

# MS Office 2016: Publisher for Beginners

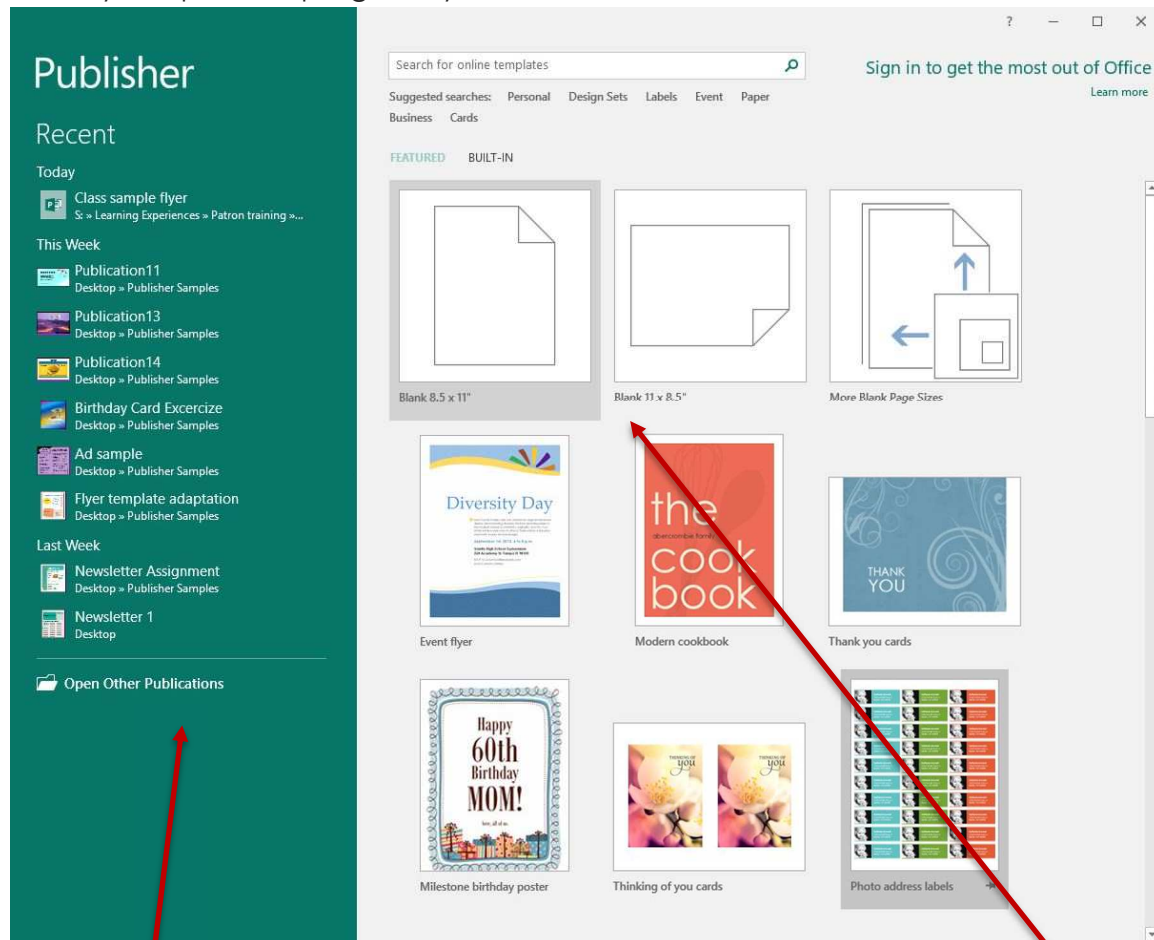
## Why use Publisher?

- Publisher is a useful tool for laying out content for publication whether using the templates or working from scratch
- Publisher enables users to create simple greeting cards, labels, business cards, as well as the more complex publications such as yearbooks, catalogs, newspapers and newsletters.



## Important Info:

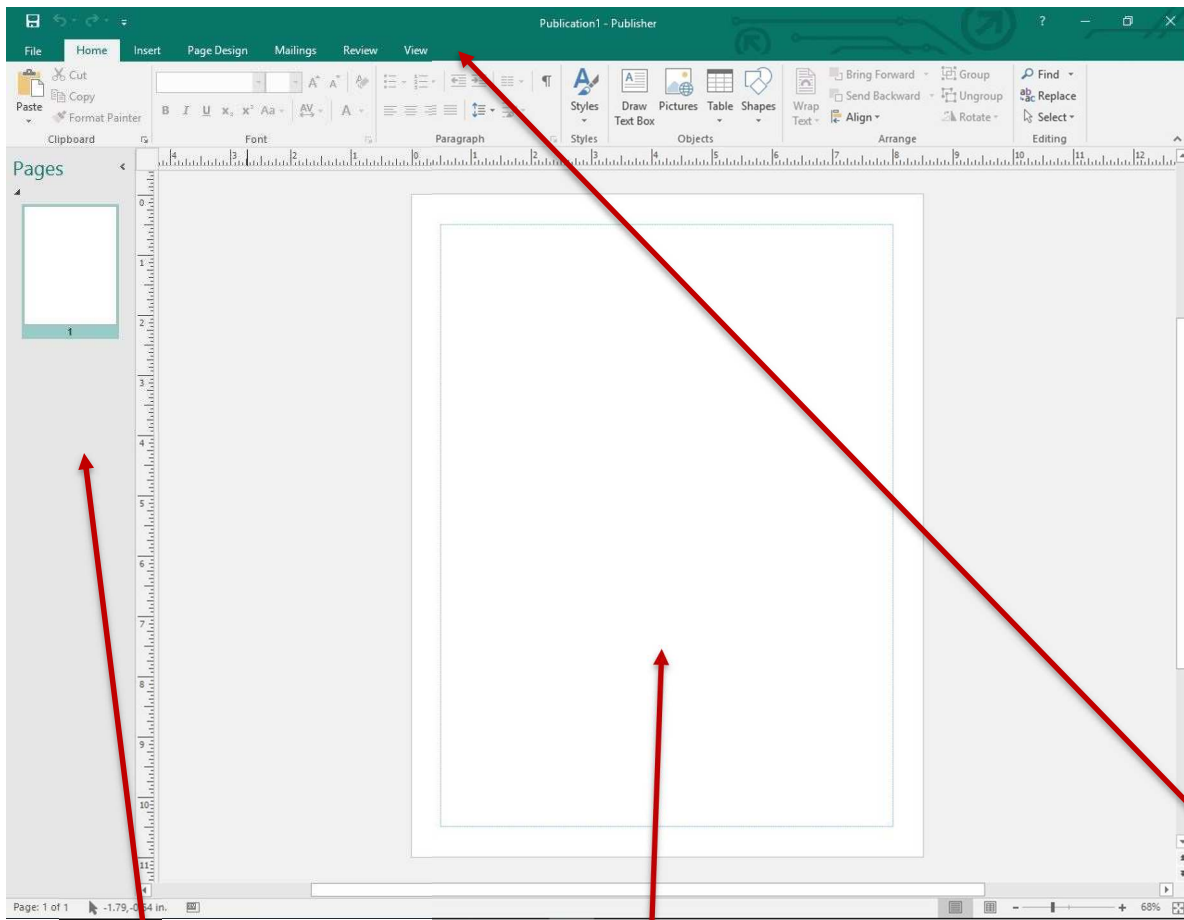
When you open the program, you will see this:



On the left side, you get easy access to previously opened (or saved) files.

On the right, you can choose to open a new blank document, select a built-in template, or search for an online template.

## The Publisher Workspace:

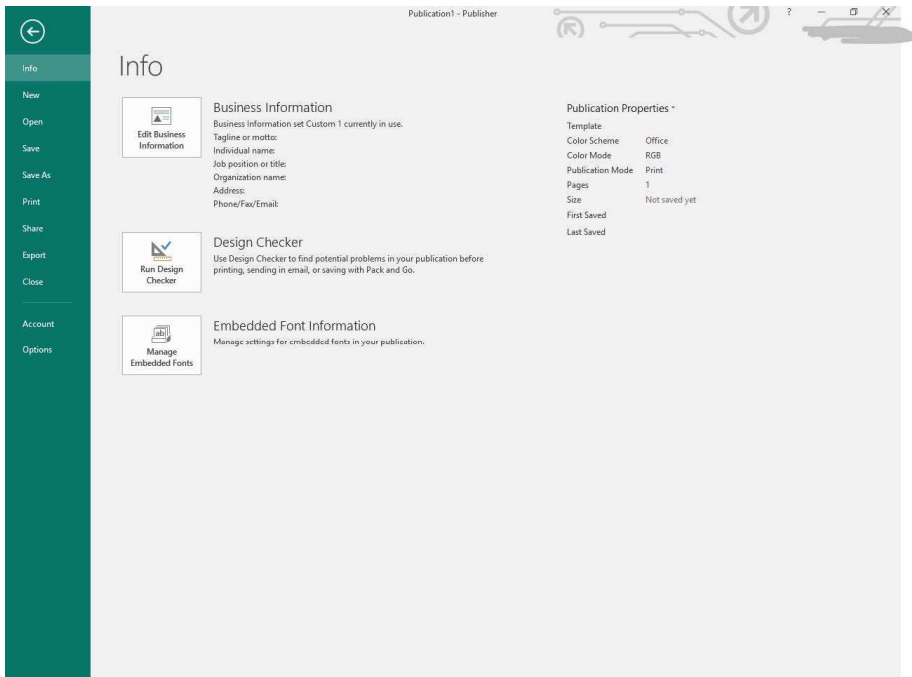


This is the page view panel. In a document with multiple pages you would view and move between pages in your document. You can also insert new pages by right clicking on the page view panel and selecting "Insert Blank Page".

This is your Publisher workspace. Here, you can add and edit elements of your publication.

This is the ribbon. It is similar to the ribbon in many other MS Office programs. Move between tabs to see the options available to you in Publisher.

## A Quick Tour of the Publisher Ribbon:



The “File” tab menu:

- “Info” - information related to your document;
- the option to create a “New” file;
- the option to “Open” the created file;
- “Save” the current file or “Save As” the new file;
- “Print”;
- “Share” via email (but only if you have set up an email software on your computer such as “Outlook” or “Mozilla Thunderbird”);

- “Export” (as a .pdf file or .html, as well as preserving the file for use with professional printers);
- access to the MS Office “Account”;
- The general program “Options”.
- You can exit the File Menu by clicking the back arrow at the top of the menu options.

## The Home Tab:

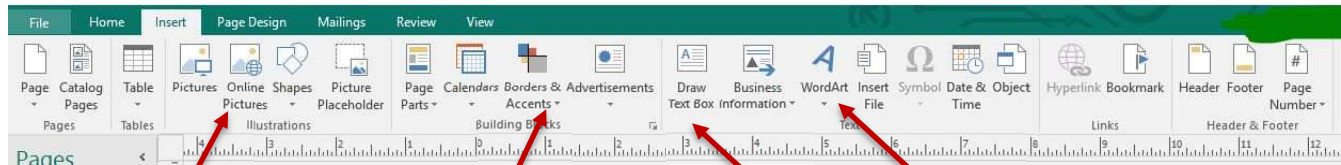


In Font, you can change the size, font, color, and much more of any text in you

In Arrange, you can move objects forward or back to show, hide, or layer objects in your document.



## Insert Tab:

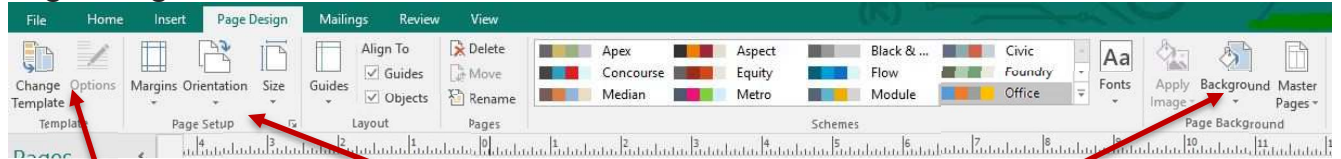


Insert pictures from your computer or the Creative Commons. Add a variety of shapes, too.

Add built-in elements, like borders, pull quotes, sidebars, or ads.

Insert a text box or Word Art

## Page Design Tab:



Use Template to change your template without losing text or images.

Manage margins or change the orientation (Portrait or Landscape), or size of your publication.

Change the background of your publication.

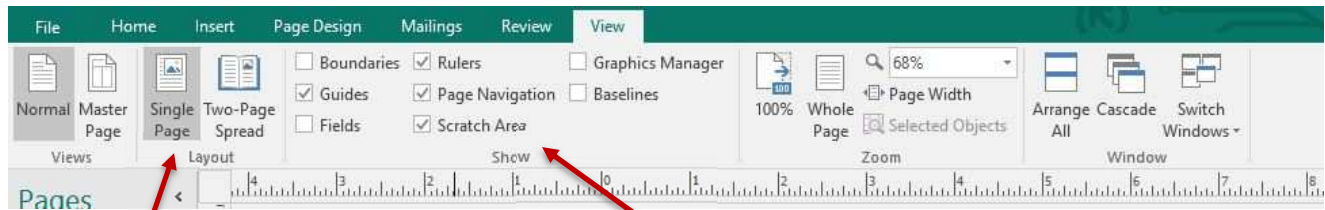
## Review Tab:



Check your spelling!

Change the language of your publication.

## View Tab:



Change the way you view your publication in the Workspace.

Manage what shows up in your Workspace—guides, rulers, etc.

### Where to learn more:

MS Office Website: <http://tinyurl.com/msofficepublisher>

<https://www.gcflearnfree.org/publisher2010/>

Lynda.com (login via library website) search for: "Publisher 2016 Essential Training"

Gale Courses (login via library website) search for: "Introduction to Microsoft Publisher 2013"