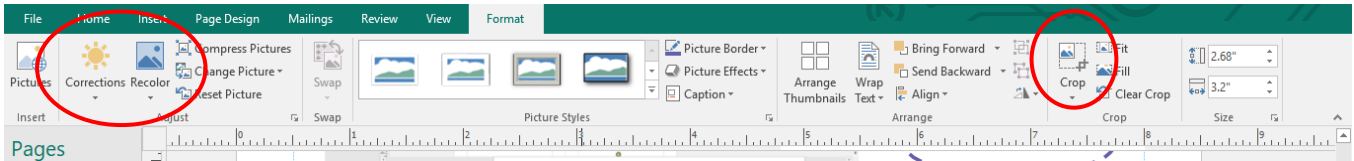
Try It Yourself!

Within the **Cards** template menu, there is a "**Greeting Card (Winter Holiday Design)**" template. Select the template and insert your own family photo! Adjust the text as needed!



HOLIDAY NEWSLETTER

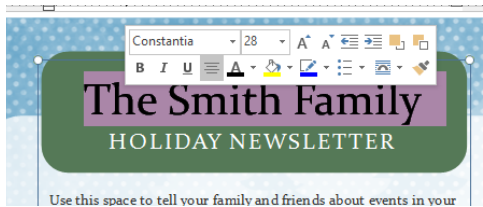
Pro Tip: When an image is selected, a **Format Tab** will appear at the top. Within the **Format Tab** are basic photo editing functions like **Cropping** and correction **Brightness**.



Holiday Family Newsletter

Publisher also has a template for a holiday themed newsletter! The purpose of this project will be to change the template to fit your needs.

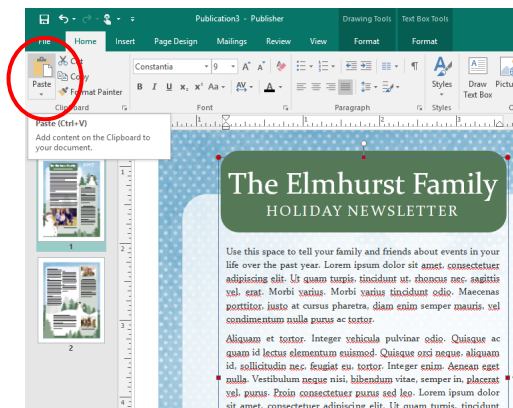
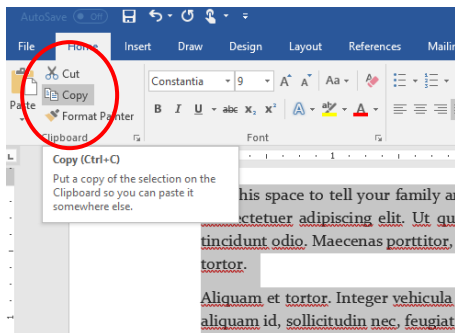
1. Open a new Publisher file (**File>New**). Search “**Holiday**” in the search bar.
2. Select “**Holiday Family Newsletter**” from the Templates and click “**Create**.”
3. Click on “**The Smith Family**.” This will select the text box with the title. Delete “**The Smith Family**,” and replace it with your family’s last name.



4. Next, click on “**2017**” in the upper right corner and retype it as “**2017**.”
5. Click on the body text box. Delete the pre-typed paragraphs. Type your desired information in the body text.

- ◆ If you are using text from a Word document, open the Word document. Within Word, select the text, then select **Copy** from the **Home Tab**. Go back to **Publisher**, click on the body text, and select **Paste** from the **Home Tab**.

The nice part about Publisher is that text boxes, images, and shapes can be placed freely on the page. With the “Holiday Family Newsletter” Template, the text boxes and designs are created for you. The text and photos just need to be replaced with your personal information.

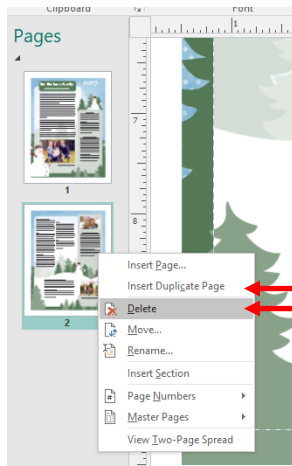
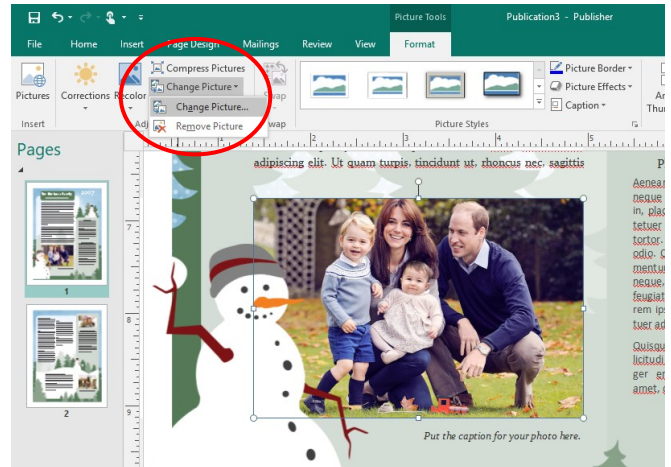


In *Publisher*, the text box will not automatically readjust to fit the text. If the text is too large, the white squares surrounding the text box will appear red, indicating the text has been cut off.

HOLIDAY NEWSLETTER

- Next, select the family photo at the bottom. Select the **Format Tab** that appears in the **Ribbon**.
- In the **Format Tab**, select **Change Picture**. In the **“From a File”** section, select **“Browse.”** Choose the photo from your computer’s or USB’s storage.

Now that you know how to replace photos and edit text within a text box, continue editing the remainder of the sections on **Pages 1 and 2** until the newsletter is complete!



Deleting a Page

If you only need one page for your newsletter, the second page can be easily deleted!

- Right-click on **Page 2** in the **Pages Pane**.
- Select **“Delete,”** then click **“Yes.”**

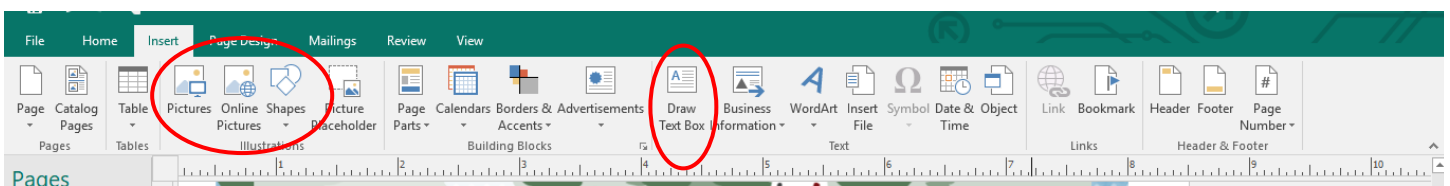
Adding a Page

If you would like a third page, adding pages is as easy as deleting.

- Right-click on **Page 2** in the **Pages Pane**.
- Select **“Insert Duplicate Page.”** This will add a third page with the same Holiday Themed background. Adjust the text and photos as needed.

Insert Text Box, Pictures, or “Clip Art”

To add a text box, select **Draw Text Box** from the **Insert Tab**. Then, on the page, draw the size of your text box. To insert pictures from a file, select **Pictures** from the **Insert Tab**. To find clip art or other images, choose **Online Pictures** from the **Insert Tab** and search a keyword (i.e. snowflakes).



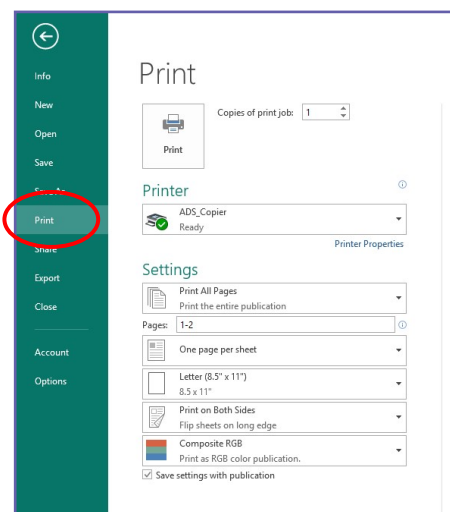
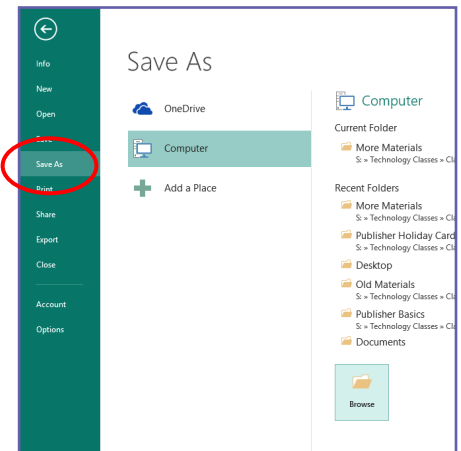
SAVE AND PRINT

Saving

It is recommended to save your file periodically as you work on it. To do so, select File, then Save As. A menu will appear to choose where the file should be saved. To save to the computer or to a USB flash drive, select **Computer**, then **Browse**. Using the File Explorer window, choose the location and give the file a name.

Publisher will save the file as a Publisher File (.pub) by default.

These files can only be viewed and edited with Microsoft Publisher. To save the file as a PDF, choose **PDF** from the **Save as Type** drop-down menu.



Printing

To print, select **File** then **Print**. If you are printing at Elmhurst Public Library and your file needs to be printed in color, choose **Color50CentsAdult** from the **Printer Menu**. If you are printing a card or a double-sided newsletter, choose **Print on Both Sides** from the **Settings Menu**. Publisher will default to printing one copy. Increase the number of copies as needed. Then select **Print**.

Printing Address and Shipping Labels

Microsoft Excel files that have names and addresses recorded can be converted into shipping labels. Excel files can be converted into address labels using Avery's website. Visit avery.com/print to create the labels. For instructions, visit avery.com/articles/turn-your-address-list-into-labels.

You will need to purchase label paper, which can be printed on the *Second Floor* copiers with the address saved to a USB drive.

Learn More Online

Online Publisher classes are available through the library's web site at Lynda.com (you must have an Elmhurst library card number and PIN).

Visit:
elmlib.org/elearning

