

Help Guide 2

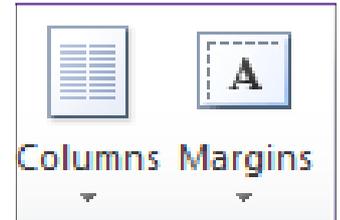
Publisher tips



Microsoft Publisher is an easy-to-use desktop publishing program. Unlike Word, when you open Publisher you get a **completely** blank page, which is set on a grey area called the **SCRATCH PAD**. You can use this area to try ideas out without spoiling your main publication.

To create a Text box, go to the **HOME (or INSERT)** ribbon. Click on the **DRAW TEXT BOX** icon and drag out to the required size. If you hold down the **SHIFT** key, you can create **SQUARE** boxes. In a text box, you can type or copy text from another source.

You can alter the margins within the text box or create columns.



A **TABLE** can be used like a Word table (you can also import a Word table).

THE INSERT RIBBON

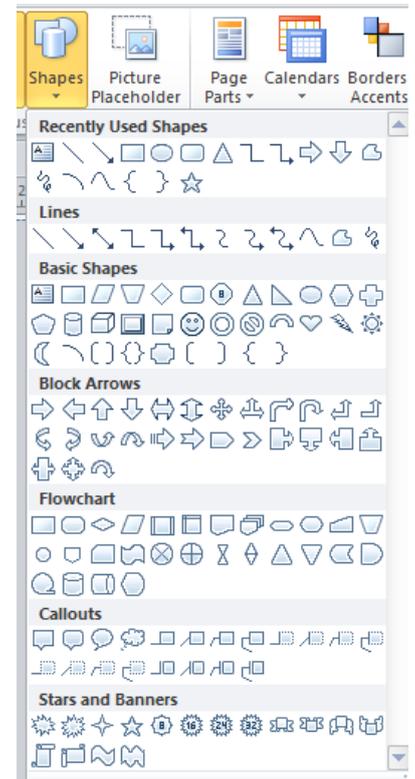
Here you can find tools for adding images, Clipart, shapes, calendars and much more.

The **PICTURE** icon is used to insert pictures from another source, for example a digital camera.

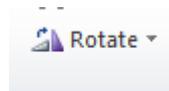
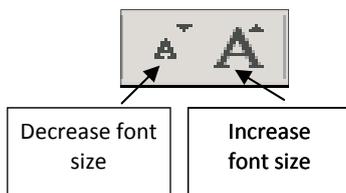
When you click the **CLIPART** icon, the Clip Gallery will automatically open. You can specify what kind of image you want by clicking on **All media file types**.

The **Shapes** icon will bring up a library of useful shapes, lines, flowchart symbols and Speech bubbles (Callouts).

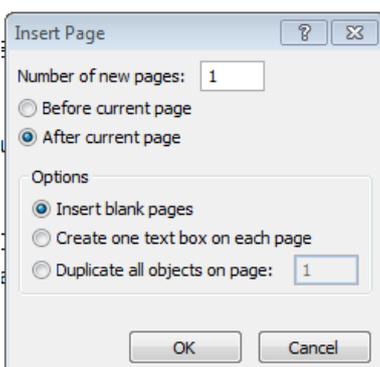
Holding down the **SHIFT** key will produce a shape that is in its correct proportion.



USEFUL ICONS



ADDING A NEW PAGE



To add a New Page, go to **INSERT—Page**. You can insert a blank page, create one text box on each page, or duplicate the previous page.

Headers, Footers and Page Numbers

These may also be added using the final icons on this ribbon.

MOVING OBJECTS

You may have noticed by now that sometimes a little cross symbol pops up when your mouse pointer is hovering over an object. When this happens, you can move the object by clicking on it and dragging. Any object may be moved in this way. If you want to move something a very small amount, click on the object, hold down the ALT key and use the arrow keys to move the object 0.5 mm at a time.

COPYING OBJECTS

An alternative to **COPY** and **PASTE** is to click on an object, hold down the **CTRL** key and drag the shape, releasing it when you have it in the right place. You will see a tiny + sign next to the object.

GROUPING OBJECTS

This is useful if you have created an item from several elements, so that you can move the whole image easily.

Either

Hold down the CTRL key, click each item, and click the **Group** icon on the **HOME** ribbon.
To ungroup items, click the **Ungroup** icon.

Or, drag out a frame round all the objects, then proceed as above.

You can use this to link together several elements and then save the whole as an image (right-mouse click and select **Save as Picture**). You can resize the image as you want.

CREATING A CALENDAR

You can create a whole range of calendars by using the templates from the File—New.

You can choose a whole year to a page, or a page for each month, specify start and end dates and add your own pictures. There is a range of built-in colour schemes and you can change the fonts too.

You can also produce wallet sized calendars.

CREATING OTHER PUBLICATIONS

There are other built-in templates you can use for postcards, posters, banners, flyers, signs, newsletters, certificates, menus, labels and greetings cards. Go to File—New to see the choices.

See Help Guides 4 and 5 for detailed instructions on how to produce an A5 booklet and a 3-fold brochure, and Help Guide 3 for making Business cards.

