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## Publisher Basics: Create Greeting Cards and More!

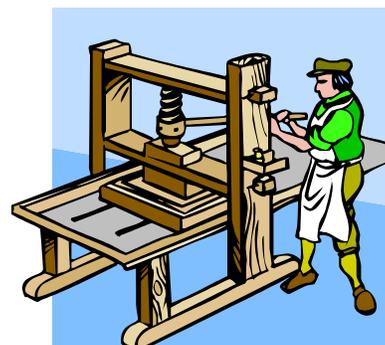
**Overview:** Introductory course to Microsoft Publisher, a program that is used to design many items, including greeting cards, business cards, brochures, and more!

**Requirements:** Good mouse skills (ability to move the mouse on the computer screen and click or double click as required with minimal assistance).

**Length:** 3 hours (with a 10 minute break)

### Objectives

- The student will be able to understand the basics of using Publisher
  - Open the program from the Desktop
  - Be familiar with the Ribbon
  - Create a simple Publication for Print using the “New Publication” Wizard
  - Make changes to the publication using the mouse (resizing) and keyboard (changing words)
  - Practice making various publications including a business card
  - Understand how to print a Publisher file



## What is Publisher?

“It is an entry-level desktop publishing application, differing from Microsoft Word in that the emphasis is placed on page layout and design rather than text composition and proofing” (Wikimedia, 2008)  
Came into being in 1991 as “Microsoft Publisher for Windows”

“[L]ess expensive alternative to the ‘heavyweights’ (Adobe InDesign and QuarkXPress) and also its focus on the small business market where firms do not have dedicated design professionals available to make marketing materials and other documents (Wikimedia, 2008)”

### Various Publisher Icons

2.0 97/98 2000/2002 2003 2007




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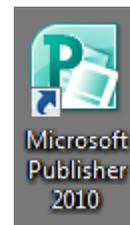
## Open Publisher – Use One of Two Ways

Locate the icon on the desktop and:

Use the mouse to double click on the icon

**OR**

Use the mouse to click **once** on the icon  
then press the **Enter** key on the keyboard



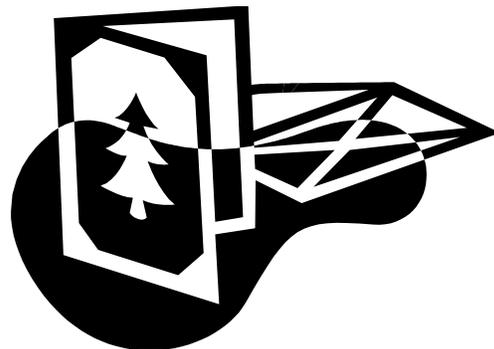

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## Publication Templates – Your Gateway to Using Publisher

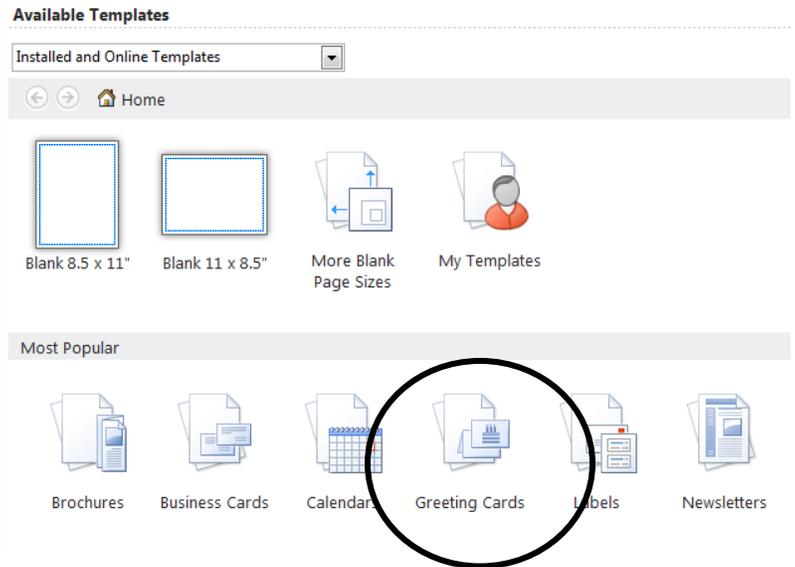
There are hundreds of templates from which to choose.

For this class, we will create a **Greeting Card**.

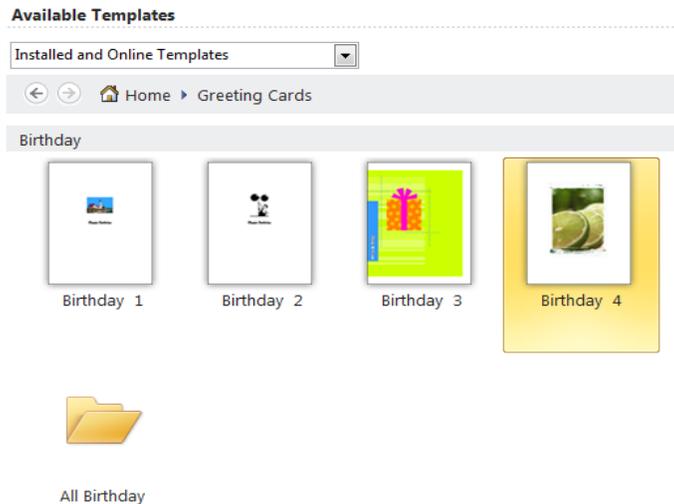
Remember, you may use the templates to create any of the publication types listed – labels, flyers, brochures, envelopes, and more!



Click on New (on the left) and under **Available Templates**, choose **Greeting Cards**.



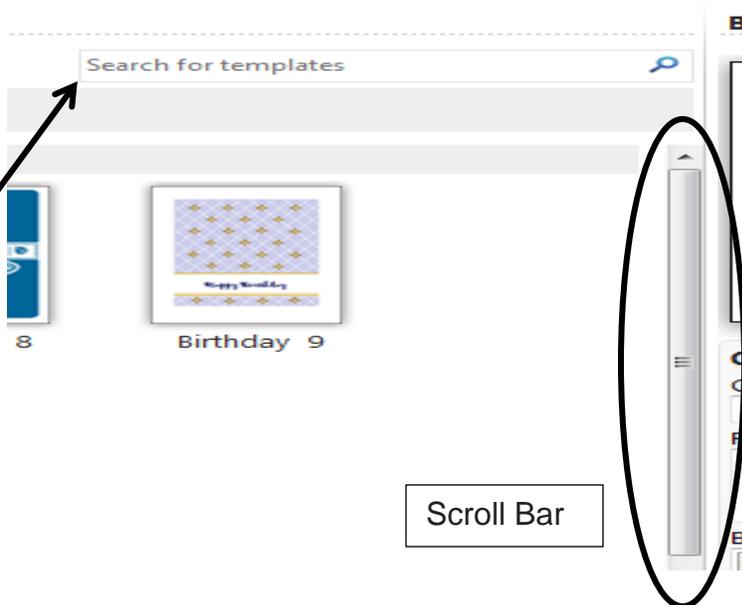
Here is where you may select the type of card you wish to make. Notice that the window has changed to display the various kinds of cards you may create – **Birthday, Holiday, Occasions and Events**, and more.



For this class, please click once on **Birthday 4**.

Notice the **Scroll Bar** on the right of the window – that indicates that there's more available than what is displayed on the screen.

You may also search for more templates using the **search box**, also on the right.



## Publication Options

Notice that once you choose a publication, the right-hand pane changes to present new options to you, including:

**Color scheme:** The creators of Publisher have put together groups of colors that go together well. You may choose a color scheme by clicking on the upside-down triangle to the **right**.

**Font scheme:** works the same as color scheme

**Business information:** this is where you may enter in your name and address, amongst other information. This information is erased at the end of your session on library computers.

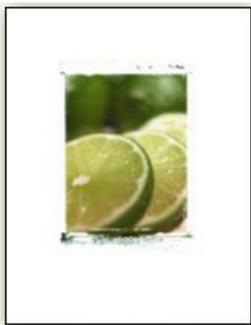
**Page size:** choose the layout you like: quarter page side fold, quarter page top fold, or half page side fold. Whatever size you choose, your publication will print on a **single** 8 ½ by 11 sheet of paper.

**Half-page side fold** – 5 ½ x 8 ½ inches

**Quarter-page fold** – 5 ½ x 4 ½ inches

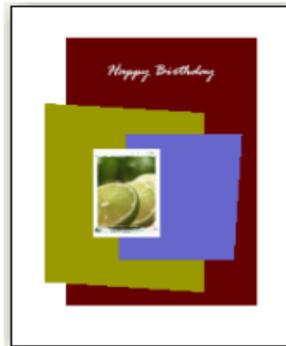
**Layout:** Change the entire look of your publication here. Click on the triangle and choose an option.

EXAMPLE LAYOUT CHANGE:



Birthday 4

Focus Layout



Birthday 4

Juxtaposition Layout

**Birthday 4**

**Customize**

Color scheme:  
(default template colors) ▼

Font scheme:  
(default template fonts) ▼

Business information:  
Create new... ▼

**Options**

Page size:  
Quarter-sheet side fold ▼

Layout:  
Focus ▼

Create

Choose one Card and Design Option now  
Click **Create** to begin the publication

## A Word about Saving Your Work

SAVE your Publication – **Save early and save often!**

Click **Save** on the **Quick Access Toolbar** and the **Save As Dialog Box** will appear. Note that Windows defaults to saving in **Documents**.

**Documents** is fine for saving work on **your** personal computer

**On the library's computers**, you must save to the Removable Drive (usually the E: or F: drive). The removable drive is your personal **USB drive** that you own and bring along with you.



Type a file name

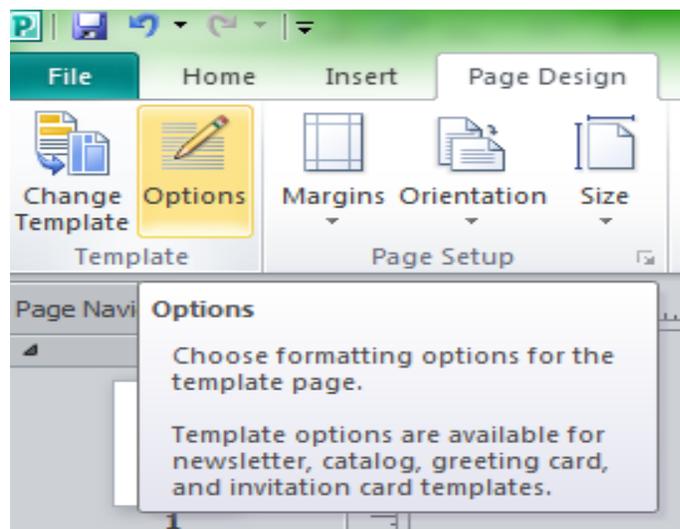
Click the **Save** button

## Suggested Verses

If you want to write your own verse for your card

**OR**

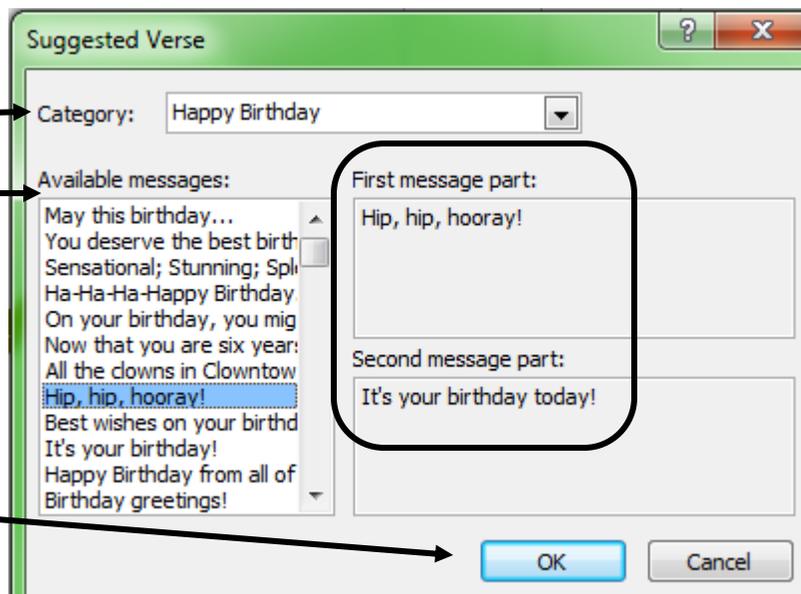
You may also look at **Suggested Verses** as well by clicking on the **Page Design** tab and choosing **Options** in the **Template** group.



This is the **Suggested Verses** dialog box. You may choose a **Category** of verses (here it's Happy Birthday).

Once you have a Category, **Available messages** appear. To view an entire message, **click on it**. The **First** and **Second** message parts appear in the boxes.

When you see a verse you want, click the **OK** button and Publisher will place the verse in your card.



## Editing Your Publication

On the right side of your screen, there is a place to “turn” the pages of your publication.

**Click** on a page and see your publication change



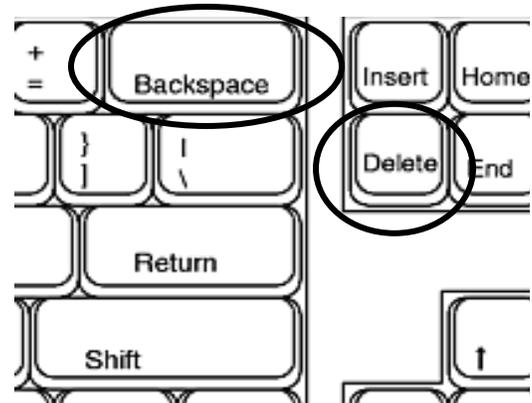
If you see something on a page you want to change:

**Move your mouse** over the words currently printed there

Click **once** (you will see the cursor)

Use the **Backspace** and **Delete** keys to take out the text that is present

**Type** in your new text



**SEE EXAMPLE LATER IN HANDOUT**

## Text and Picture Boxes – Keys to working in Publisher

When you work in Publisher, you are always working in **text or picture boxes (also known as frames)**. These boxes allow you to place words and pictures wherever you like on the page.

Just because your card is laid out one way doesn't mean you are trapped with that text, picture, or “look;” you can change **any** publication **any** way you like.

Here we will consider **text and picture frames** themselves and then move to **editing text** and changing pictures in our publication.

Text boxes are squares or rectangles of varying shape and size. They are always bordered (whether or not you can actually see the border is another option) and you may change the size of an individual box using the **mouse**.

If you change something in one text box, it is only changed for that specific box (for example, if you change font type in a box, it only applies to that box).

In **any box** the **mouse** is the key to changing size, shape, or font

**The mouse will change shape** depending on where it is in the Publisher program



Each of these **mouse pointers** means you may do something specific with the **text or picture box** in your publication:

**Arrow:** A typical pointer for selecting something (like seeing what is in a particular **drop-down menu** on the **Menu Bar**)

**Double headed arrows:** When you mouse over a specific area on a box your mouse will change to this shape. Indicates you may **click and hold** your mouse and **drag** the box to **resize** it.

**4 Way arrow:** Indicates that you may click and hold your mouse button to **move a box without changing its size**.

**Busy:** The computer is processing your commands.

**Rotating arrow:** Indicates you may click and hold your mouse button to **swivel a box** – picture or text

**“I beam”:** Generally indicates text (rather than pictures) will be inserted in an area. An “I beam” can also be used to highlight or select text for change (cut, copy or paste) or deletion (for example if you have typed your brochure in Word and want to copy the text into Publisher, your mouse would be an I beam)

Click on the picture on page one of your card.

Notice that **8 white circles**, **one green circle**, and **dotted lines** appear around the picture.

Move your **mouse** over **one white circle**. It will turn into a **double headed arrow**. **Click and hold** your mouse button and **move it** down or up – your picture will **resize!**

Move your **mouse** over the **green circle**. It will change to a **rotating arrow**. **Click and hold** your mouse button – your picture will **rotate!**



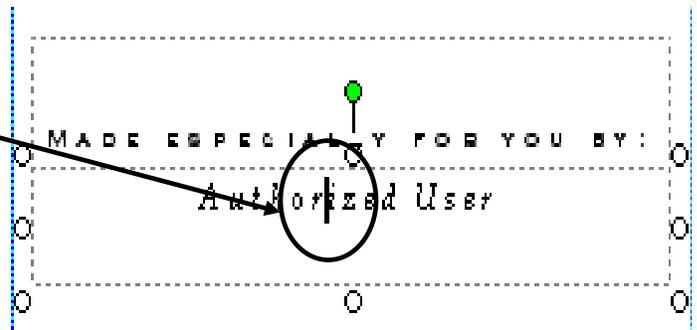
## Example Editing (Text within a Text Box)

I don't want **Authorized User**  
Type **Your Name** in its place

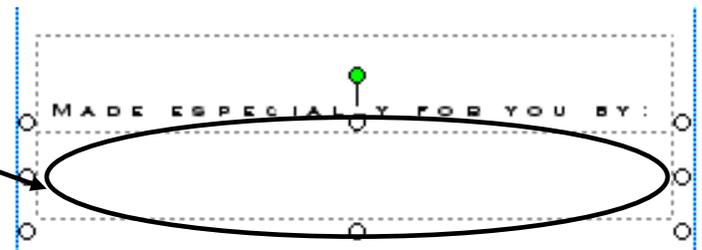
**Move the mouse** over the words  
**Authorized User**



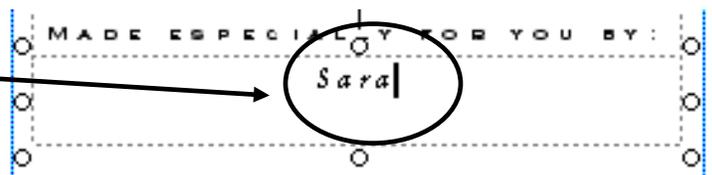
**Click once** (see the **cursor** on the screen  
– the blinking black line)



Use the **Backspace** and **Delete** keys to get  
rid of **Authorized User** (the space is blank  
now)



Type in **Your Name**

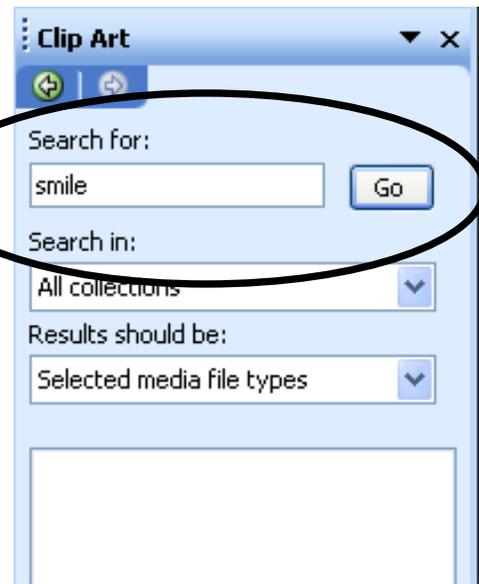


## Example Editing – Changing a Picture

Let's say we don't like the picture on this page and we want to change it:



Click on the picture, then go to the **Insert Tab > Clip Art**  
 The **Clip Art Task Pane** will appear on the side of your screen  
 Click once in the search box  
 Type in your search term  
 Click **Go**

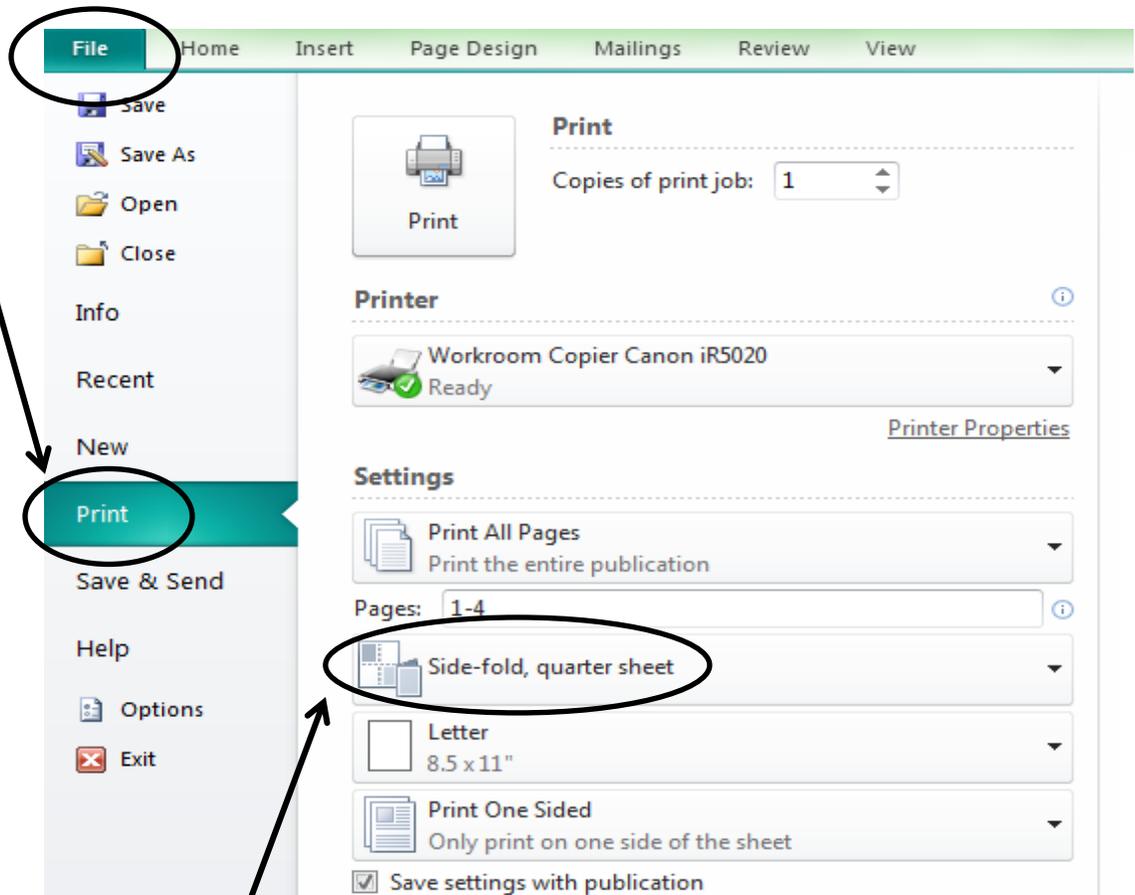


When you find the picture you want, click on it and Publisher will insert it for you  
 Remember you can resize any picture or text box by using the mouse (it will change shape as you move it around – when you see the shape you need, click and hold the mouse and drag it where you want)



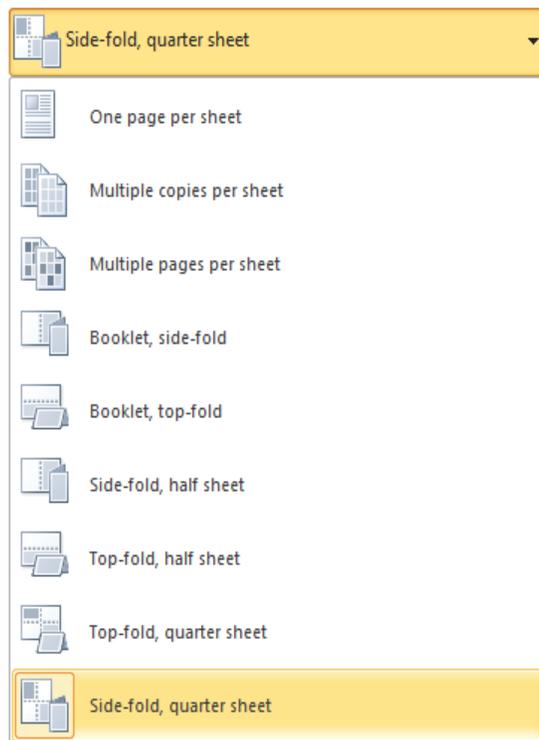
## Print Options

Click on the **File** tab and choose **Print**. This is what your screen will look like:



There are multiple choices for you. Probably the most important one is the **fold** option. Here it says, "Side-fold, quarter sheet." Click on that and see what other options are there for you.

All of these options apply to **one** 8 ½ by 11 sheet of paper. So, even though Publisher is saying it's printing all four pages of the greeting card, it actually will come out on one sheet of paper.



You may also take some time to look at the other Print Options: one-sided, paper choices, and possible printer choices as well.

*Resources*

**\*\*These items are available in the NIOGA Library System!\*\***

**\*\*Contact your local library for assistance!\*\***

<b>Call Number</b>	<b>Author</b>	<b>Title</b>	<b>Date</b>
686.2254 MICR-DVD	Pelton, S.	"For Beginners" Series: Microsoft Publisher (DVD)	2008
686.2254 POSE	Posey, B.	Using Microsoft Publisher 2010	2011
005.5 SHOU	Shoup, K.	Office 2010 Simplified	2010
005.5 WEVE	Weverka, P.	Office All-In-One for Dummies	2010

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