CHAPTER 1   PUBLISHER 2010 ORIENTATION

INFOCUS

WPL_K801

Microsoft Office Publisher is part of a suite of Microsoft applications known as Microsoft Office. Microsoft Publisher is used to create a range of ***publications*** such as flyers, business cards, calendars and greeting cards.

Publisher is designed to make it easy for anyone to create professional publications. It includes a range of ***templates***, ***wizards***, ***designs*** and ***blank publications*** that can be used as the basis of the product you require. Layouts and designs are taken care of – all you need to provide is content.

In this session you will:

- ✓ gain an overview of ***Publisher 2010***
- ✓ learn how to start ***Microsoft Publisher***
- ✓ gain an understanding of the ***New*** pane in ***Backstage*** view
- ✓ learn how to use the ***New*** pane in ***Backstage*** view
- ✓ learn how to close and reopen the ***New*** pane
- ✓ gain an understanding of the ***Publisher 2010*** screen
- ✓ learn how to exit correctly from ***Publisher***.

OVERVIEW OF PUBLISHER

Effective communication through the medium of the printed word is enhanced by appealing, thoughtfully laid-out and well-presented documents. In the past, skilled craftsmen were given the task of preparing newsletters, creating brochures, developing advertisements and the like. Today much of this work is accomplished using the computer and a variety of software packages.

Publisher 2010 Overview

Expensive desktop publishing packages, such as *PageMaker*, *Ventura*, *Quark Xpress*, *InDesign* and others, are used to create very elaborate and sophisticated documents in a fraction of the time that it took to create similar documents manually in the past.

However, these packages require a high degree of skill and expertise to operate effectively. Using them for the social club flyer, the quick product advertisement or the company price list may be a case of overkill – but more importantly, result in unnecessary expense in both production and time.

So, what do you use when you only need to produce a simple publication? *Microsoft Publisher*, of course!

Microsoft Publisher 2010 can best be described as an intermediate version of the more powerful desktop publishing software packages. While it lacks some of the sophistication of the other packages, it still embodies most of the features. The real advantage of it lies in the fact that it is easier to use if you want to create simple publications.

Who should use Microsoft Publisher and what can it be used for?

Microsoft Publisher is ideal for home, small business and even corporate use. Here are just some of the possible uses for Microsoft Publisher:

- Product flyers
- Price lists
- Social club newsletters
- Notices
- Bulletins
- Covers for manuals
- Invitations
- Company forms (e.g. invoices, stationery, order forms etc)
- Posters

- Travel itineraries
- Product specials
- Newsletters
- Press releases
- Letterheads
- Personalised greeting cards
- E-mails

and much more...

STARTING PUBLISHER

To create a new publication, or edit an existing one, the first thing that you need to do is to *start Microsoft Publisher*. Your Windows setup largely determines the way that Microsoft

Publisher is started. For example, it can be started from the Windows *Start menu*, from a *shortcut*, or even directly from a publication itself by double-clicking on a publication icon.

Try This Yourself:

Before starting this exercise you MUST ensure that Windows is running and that Publisher 2010 is installed on your computer...

**1** Click on **[Start]** – this button is located in the bottom left corner of the screen

2 Click on **All Programs** to display the submenu

The options available on the submenu will vary between computers depending upon the programs installed...

3 Click on **Microsoft Office**

4 Click on **Microsoft Publisher 2010** – within a few moments Publisher will start and the *New* options within *Backstage view* will be displayed

The New options list the different publication types available, with the most popular or recently used displayed in the Available Templates pane
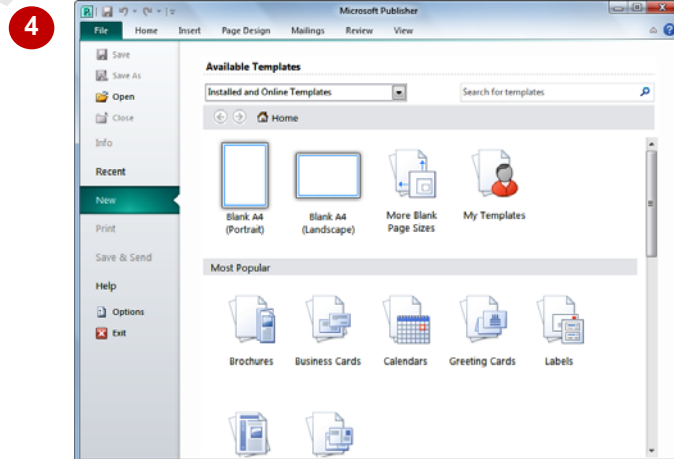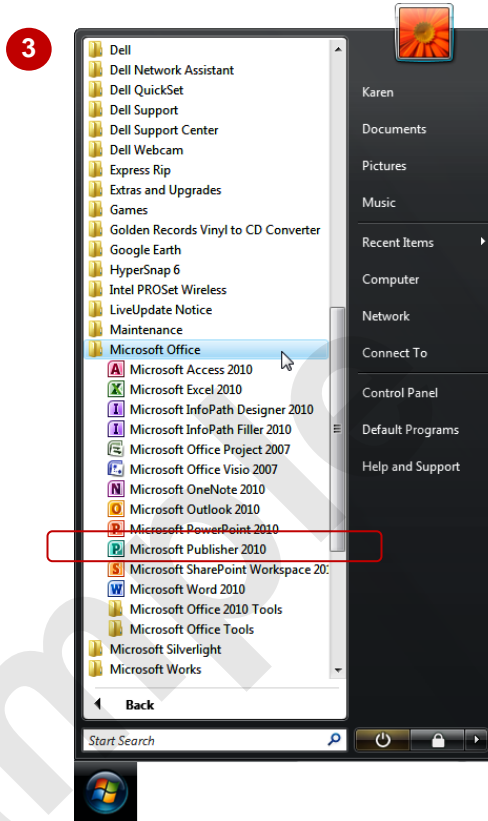
For Your Reference…

To *start Microsoft Publisher 2010*:

1. Click on the Windows **[Start]** button
2. Click on **All Programs**
3. Click on **Microsoft Office**
4. Click on **Microsoft Publisher 2010**

Handy to Know…

- You can also start Publisher from within Windows Explorer by right-clicking on a publication icon to display a pop-up menu. Select **Open** from the menu to start Publisher and open the respective publication.

UNDERSTANDING THE BACKSTAGE VIEW OPTIONS

By default, the **New** pane in **Backstage view** is the first window you see when you open Publisher. This window contains the **Available Templates** and represents home-base in Microsoft Publisher. It provides many options for creating publications, whether from a blank page or from one of the many sample publications, designs or templates that is provided.

When Microsoft Publisher is first started, you are presented with the **New** pane within **Backstage view**, as shown below. The parts of the window are described in the table at the bottom of the page.
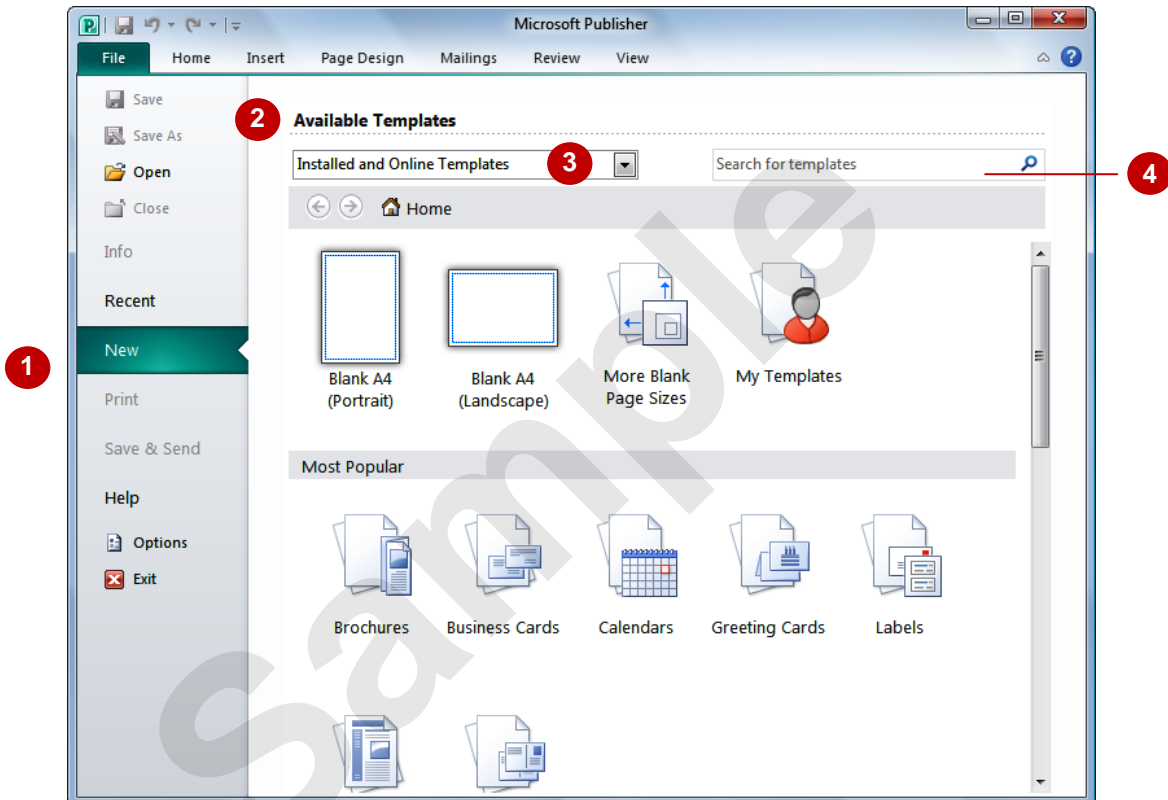
Parts of the New Pane in Backstage View

1 When you click on the **File** tab of the **Ribbon**, the **Backstage view** is displayed. By default, the **New** pane is opened. To exit from this view without making any selections, you can simply click on the **File** tab again, or click on any other tab in the **Ribbon**. You could also click on **Recent** to display a list of the most recently-used Publisher documents.

2 The **Available Templates** window displays the Publisher templates available to you, both installed on your computer and those located online. By default, the **Home** page of templates is displayed. If you click on a category (e.g. Calendars), the calendar templates will be displayed. To return to the main window, you click on **Home** 🏠.

If you click on a category, another pane is displayed on the right side of the window, with options that enable you to customise the publication (e.g. colour scheme, font scheme, page size etc).

3 To change the origin of the templates displayed, you can click on the drop arrow 🔽 for **Templates** and select from the options of **Installed** and/or **Online** templates.

4 Although many built-in templates are presented in the Publisher startup window, you are also able to search other sources (e.g. online) for additional templates using the **Search** option. To search online for new templates your computer needs to be connected to the internet.

USING THE NEW PANE IN BACKSTAGE VIEW

The **New pane** in **Backstage view** is your starting point in Microsoft Publisher. By selecting a particular publication **Type**, a series of design thumbnails (or miniatures) are displayed in the window, grouped by subtype. This enables you to browse through the options until you find a suitable design. You can even use the **Customise** options to change the colour and font schemes.

Try This Yourself:

Before starting this exercise you MUST ensure that the New pane within Backstage view is displayed...

**1** Click on **Business Cards** in **Most Popular**, to display the sub-types

2 Click on the drop arrow for template location and select **Installed Templates** to display only templates installed on your computer

A range of business card designs are displayed in the centre pane and the Customise options are displayed in the right pane...
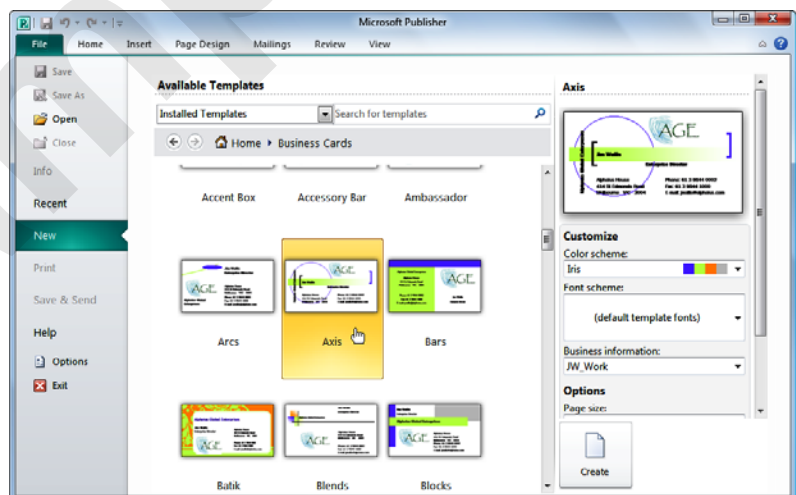
3 Scroll down, using the vertical scroll bar, and click on the **Axis** subtype

The selected thumbnail is highlighted orange and is shown in the right pane with the Customise options...

4 Repeat step **3** to preview some other business card templates, then click on **Home** and click on other template categories to see what else is available
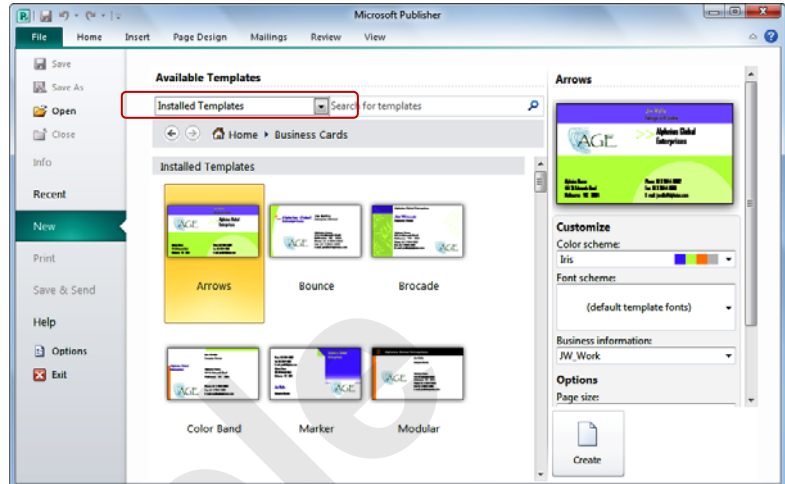
For Your Reference…

To **use** the **New pane** in **Backstage view**:

1. Click on a publication template
2. Click on a subtype
3. Click on a design

Handy to Know…

- If you do not like the default colours chosen for a publication design template, simply click on the drop arrow for **Colour Scheme** in the **Customise** pane and select from a huge range of alternatives.

CLOSING AND REOPENING THE NEW PANE

The *New pane* is your source of templates, designs, blank layouts and of course, inspiration. What do you do if you accidentally close it and can't find it again? Or, what if you don't need to use the pane, but just want to start with a blank page. Luckily, there is an alternative to exiting the application and restarting it to redisplay the startup window.

Try This Yourself:

Before starting this exercise you MUST ensure that the New pane of Backstage view is displayed...

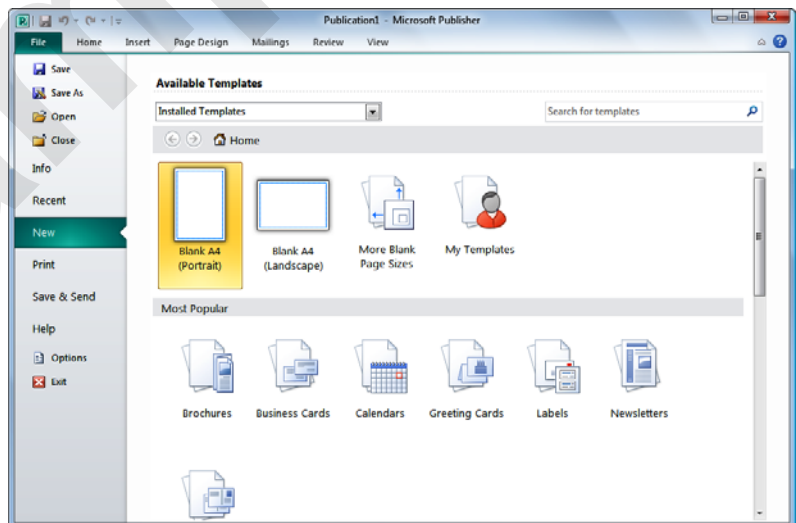**1** Click on the *File* tab of the *Ribbon*

This will close the New pane, leaving a blank page on the screen – this is the default publication...

2 Click on the *File* tab and select **New** to redisplay the *New* pane

As you can see, you can either click on the Blank template to open a new blank document, or simply click on any tab in the Ribbon
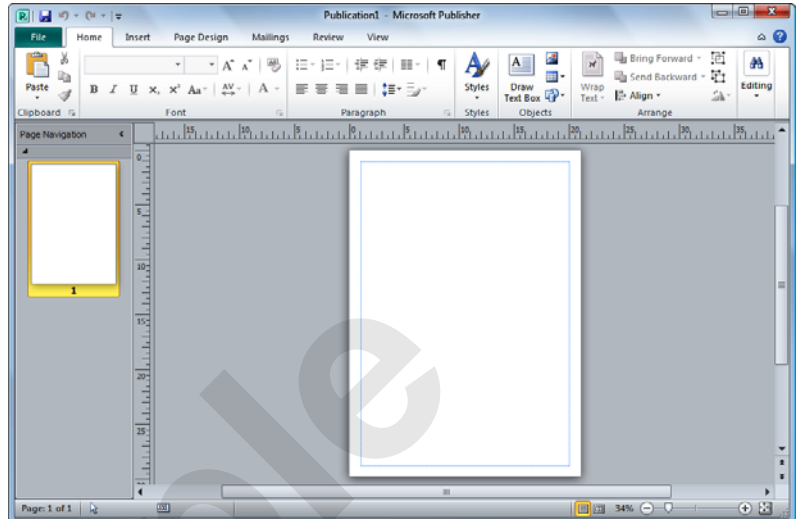
1

2

For Your Reference…

To *close* the *New pane*:

1. Click on the *File* tab of the *Ribbon* (or any other tab)

To *reopen* the *New pane*:

1. Click on the *File* tab of the *Ribbon* and select **New**

Handy to Know…

• If you prefer to always start with a blank publication, thereby by-passing the *New* pane, click on the *File* tab of the *Ribbon* and select **Options**. Click on *General*, then click on *Show the New template gallery…* in *Start up options*, until it appears without a tick.

THE PUBLISHER 2010 SCREEN

The ***Publisher 2010 screen*** is the area that you use to create and modify your publications. Whether or not you use a template or a blank publication, you will use this screen to make any changes. The screen is made up of a working area, rulers, ribbon and tools to make the job easier.
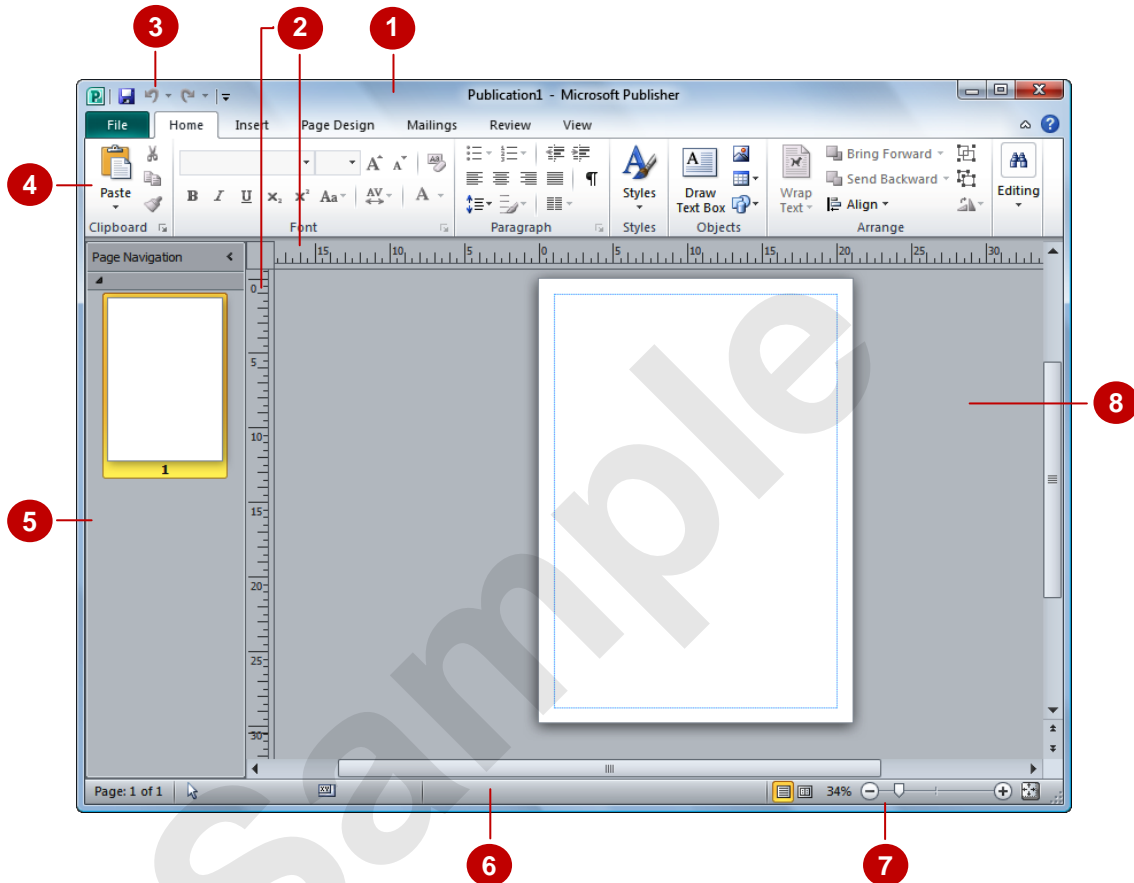
Feature		Description
1	**Title Bar**	Displays the name and type of the publication you are working with. In this example it displays ***Pubication1*** because the publication is new and has not yet been named.
2	**Rulers**	Allow you to measure horizontal and vertical page dimensions so that you can place objects with precision.
3	**Quick Access Toolbar (QAT)**	Contains the most popular commands enabling you quick and easy access each time. You can add other tools to the QAT to customise it.
4	**Ribbon**	Contains tabbed categories of all of the Publisher tools that you will need for formatting, modifying, creating and organising objects and documents.
5	**Page Navigation pane**	Each of the pages in your publication is represented by a thumbnail in this pane. When you click on a page, Publisher displays the relevant page. These thumbnails can also be used to reorder the pages in a publication.
6	**Status Bar**	Provides feedback about what you are doing on the screen. For example, if you are drawing a text box, the Status Bar will display the co-ordinates and size of the box.
7	**Shortcuts Toolbar**	Contains popular commands for changing page zoom and view.
8	**Publication Window**	The current page of the publication and the surrounding scratch or working area that can be used for temporary placement of objects.

EXITING FROM PUBLISHER

So you've finished using Publisher for the moment – can you just turn off the computer and head off? No! Not only could you lose all of your work, but you might also damage your computer.

Microsoft Publisher, like all other Windows based applications, has a special *exit* command that you should use. You will usually be prompted to save your work if you haven't already.

Try This Yourself:

Before starting this exercise you MUST ensure that Microsoft Publisher has started and that a new, unsaved publication is displayed...

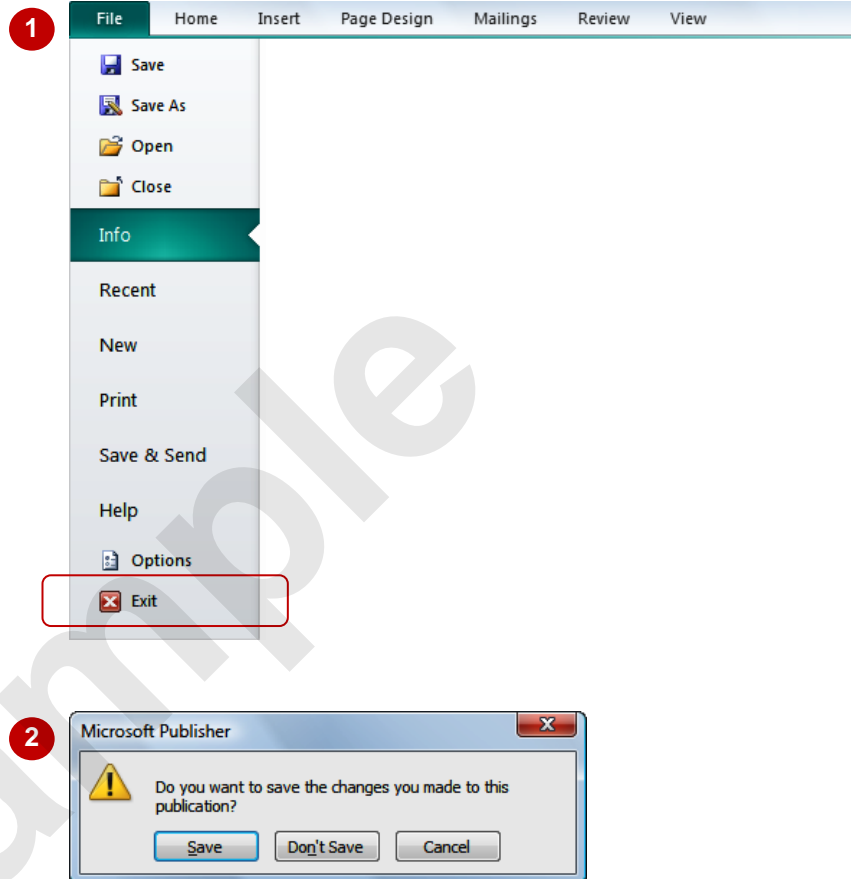**1** Click on the *File* tab of the *Ribbon* to display *Backstage view*

The Exit command always appears at the bottom of the menu...

2 Select **E**x**it**

If you have been working on a publication and it has not been saved, you will be prompted to save before exiting...

3 If a dialog box appears prompting you to save your work, click on **[Don't Save]** – we have not been doing anything worth keeping up to this point

*The Microsoft Publisher application window will now be closed*

For Your Reference…

To *exit Microsoft Publisher*:

1. Click on the *File* tab of the *Ribbon* and select **E**x**it**
2. Click on **[Save]** to save the changes if prompted

Handy to Know…

- As well using the *File* tab to exit Publisher, you can also click on *Close* ☒, located in the top right corner of the Publisher window. If you have not saved your work, you will still be prompted to do so.

PUBLISHER ESSENTIALS

CHAPTER 2

INFOCUS

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Microsoft Publisher is a ***page layout*** application. It is designed to help you produce publications rather than documents. The primary focus of a document is the words. The tools in a word processor are designed to help you manipulate the words on a page. A page layout application is different in that it works with the placement of objects and the emphasis is on appearance, rather than words.

In this session you will:

- ✓ learn how to create a business information set
- ✓ gain an understanding of publication types
- ✓ learn how to create a publication
- ✓ learn how to save a publication for the first time
- ✓ learn how to view a publication in print preview
- ✓ learn how to print a publication
- ✓ learn how to close a publication
- ✓ learn how to open an existing publication
- ✓ learn how to navigate between pages.
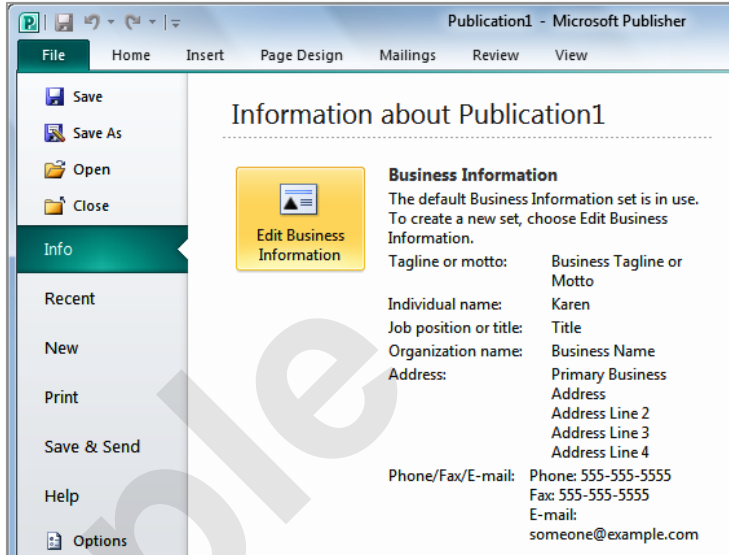
CREATING A BUSINESS INFORMATION SET

Publisher can hold a record of your personal or business details – name, organisation, address, phone, e-mail and the like. Once saved as a *Business Information Set*, you can then enter

them automatically in any publication you create. You can create business information sets for several locations or people such as home, work, a community group, or a family member.

Try This Yourself:

Before starting this exercise you MUST ensure that Publisher has started and that a new, blank publication is open...

1 Click on the *File* tab of the *Ribbon* and select *Info* to display the *Business Information*

Most of the fields contain dummy data, as we have yet to complete the info...

2 Click on **[Edit Business Information]** to display the *Create New…* dialog box

3 Type **JW_Work** in *Business Information set name*

4 Select the text in *Individual name* and type **Jim Wallis**

5 Press Tab to select *Job position* and complete the dialog box as shown

6 Click on **[Add Logo]** to display the *Insert Picture* dialog box

7 Locate the course files folder, click on *Alpheius Logo.jpg* then click on **[Insert]**

8 Click on **[Save]** to display the *Business Information* dialog box

9 Click on **[Close]** to return to the publication
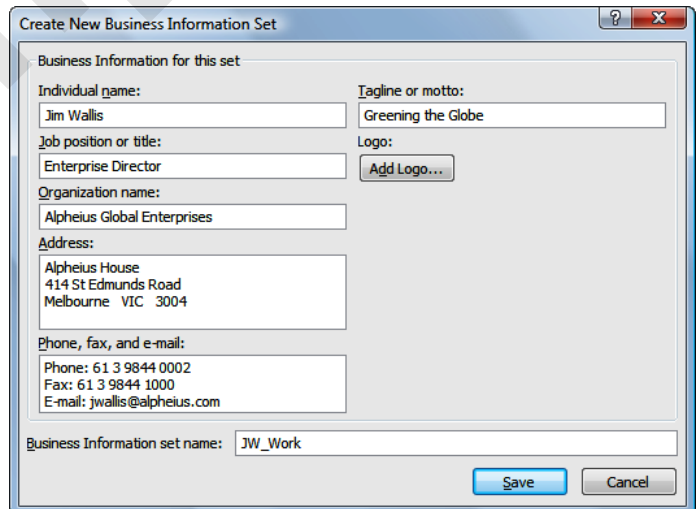
For Your Reference…

To *create* a *business information set*:

1. Click on the *File* tab of the *Ribbon* and select *Info*
2. Click on **[Edit Business Information]**
3. Type a name for the set, then complete the details and click on **[Save]**

Handy to Know…

* The *Business Information* dialog box enables you to update the current publication with the selected profile details. It also enables you to create new profiles or edit current profiles.

UNDERSTANDING PUBLICATION CATEGORIES

Publisher presents a large selection of *publication categories* such as newsletters, labels and menus. Each of these categories (or types) is listed in the *New* pane at startup.

Selecting a publication category displays the designs in the centre of the window as thumbnails, enabling you to "eyeball" a design before applying it to your publication.

Publication Categories

There are 26 categories of publication. Each category contains several variations that you can select from. These categories are:

- Advertisements
- Award Certificates
- Banners
- Brochures
- Business Cards
- Business Forms
- Calendars
- Catalogues
- E-mail **

- Envelopes
- Flyers
- Gift Certificates
- Greeting Cards
- Import Word Documents
- Invitation Cards
- Labels
- Letterhead
- Menus

- Newsletters
- Paper Folding Projects
- Postcards
- Programs
- Quick Publications
- Resumes
- Signs
- With Compliments Cards
- Other Categories

** Whereas the other 25 types are known as *Publications For Print*, E-mail designs are typically for use in an online environment and are therefore structured somewhat differently.

The *Other Categories* category contains 7 categories:

- Ballots
- Binder Inserts
- Bookmarks

- Books
- Dividers
- Posters

- Tickets
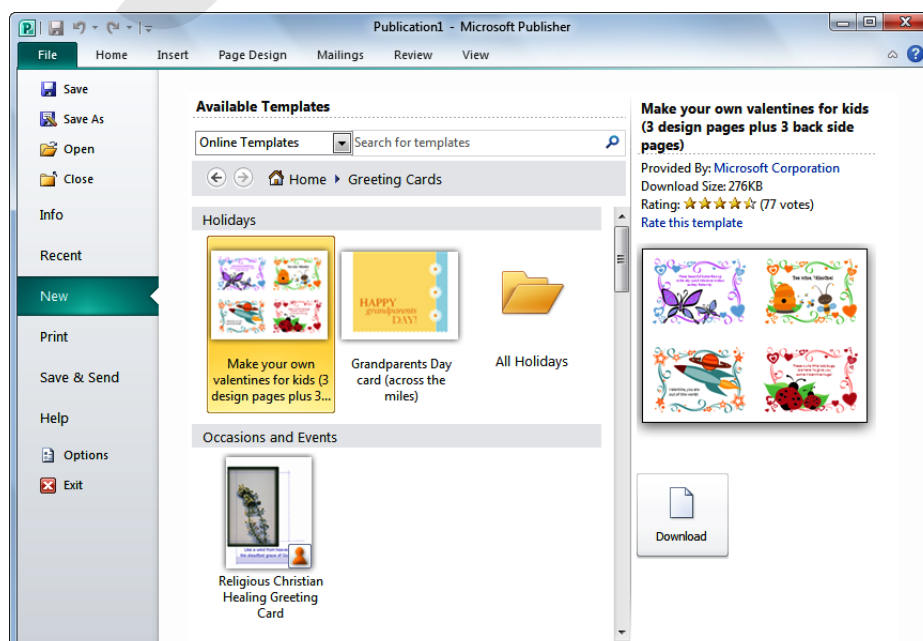
CREATING A PUBLICATION

When you *create a publication*, Publisher builds it for you using specific default values. A task pane then appears on the left side of the screen displaying a collection of options relevant to the publication type selected. Other task panes, such as *Page Options*, *Colour Scheme*, *Font Scheme* and the like, can be easily selected using the *Other Task Panes* drop list.

Try This Yourself:

*Before starting this exercise you MUST ensure that Publisher has started...*

1. On the *File* tab of the *Ribbon*, select **New**, then click on *Home* 🏠 to return to the top level of template categories

2. Click on *Business Cards* in *Most Popular* to display thumbnail samples

3. Click on *Blocks* in *More Installed Templates* to apply the chosen design

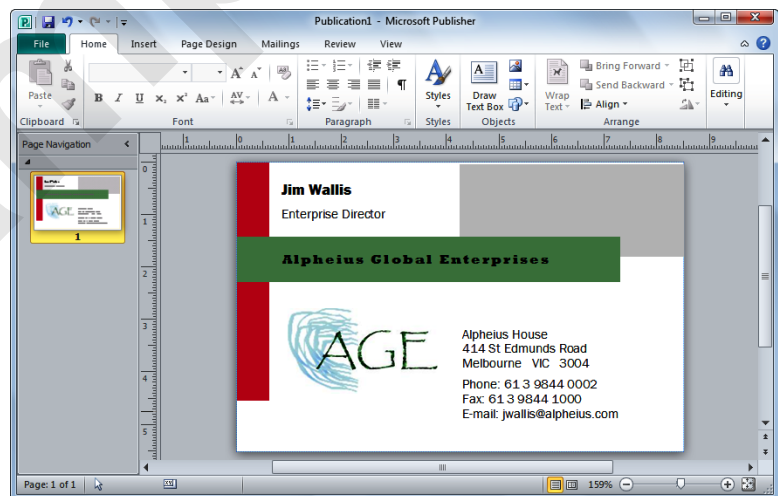   *The design also incorporates the details stored in the business information set...*

4. Click on the drop arrow for *Colour scheme* in *Customise*, scroll down and select *Mistletoe* to apply this colour arrangement

   Notice that all of the thumbnails are updated to demonstrate the selected colour scheme...

5. Click on **[Create]** to create the business cards
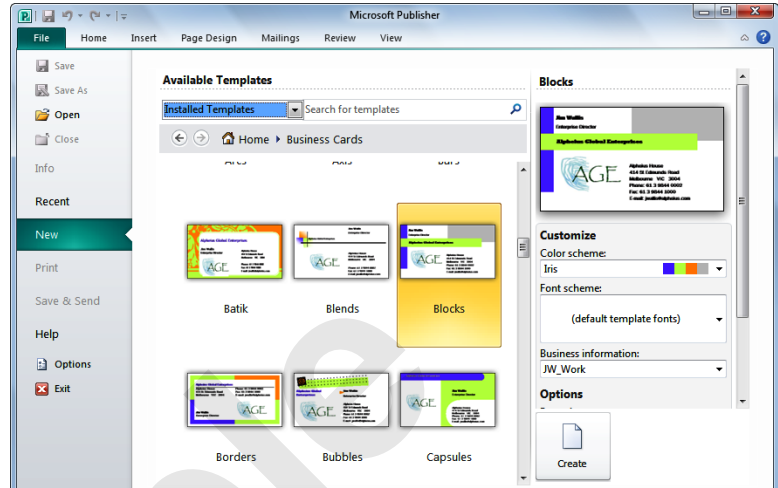
For Your Reference…

To *create* a *publication*:

1. On the *File* tab of the *Ribbon*, select **New**
2. Select a *Publication Type*
3. Select a publication subtype/design
4. Adjust the other settings using the right hand pane, then click on **[Create]**

Handy to Know…

- If you do not want your company logo displayed on a business card, click on *Include logo* in *Options* (located beneath the *Colour Scheme* options) until it appears without a tick.