ITEC102 – INFORMATION TECHNOLOGIES

LECTURE 10 – PUBLISHER PROGRAM

EASTERN MEDITERRANEAN UNIVERSITY
SCHOOL OF COMPUTING AND TECHNOLOGY

Aim of The Course

The aim of this course is to provide,

- o What is Publisher

- o Publisher 2013 User Interface

- o Publisher Organization Tools

- o Create a Publication from a Template

What is Publisher?

▸ Microsoft Publisher 2013 is a desktop publishing program that can be used to create a variety of publications. Using Publisher, you can easily create business cards, greeting cards, calendars, newsletters and much, much more. Microsoft Publisher 2013 uses the Microsoft Office Toolbar and a Menu system in place of the Microsoft Office Ribbon.
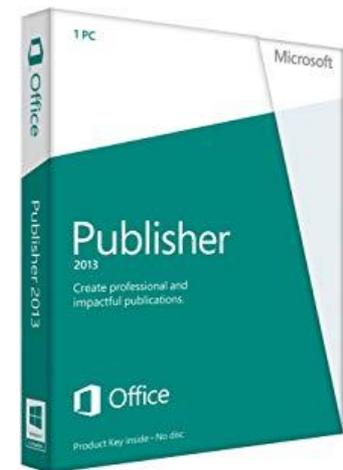
What is Publisher?

▸ Publisher includes templates for many types of common business needs, such as business cards, brochures, address labels and calendars. Microsoft offers the options to directly mail the file, export it as another file type or upload it to the cloud and publish online

Microsoft Publisher 2013

- The following window will open when running Microsoft Publisher 2013 program.

- You can select a template from the drop-down list.
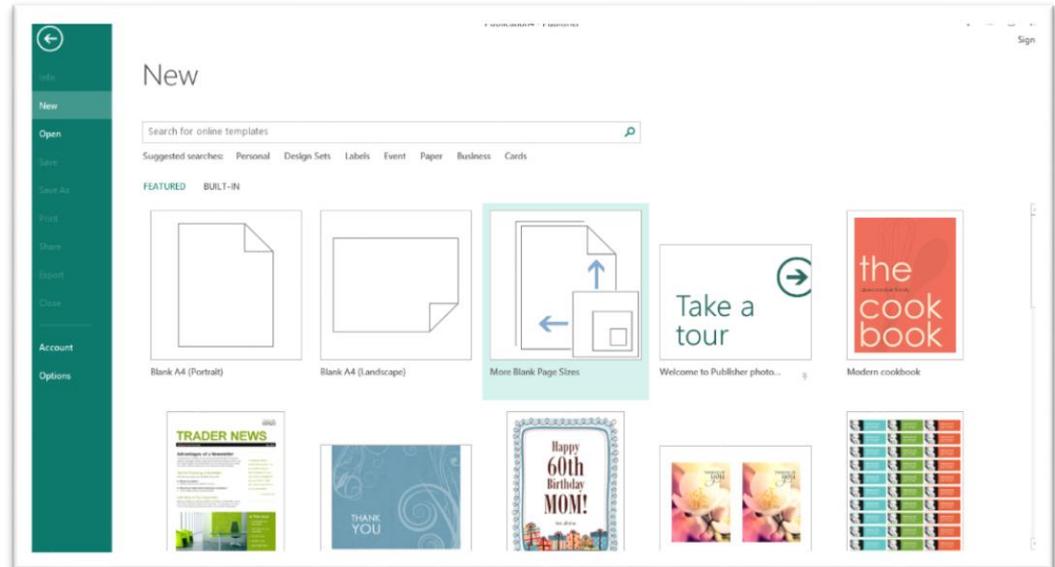
Microsoft Publisher 2013

‣ Open Publisher 2013 from the computer. On the Welcome page, note the various popular templates available. Click a template you'd like to use to see a full description. You would click "Create" to open a document in this particular style.

Publisher 2013 User Interface

- The way the tools and menus are organized in Publisher 2013 is known as the user interface. You will learn about The Ribbon, Quick Access Toolbar, File Menu and other key parts of Publisher.

The Ribbon

- The Ribbon runs along the top, has all the Publisher tools, and is organized into three parts:

- Tabs – represent a general activity area

- Groups – show related tools (commands) together

- Commands – a button, expandable menu, or a box for entering related information

- Click the various Tabs: observe how the Groups and Commands change based on the selected Tab.

Publisher 2013 User Interface

Diagram of The Ribbon and its parts
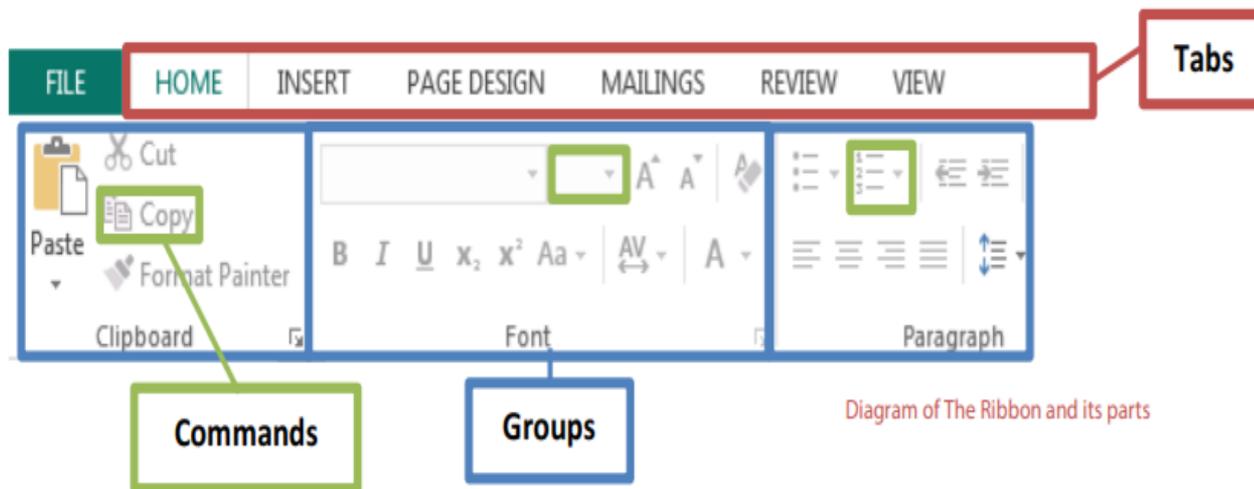
Quick Access Toolbar

▸ The Quick Access Toolbar is above the Tabs and has commands used most often, including "Save".

▸ Place the mouse arrow over each icon (do not click) to see the name and use for each icon. You may customize the commands in the toolbar if you click the black arrow at the end of the toolbar.

Quick Access Toolbar & "Undo" button
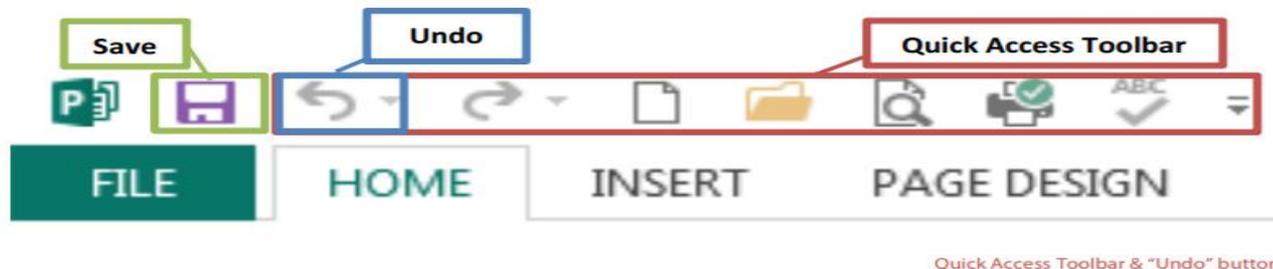
File Menu

▸ **The File Menu contains actions at the file level.** Click the green **"File"** tab to the far left of the tabs. What you'll see is the "backstage" area.

▸ From here, you can create a **New** document, **Open** an existing one, **Save** changes to the current document, Save As a different file with a different name, **Print** the current document, and other options. Click the "back arrow" at the top to exit the backstage area.

Title Bar, Help Menu, Window Display Options

▸ **The Title Bar shows the name of the program and the name (title) of your document.** (Top-most bar in program window.)

▸ A new document has a temporary title, Publication1, until you "Save As" with a different name. To the far right on the Title Bar is the Help Menu and Ribbon Display options

Title Bar, Help Menu, Window Display Options

‣ The Help Menu has articles on using the software. Click the question mark icon to browse Help articles, or search for specific topics.

‣ Window Display Options include Minimize (docks window in status bar), Restore (makes window smaller for manual re-sizing or full screen), and Close (closes window and program) buttons.

Title Bar, Help Menu & Ribbon Display Options
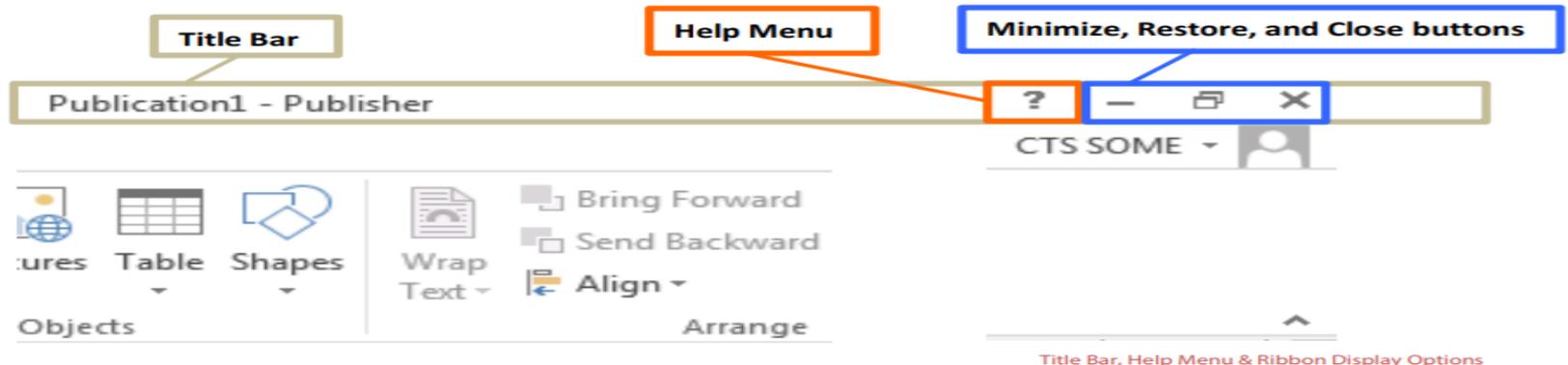
Publisher Organization Tools

▸ Publisher offers many tools to help organize and arrange content in your publication. Here are a few.

▸ **Baselines** are evenly spaced horizontal lines that can be used to line up text. **To show Baselines:**

1. Click the View Tab

2. Look in the "Show" group

3. Check box next to "Baselines"

Baselines will not print. To hide Baselines, uncheck Baselines box
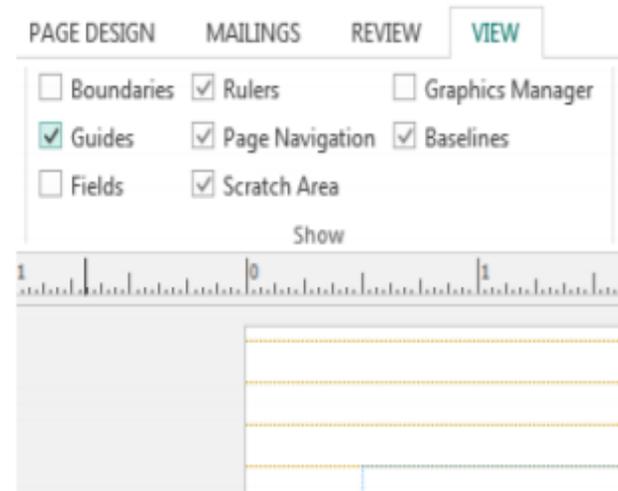
View Tab and Baselines shown in document

Publisher Organization Tools

‣ **Boundaries** are dark blue dashed borders that appear around objects. Viewing object boundaries can be useful to align objects or view text.

‣ **Rulers** are on the left and top of the publication to help line up text, images, and other objects. When an object is selected, a white space will appear on the rulers to show the object's location.

‣ **Page Navigation** is a pane to the left that displays an image of each page in the publication.

Publisher Organization Tools

▸ **Guides** are thin lines that help to align objects. There are two types of guides:

▸ **Margin guides** are blue lines that mark the edges, or margins, of a printable area; they are automatically created when page margins are set.

▸ **Customizable guides** are green lines that can be added anywhere in a publication. **To add them:**

1. Left-click and hold the horizontal or vertical ruler

2. Drag the mouse to the publication

3. Release to add the guide to a location The guide will be placed, and it can be moved at any time by clicking and dragging it

Publisher Organization Tools

▸ **Scratch Area** is the grey area outside the white page area. It shows objects or portions of objects located outside page boundaries; anything in the scratch area will not print.

Diagram of organization tools in Publisher
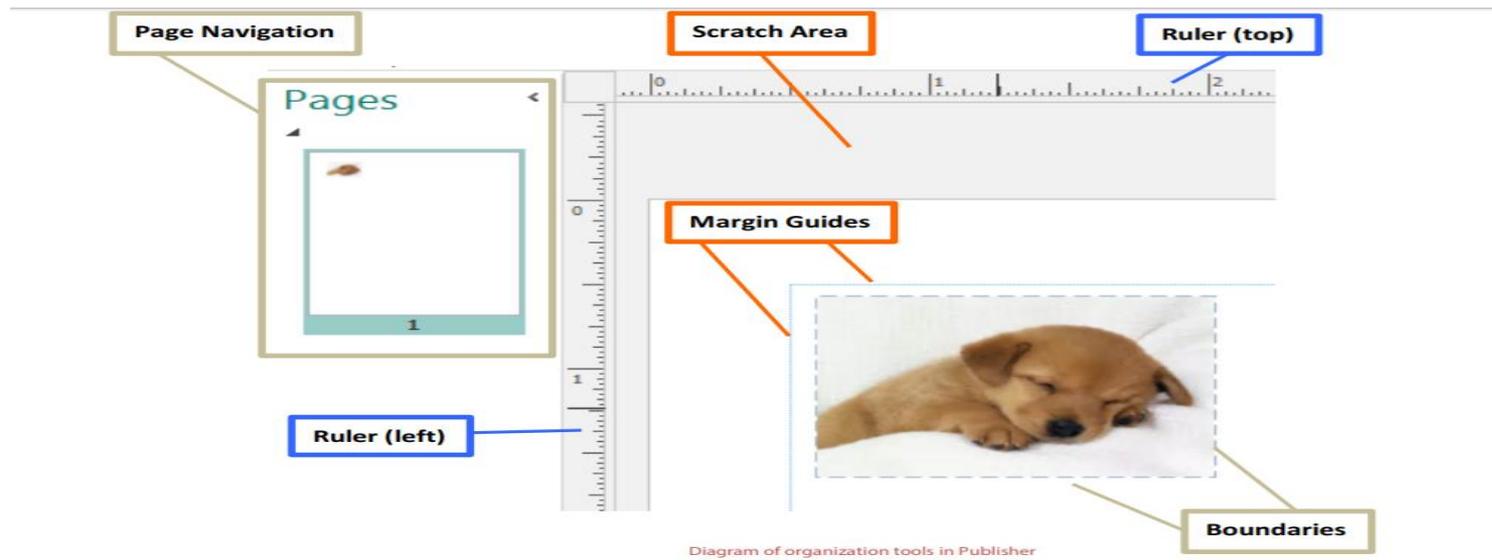
Save Your Work

▸ To make sure you don't lose your work on a document, you should "save early and save often."

1. Click the green File Button near the Tabs.

2. Click Save As

3. Click "Computer".

4. Click "My Documents" folder or any other folder.

5. Give name to file

6. Click Save.

Save As to a Computer location; "Backstage" view
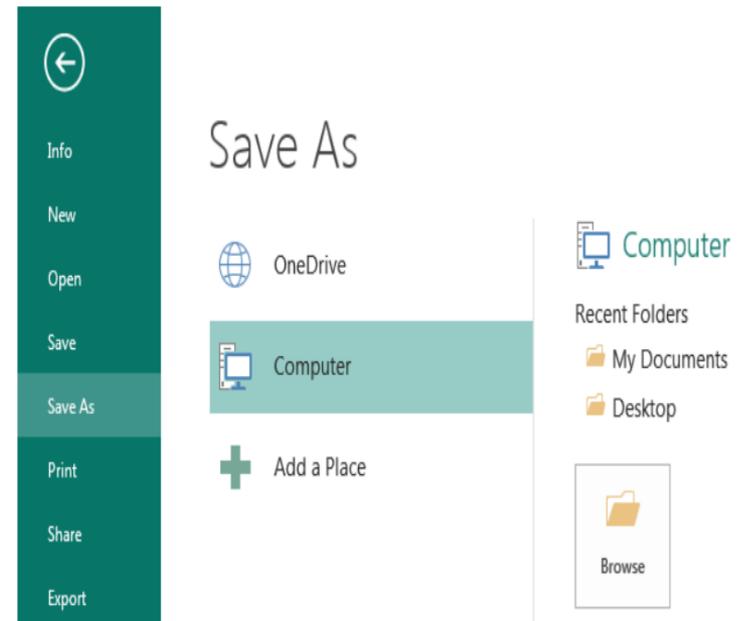
Working With a Publication

‣ Page Layout

Size: Publications like flyers can be large or small. A standard sheet of paper is 8.5 inches wide by 11 inches

Orientation: Do you want the publication to have landscape orientation (wider than tall) or portrait orientation (taller than wide)?

Margins: Margins are areas of blank space that line the edges of a printed document, so the width of page margins can affect the look and feel of the publication.
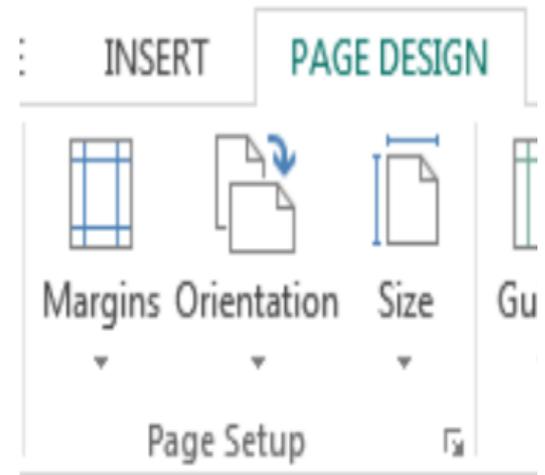
Page Setup options under Page Design Tab

Add pictures to Slides

▸ You can easily insert pictures into your publication from the web and other places.

1. Click Insert Tab.

2. Click "Online Pictures" in Illustrations Group.

3. Search for "New York City" in the Office.com Clip Art box.

4. Select a picture you like.

5. Click Insert.

Create a Publication from a Template

▶ **Create a Business Newsletter**

1. With New selected in the Backstage View, choose the type of publication to be created. For this exercise, let's create a business newsletter.

2. Click the Business Newsletter portrait template (default)

3. Click Create to work with the publication; name and save the file

4. In the Navigation pane, right click and delete page 4, then both pages 2 and 3. Save it!

5. Change the template to read about a fictional business.

Create a Publication from a Template

LECTURE 10
PUBLISHER PROGRAM
END OF SUBJECT