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Microsoft Publisher 2016: Create a Flyer

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What is Publisher?

- A desktop publishing program
- Can be used to create a variety of documents
  - Newsletters
  - Cards
  - Brochures
  - Certificates
  - Flyers
  - Business cards
  - Many more!

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How is Publisher different from other MS Office programs?

- Publisher is an ***object based*** program—you move objects around the workspace to produce a publication.
- A program like MS Word is ***linear***—you type letter after letter, word after word, paragraph after paragraph to produce a document.

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Where to learn more:

- Lynda.com (login via library website) search for: "Publisher 2016 Essential Training"
- MS Office Website http://tinyurl.com/msofficepublisher
- GCF Learn Free https://www.gcflearnfree.org/publisher2010/
- Gale Courses (login via library website) search for: "Introduction to Microsoft Publisher 2013"
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Publisher Review

- We'll view a portion of a Lynda.com video to quickly review the Publisher 2016 interface.

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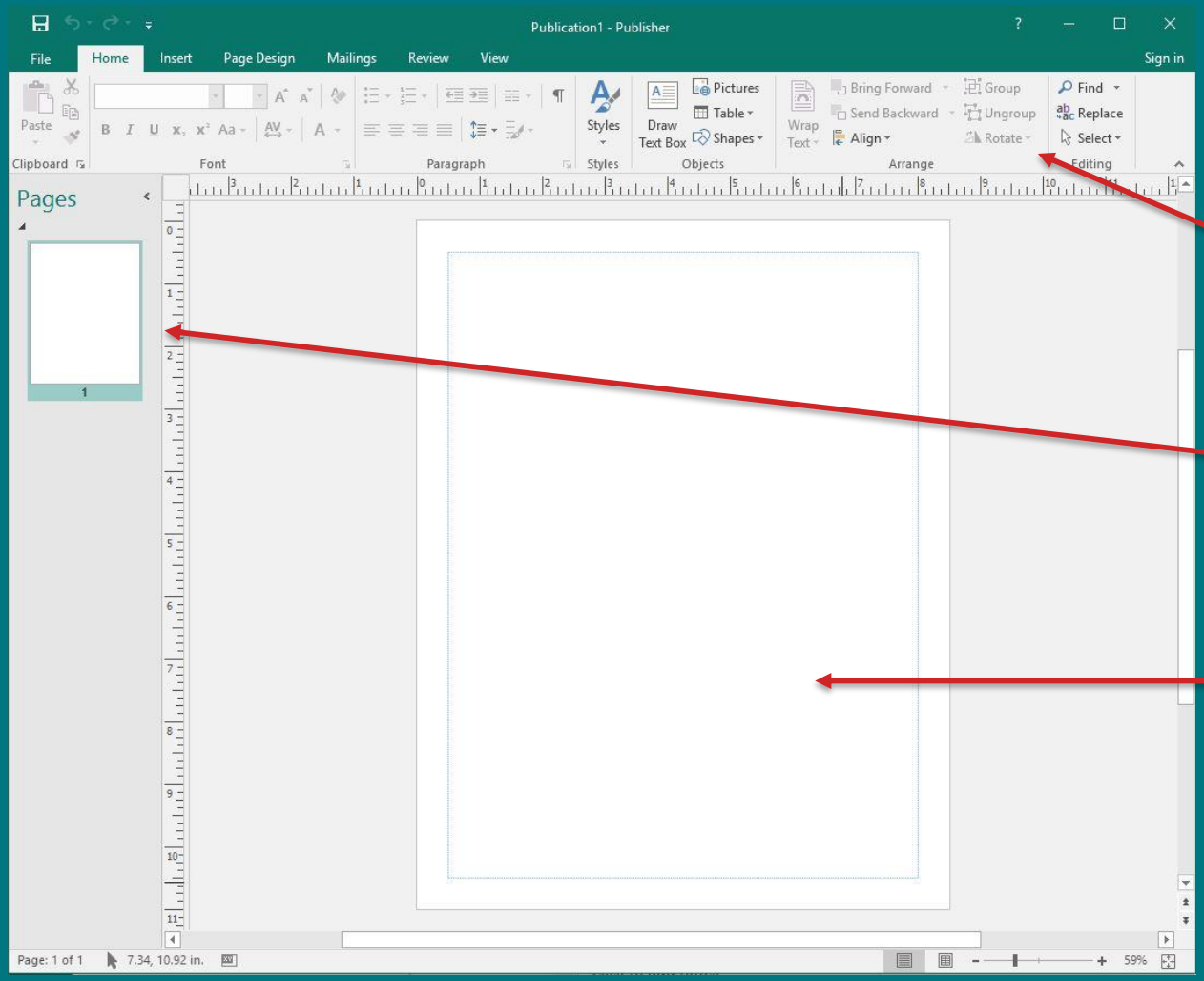
The Publisher Workspace Review



The Ribbon

Page View

The Workspace

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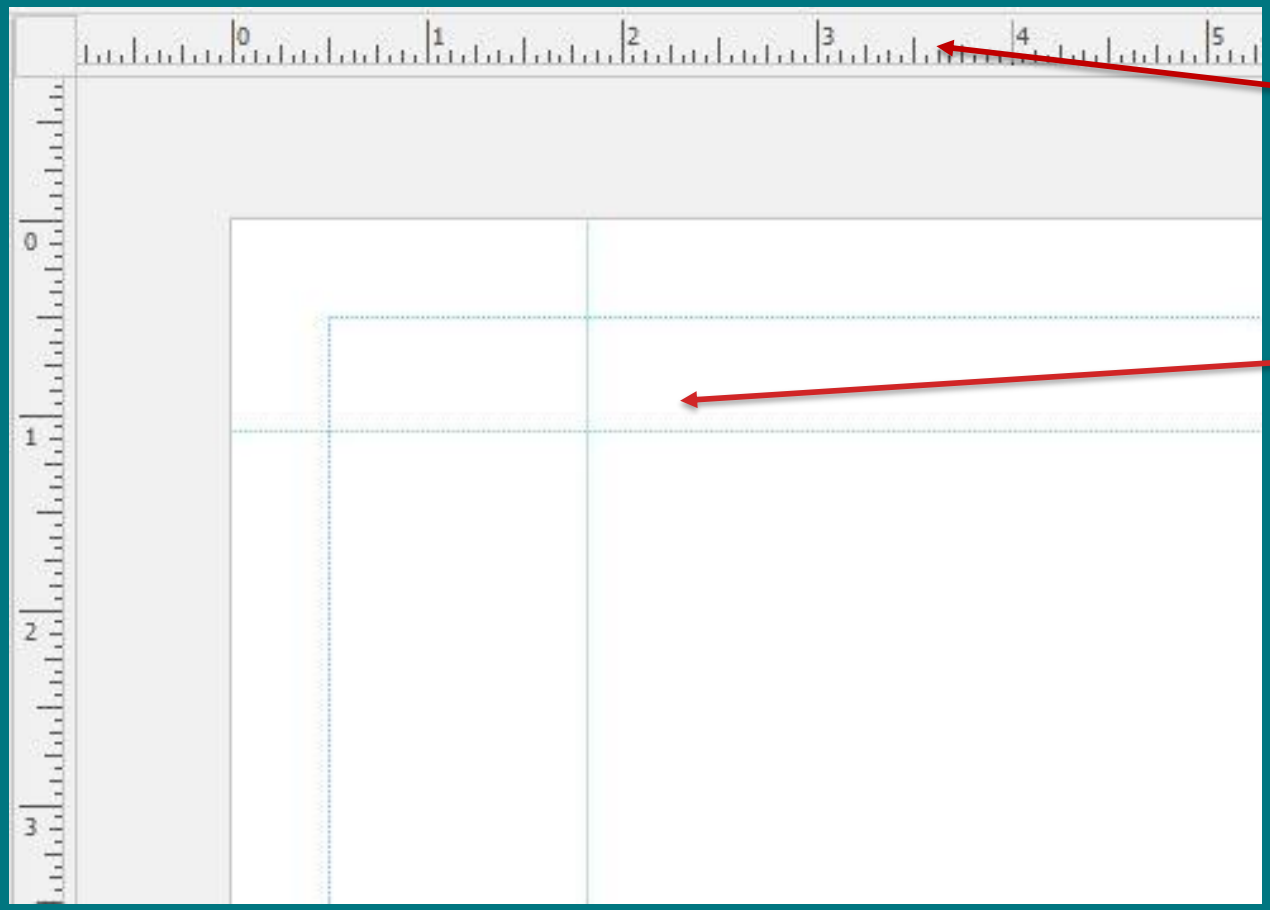
Rulers and Guides



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Activities

In this class, we will:

1. Adapt a template
2. Create a flyer from scratch
3. Create a template

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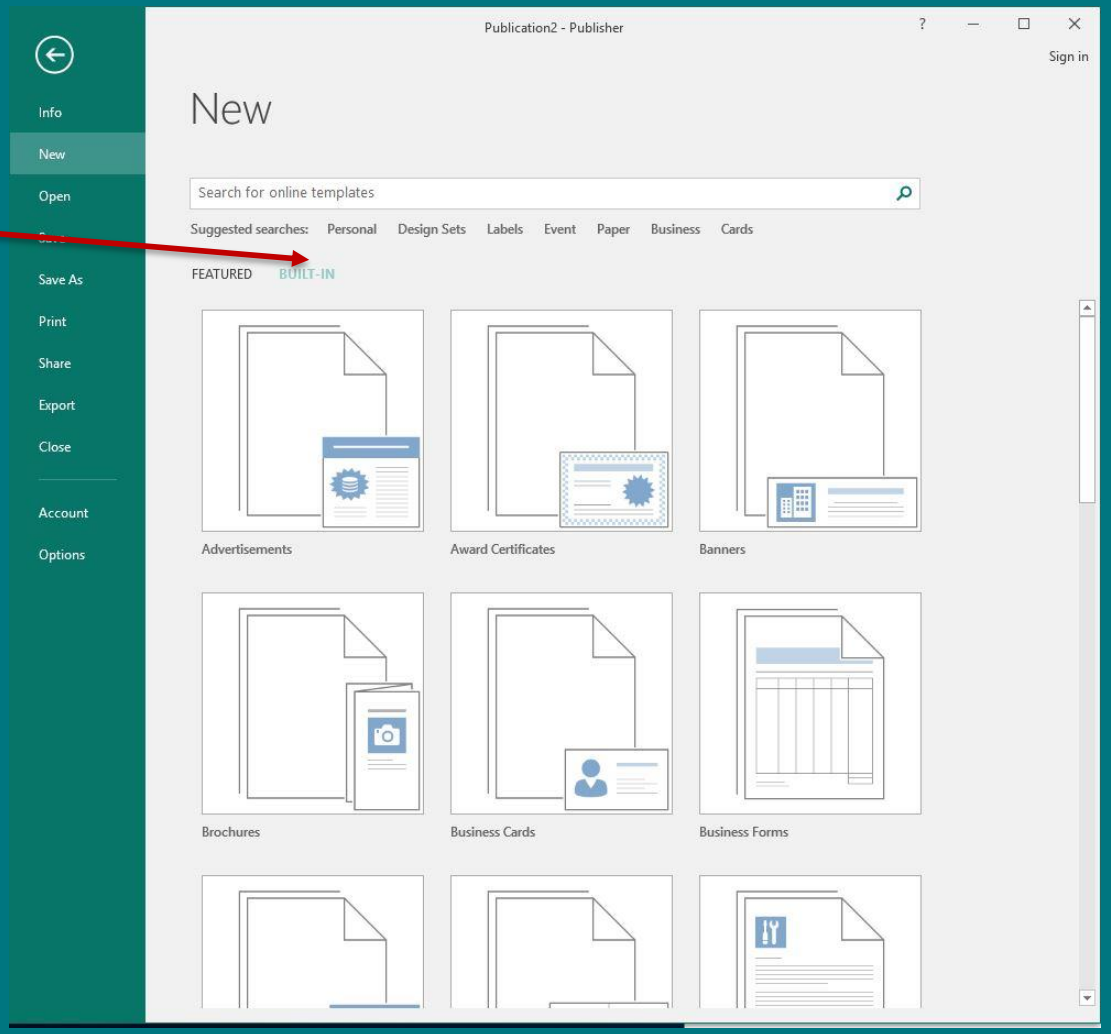
Getting started with Templates

- First, let's switch over to the fill list of **built-in** Publisher templates.
- Scroll through and select "Quick Publications"
- Select "Blocks"



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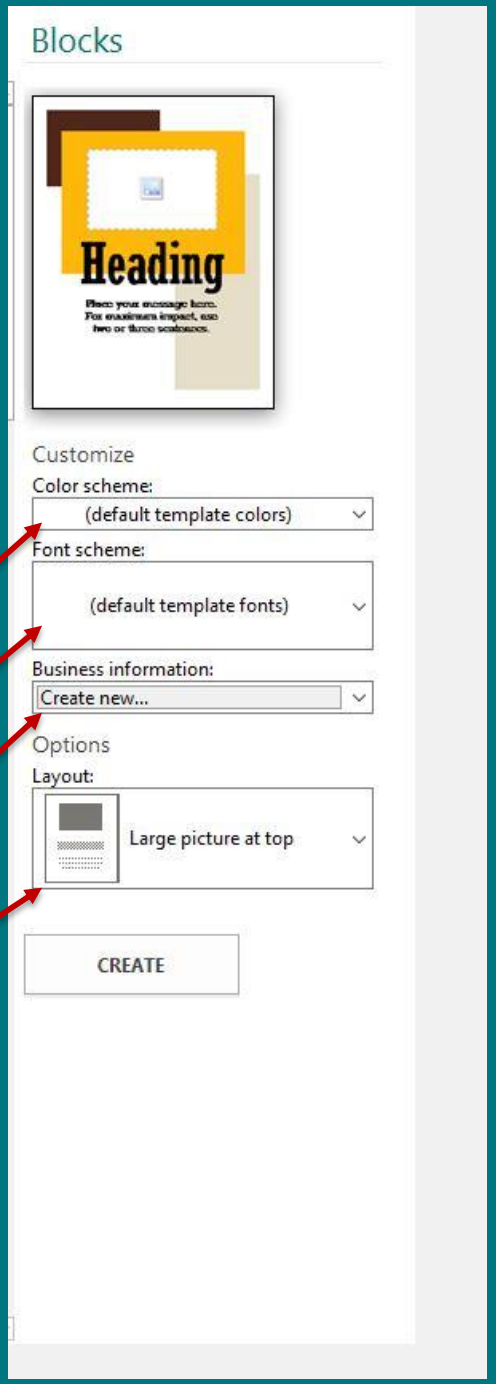
Adapting Templates

- You have several options to adapt a template before you start:
- Choose a pre-set color scheme
- Change the font for the whole publication
- Insert your personal or business information
- Layout and page size options



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Create a Flyer Activity

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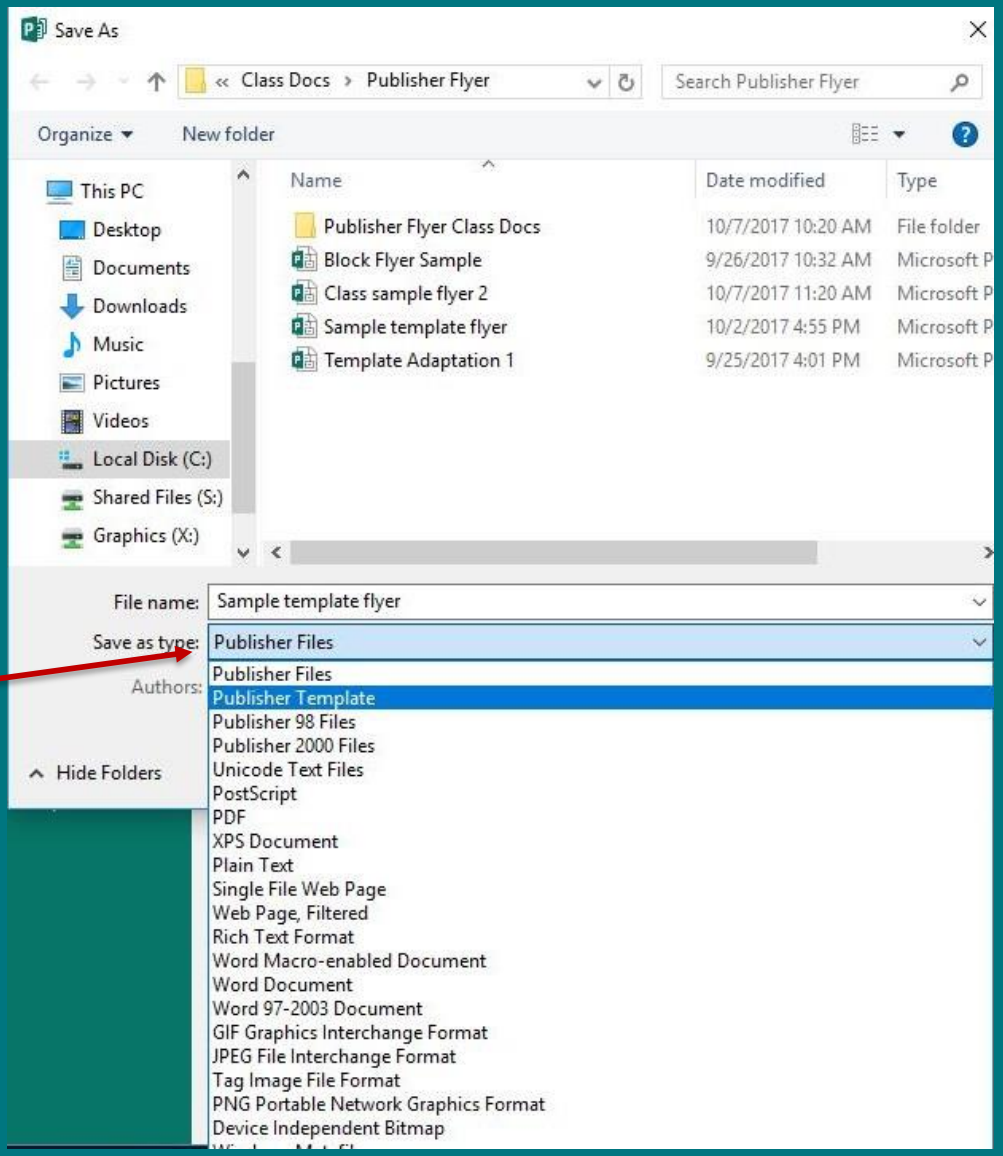
Saving as a Template

- You can also create your own personalized templates
- You can save a Publisher file as a template to reuse by going to the File Tab and selecting "Save As"
- **In the "Save As" menu, change the file type from Publisher Files to Publisher Template.**
- You can also use this option to save to an older version of publisher.



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