

Using Microsoft Publisher In the Classroom



Getting Started:

When you open Publisher, there is a pane on the left side of the screen that says “New Publication” at the top. This is a list of different templates that come with Publisher that are ready to use and customize. When you select a publication type, you will see different designs appear to the right; click one of these designs to open it, where you can add your own information to it.

If you would rather start with a blank page than a template, just click “New Publication” in the New pane on the left side of the window.


* If you open a template and decide that it is not the right design for your publication, you can change it by clicking on the Format tab at the top of the window, and then click “Publication Designs...”. You will then see a pane on the left side of the window that shows the different styles for the publication type you chose. Whenever you choose a new publication, all of the text and pictures that you inserted in the previous template will be arranged in comparable places in the new style.

Color and Font Schemes

When you open a template, you have the option of changing the color scheme and/or the font scheme for that publication. These are listed in the pane on the left side of the window; just click one for the options for that publication. Whenever you select a different color or font scheme, the publication will automatically update itself so you can see what it looks like.

* If you close the pane on the left side of screen, and then decide to change the color and/or font scheme, just click the Format tab, and then select “Color Schemes...” or “Font Schemes...”.

Inserting Text

If you want to insert text into a publication, you will have to draw a text box first. To draw a text box, click the text box button () and then bring your pointer back onto your publication. You will notice that it changes from an arrow to a “+”; you can now click and drag to create a text box. Once you have inserted a text box, you can resize it by clicking on the circles around its border, or you can move it by clicking on its border and dragging it to your desired location.

Inserting Pictures

To insert a picture into your publication, click the Insert tab, then “Picture”, and then “Clip Art...” or “From File...”. You will choose Clip Art if you want to use one of the pictures that comes with Microsoft Publisher. The Clip Art gallery is searchable by keyword, making it easy to find a picture that fits what you’re looking for. You will choose “From File...” if you have a picture saved somewhere on your computer that you would like to use, such as a picture from the Internet, a photo from a digital camera, etc. If you click “From File...”, you will be prompted to specify the location of the picture you would like to use.

Once you have selected a picture from a file or from the Clip Art Gallery, you can move it or resize it. To move a picture, click on it and drag it to where you would like it to be. To resize a picture, click on one of the circles around its edges and drag it until it is the right size.

* When resizing a picture, you will usually want to use the corner circles; by using these, the length-width ratio will stay the same. If you click and drag one of the middle circles (top/bottom middle, right/left middle), then you will only expand or shrink the length or the width, making the picture look distorted.

Changing Items as They Appear in Design Templates

If you decide to use a template from the design gallery, you are able to change it to suit your needs and/or likes. Here are some things you can do to personalize a design template:

- **Add/Delete Text Boxes**

To delete a text box, click on its border and press the DELETE key on the keyboard.

- **Add/Delete Pictures**

To delete a picture, click on it and press the DELETE key on the keyboard.

- **Change Pictures**

To change a picture that is in a design template, double-click on it. The Clip Art pane should then open, letting you search for another picture to put in its place.

- **Add/Delete Captions for Pictures**

To add a caption for a picture, create a text box below the picture and type your caption. Then click on the picture while pressing the CTRL key on the keyboard; this allows you to select more than one item at a time. Finally, right-click on the picture and select “Group”. This will make the picture and its caption appear as one item, rather than two separate items.

To delete a caption for a picture, right-click on the picture and select “Ungroup”. You will see that the items will now have separate borders; click somewhere in the gray area on the sides of the publication to deselect the items that were grouped together. Finally, click on the border of the caption you want to delete and press the DELETE key on the keyboard.

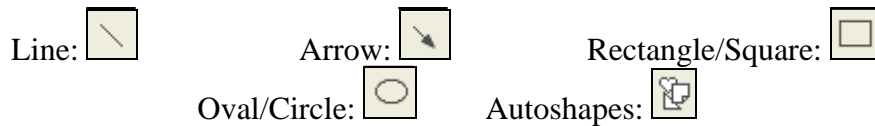
Adding a Drop Cap

You can add a fancy letter at the beginning of a paragraph by using the drop cap feature.

To insert a drop cap, click on the paragraph in which you would like to place the drop cap. Click the Format tab, and then select “Drop Cap...”. You can choose one of the drop caps in the window that appears, or click the “Custom Drop Cap” tab to customize the size and font of the drop cap.


Inserting Shapes, Lines, Callouts, etc.


You can insert lines, arrows, and other shapes into your publication. Click the button that shows the item you would like to insert and bring the pointer back to your publication; this will change the pointer from an arrow to a “+”. Click where you would like your item to start and drag it to the desired size and shape. The buttons for these items are:



- Clicking on the Autoshapes button will bring up several galleries of Autoshapes, such as Basic Shapes, Stars and Banners, Callouts, etc. Select a gallery, and then click on the shape you would like to insert. You will insert this as described above.
- If you press and hold the SHIFT key while drawing a rectangle, you will draw a square; if you press and hold SHIFT while drawing an oval, you will draw a circle. (This makes it easier than trying to make a square or circle freehand.)

Make Text Flow from One Column to Another

When creating a newsletter, you can connect multiple text boxes so that the text will flow from one to the next. To do this, you will have to have at least two text boxes already created. Click on the text box in which your text will begin and click the “Create Text Box Link” button (). Your pointer will change from an arrow to a pitcher. Click on the second text box with this pitcher pointer (it will appear to tip over when you bring it over the second text box, which lets you know that the text can flow into this text box).

To unlink text boxes that are already linked, click on one of the text boxes and then click the “Break Forward Link” button (.