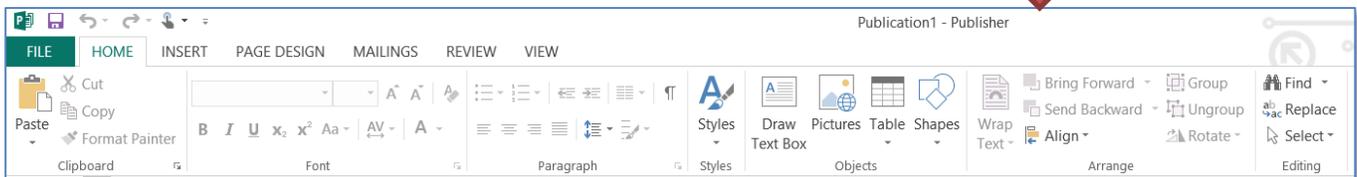


# Publisher 2013

Microsoft Office Publisher is a desktop publishing program used to create professional publications, such as fliers, newsletters, greeting cards and brochures on your computer.

## 1) Open Publisher & Getting Started

- Double left click on the Publisher Icon on your desktop. 
- You will need to select one of the templates in order to begin. Publisher provides several templates, including labels, greeting cards, and calendars. Select **Blank 8.5 x 11"**
- Make note of the blue dotted line inside your Publisher document.
- Unlike the 2007 version, Microsoft Publisher includes the ribbon: 



## 2) Creating a Flyer from Scratch

### A. Begin with a Border

- Start in the **Blank 8.5 x 11"** format.
- Click the **Insert** tab and then choose the **Borders and Accents** command. Scroll down to *Frames*.
- From the menu, choose the following frame design: 
- Use the resize handles to make the frame larger (at approximately the dotted line in the document). Click and hold one of the small white dots in any corner (the **resize handle**) of the border to resize.



### B. Add Watermark

- Go the **Insert** tab on the ribbon and then choose the **Pictures** command.
- Select **party-ribbons** from the **Documents** folder.
- Click and hold the small white dot at the top of the picture and rotate the picture to fit vertically.
- Use the resize handles to fit inside the border.
- Right click on the image and select **Format Picture**.
- In the **Picture Tab** change transparency to 80%. Then click **OK**.

### C. Add Text

- From the **Insert** tab select the **Draw Text Box** command. Use cursor to draw text box (just inside the border).
- Center the text with **Ctrl-E** or the center command under **Paragraph** on the **Home** tab.
- Change the font to **Berlin Sans FB** and size it to **36 pt**. Hit enter 3 times so you have space at the top of the text box.

- Add text in your own words that includes invitation, time, date, address, and R.S.V.P. Space the text by clicking Enter twice between sections.
- **Highlight** all the text. Go to **Home** tab and then use the **Change Text Color Command** to change text to dark purple (or another color that works well with the background).

**D. Word Art**

- Click outside the text box Go back to **Insert** and then choose the **WordArt** command.
- Choose the second option in **WordArt Transform Styles**. Type “It’s Party Time!” in the box where it says **Your Text Here**. Then change the font to **Berlin Sans FB**. Change size to **44** and click OK.
- Drag the Word Art to top of flyer above the other text.
- Right click inside the Word Art and then select **Format WordArt**.
- Click **Color and Lines** tab, Change **Fill** color to dark purple and the **Line** color to light blue (the lightest color). Change width to 3.0.
- **SAVE YOUR FLYER!**

**3) Create a Greeting Card with a Built-in Template**

- Open Publisher and click **BUILT-IN** above the templates. Select **Greeting Cards** from the templates that appear.
- Highlight **Birthday 4** (limes on front) and then change page size to *Half-sheet side* fold on the right of page. Click **Create**.
- Notice the **Pages** option on the left side. Delete the image on page 1.



**A. Add a new image**

- From the **Insert** tab, choose the **Online Pictures** command, and then search “tree” in the Bing Image Search. (Images that are approximately square-shaped work well).
- Choose an image. The image will be placed on the front of the card. Resize the image, if necessary, and place it so that it is in line with the top dotted line.
- Add a frame by accessing **Picture Styles** under the **Format** tab (under the **Picture Tools** contextual tab). *Click the image if you do not have the **Picture Tools** tab*. Choose **Simple Frame, Black**. Then right click image, choose **format picture**, select **Color and Lines** tab, and then change line width to 6 pt. Click OK.

**B. Change text**

- Add text box from the **Insert** tab and “draw” it under the tree picture. Center with **Ctrl-e** and type “Happy Arbor Day”.
- Highlight the text and then right click to bring up a popup box with font options (see right). Change font style to *Cooper Black* and the size to 48.
- Click second page on the left and then change the text on page 3 (on the right side). Type “Trees are great” over “Happy Birthday.” Type new text on the rest of the page. You can also change color, font style, etc.
- Add a banner shape: From **Insert** tab choose **Shapes** and then select this style banner. Click on card location where you wish to place the banner. Resize the banner so it fits under the text on top.



**C. Change Text Direction**

- Highlight the bottom text on page 3 of the card.
- From **Text Box Tools** at the top, select **Format**, and then click the **Text Direction** command from the **Text** group at the left. This will change the text from Horizontal to Vertical.
- Select the middle option under the **Alignment** command.



**D. Add Borders & Accents and Page Design**

- From the **Insert** tab, choose the **Borders & Accents** command. Select the **Jester** option under **Bars**. The bar will place in the middle of card.
- Move bar to top of page 2. Widen bar so it fits into the dotted line.
- Add a second bar of the same style **or** copy and paste the first bar. Put the second bar at the bottom of page 2 in line with the dotted line.
- Access the **Page Design** tab. Then select **Moss** theme from the **Schemes** group.

**E. Change Card Background**

- From the **Page Design** tab select the **Background** command. Then choose the third green design under **Solid Background** for page 1 and 4. Choose **Accent 2, Horizontal** for page 2 and 3.
- Right click on the small leaf image in the middle of page two and then choose **format picture**. Under the **Picture** tab change color to a darker green under **Recolor** near the bottom. Click page 4 and then do the same for the image on the last page. Let's make the image on page 4 larger as well.
- Change the text color on page one to purple.
- Change name on last page of *Windows User* to your name or any name.
- Print (*flip sheet on short edge*).



**4) Create a Banner with Built-in Template**

**A. Select Size of Banner**

- From **Built-In** templates, choose **Banners** and then scroll down to Blank Sizes.
- Highlight (click once on) the **60 x 11"** banner size. This thumbnail should be in the second row under Blank Sizes.
- Choose **Desert** color scheme from the drop-down menu on the right and then click create.
- Go into Print Preview from the **File** tab to see how many pages it will print.



**B. Add a Border**

- First draw a text box from the **Insert** tab. Draw it in line with the blue dotted line on the banner (you will need to do this prior to adding the Border Art).
- Right click inside the text box and select **Format Text Box** from the menu.
- Click the **Border Art** button on the **Color and Lines** tab. Under **Available Borders** Scroll down to **Party Favor** and click OK.
- Change width from 33 pt to 36 pt and then click OK.



**C. Add Word Art Text**

- Click the **Word Art** command in the **Insert** tab and select the second option under **Word Art Transform Styles**.
- Change font style to Algerian and then type “Congratulations” where it states: Your text here.
- Resize the word to a larger size and center it. Leave room on the left and right side of the word to add images. (Notice ruler at top and right to help with alignment).
- You should have a blue **WordArt Tools** contextual tab at the top of the page. From there access the **Change Shape** command and choose the **Wave 1** shape. 
- Right click on the Word Art and then click on **Format WordArt**.
- Change the Fill Color at the top of the **Color and Lines** tab. Choose a dark color such as purple. You can change the Line Color too if you wish (a lighter color will work best here). The colors that appear will be those according to the **Desert** theme.



**D. Add Image on Each Side of Word**

- Access the **Online Pictures** command from the **Insert** tab.
- Search **Balloons** in the Bing Image Search and then select an image.\* Resize if necessary and move it to the left side of the page (near the letter “C”).
- Do a Bing image search for party hat and place it on the right side of the word.\*
- Access the **Page Design** tab and then choose a solid or gradient background from the **Background** command. Hover over other **Schemes** to view banner with other colors.
- You may want to add the terms: *No Background* or *Transparent Background* into your search so that the image appears better on the background (Otherwise it will add the image as a photograph with white space).



Without Transparent Background



With Transparent Background



Example of Banner

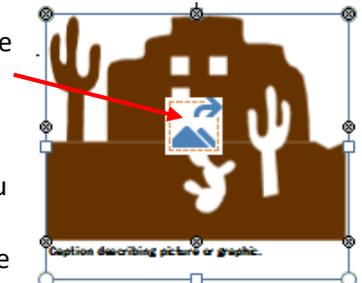
## 5) Create a Newsletter

### A. Open one of the Built-In Templates

- Open Publisher, select **Built-In** at the top, and then choose “Newsletters” from among the templates.
- Highlight the **Southwest** template (under “More Installed Templates”) and then change the color scheme to **Wildflowers** on the right. Make sure you have **Two-page spread** under Options. Then click the **Create** button.

### B. Change text and image on page 1

- Replace “Newsletter Title” with “Wildlife of New Mexico.” Change “Lead Story Headline” to “Roadrunners.” You may need to change font sizes as well.
- Click twice on the image in the middle of the page in order to replace the picture with one on file. You will see a faint photo image in the center.
- Then right-click on the image. From the menu hover over **Change Picture** and then choose “Change Picture” from the secondary menu that appears.
- Click “From a File” and then navigate to the Roadrunner image in the **Documents** folder.
- Change caption under image to “Roadrunner out for a stroll”
- Click one of the columns under the “Roadrunners” headline. This should highlight all three columns. When text is highlighted, you are free to type your own text over it in the columns.
- You can also copy text from elsewhere and copy into template. Copy the text from the “Roadrunner Text” Word document in the Documents folder and then paste over the highlighted text in the newsletter.



### C. Add column on page three and change image color (2 ways)

- Click the thumbnail for pages 2 and 3 on the left.
- Change headline on bottom story of page 3 from “Inside Story Headline” to “Recipe of the Month: Green Chile Sauce.”
- Then type some text into the columns or copy **Green Chile Sauce.docx** from the **Documents** folder.
- Click twice on the red pepper image within the “column.” Right-click when you have 8 grey dots around the image itself.
- Select “Format Picture” from the menu to open a dialogue box.
- You should be in the **Picture** tab (if not, click that tab). Click the down arrow under **Recolor** option and then click “More Colors” near the bottom.
- Choose a dark green color and then click the **OK** button twice.
- Now click twice on the skull at the top of page 2. Click the pink **Picture Tools** tab at the top of the ribbon.
- Click the **Recolor** command in the **Adjust** group near the left and then choose “Sepia” from the menu.



**D. Volume and Issue Number, Adding Pages, and Changing Page Order**

- Click back onto page 1.
- On the upper left of the page click “Newsletter Date” and then put in today’s date.
- Highlight the section for the volume and issue. Change the volume number to 2 and the issue number to 10. Then look on the bottom of page 3 to see that Volume and Issue changed there as well.
- Page 2 and 3 should be highlighted on the left (if not, click on it). Click the **Insert** tab and then click the **Page** command on the left of the ribbon.
- Choose **Insert Page**. You will get a dialogue box with a preview of the left and right page (that will be added).
- Use down arrow on the left-hand page to change option to **Calendar**. Change the right-hand page to **Order Form**. Click the **OK** button. This will add page 4 and 5.
- On page 5 change “Order Form Title” to “Subscribe to Wildlife of New Mexico.” Use scroll bar in lower right to zoom in on the order form. Click on American Express and then hit the “Delete” key (suppose we don’t accept American Express).
- On page 4 delete the “Schedule of Events’ block. Right click on the outline and select **Delete Object**. Then drag the calendar to make it wider.
- Suppose you want pages 4 & 5 before pages 2 & 3? Right click on pages 4 & 5 on the left and then click **Move**.
- Keep “both pages” checked under **Which Page**. Keep “After” checked under **Move Selected Pages**. Then click on **Page 1**. (This will put the two pages after page 1 and before pages 2 & 3). Pages 4/5 changes places with 2/3.
- Notice that Volume and Issue does not match on what is now page 3 (order form page). You can either change it directly on this page or change it again on the first page.

