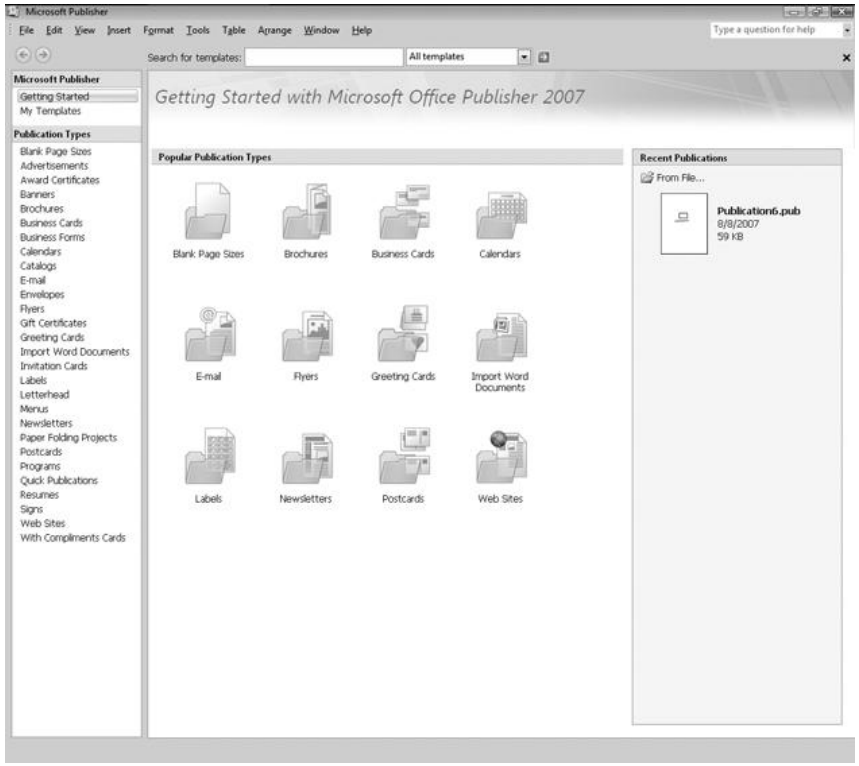
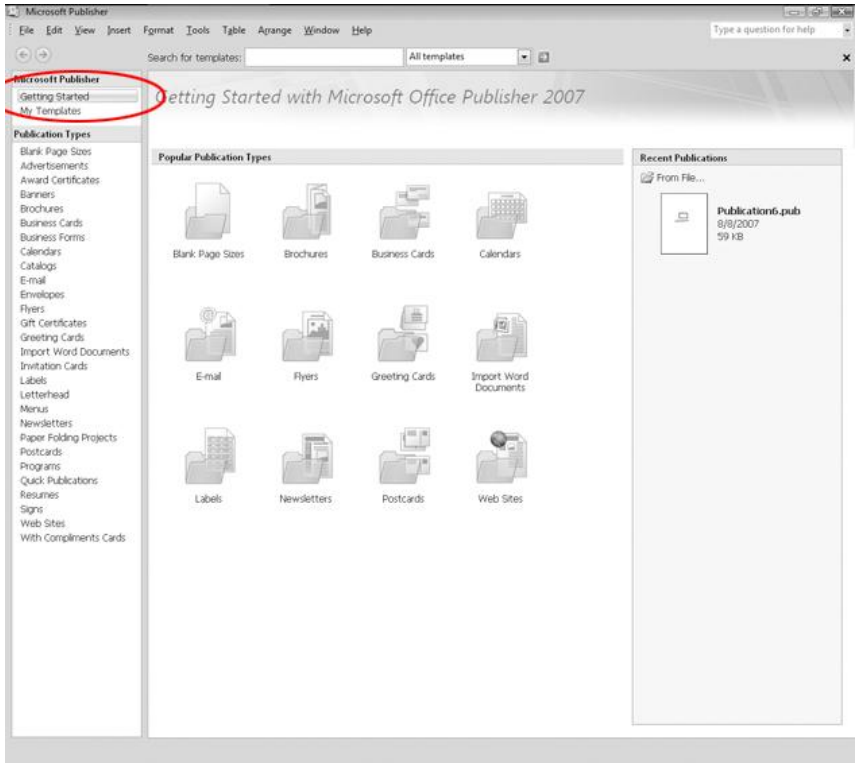
Intro to Publisher

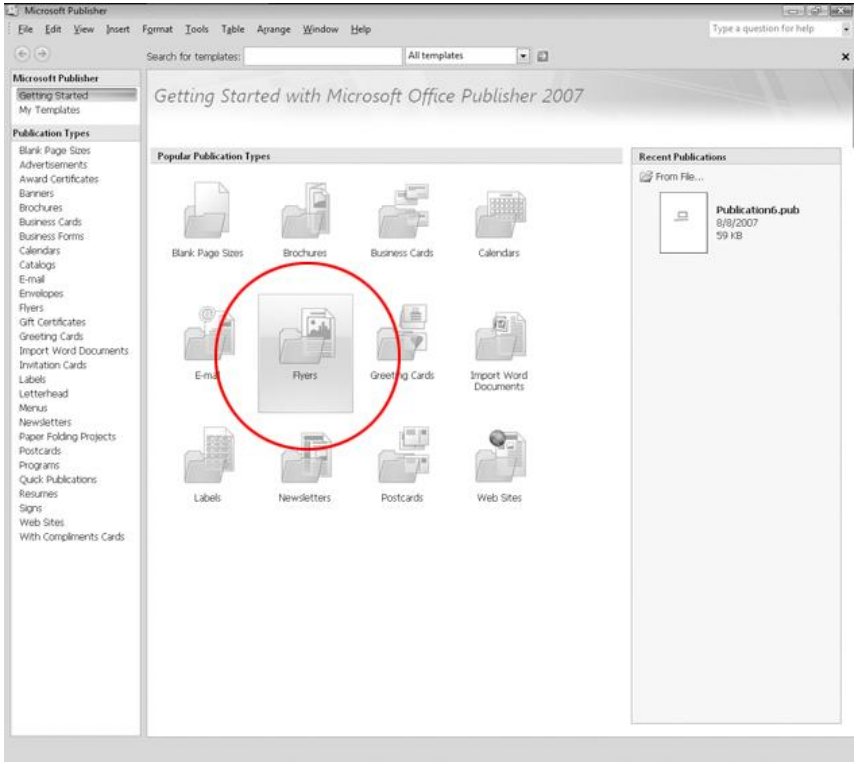
- Start **Microsoft Publisher**



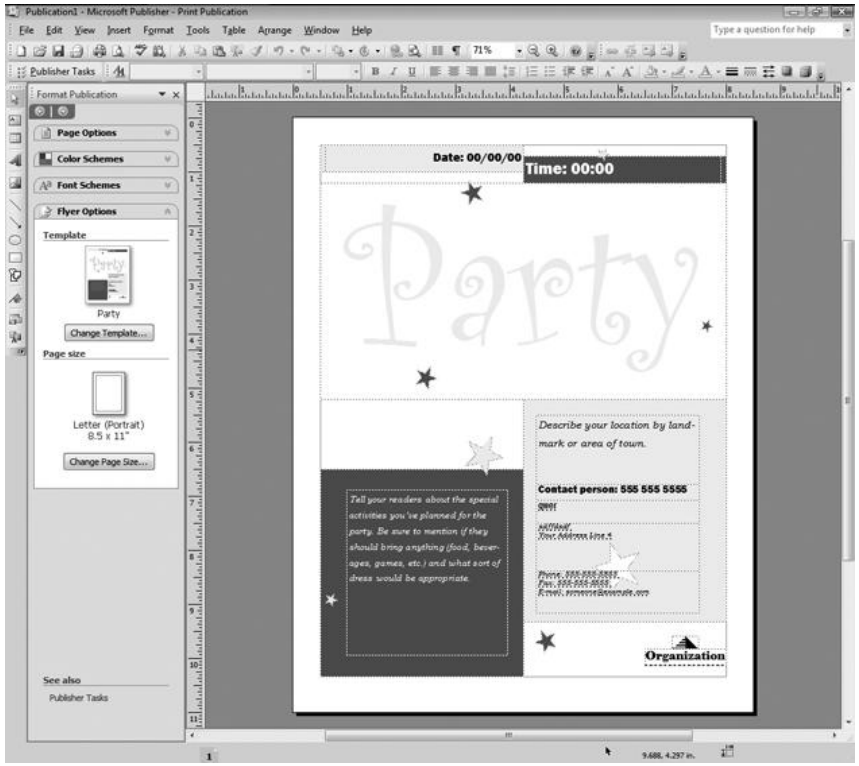
- In the **Microsoft Publisher** pane, make sure **Getting Started** is selected.



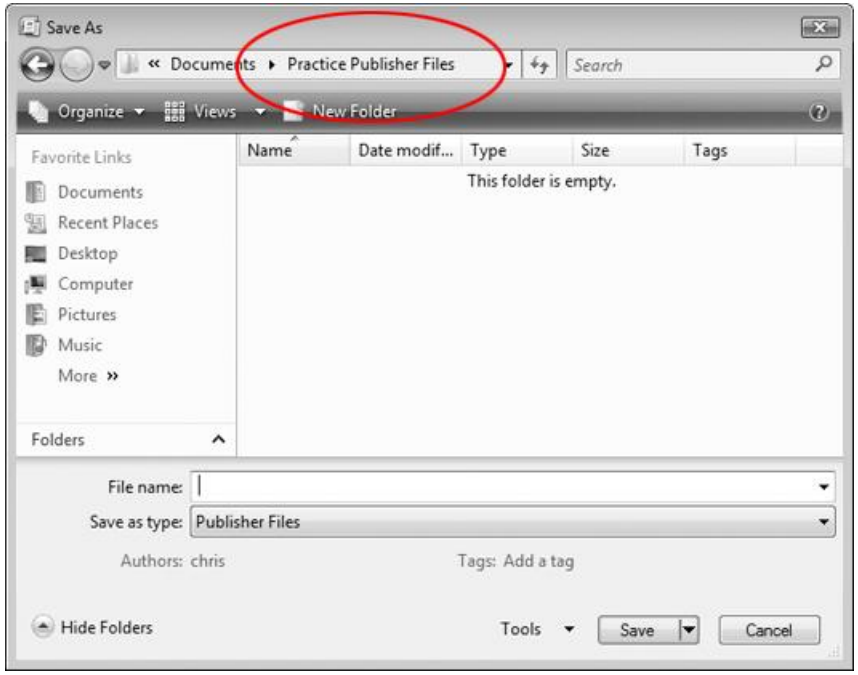
- Select a design
  - Blank page sizes
  - Select your size for your page



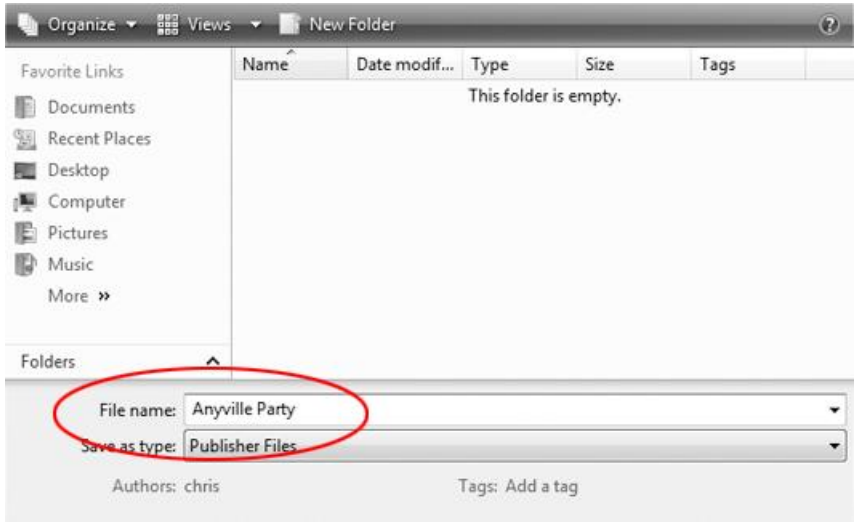
- You can also select a design layout



- Save the document
  - On the Toolbar, click **SAVE AS**
  - or you can publish it to a **PDF** file when is done

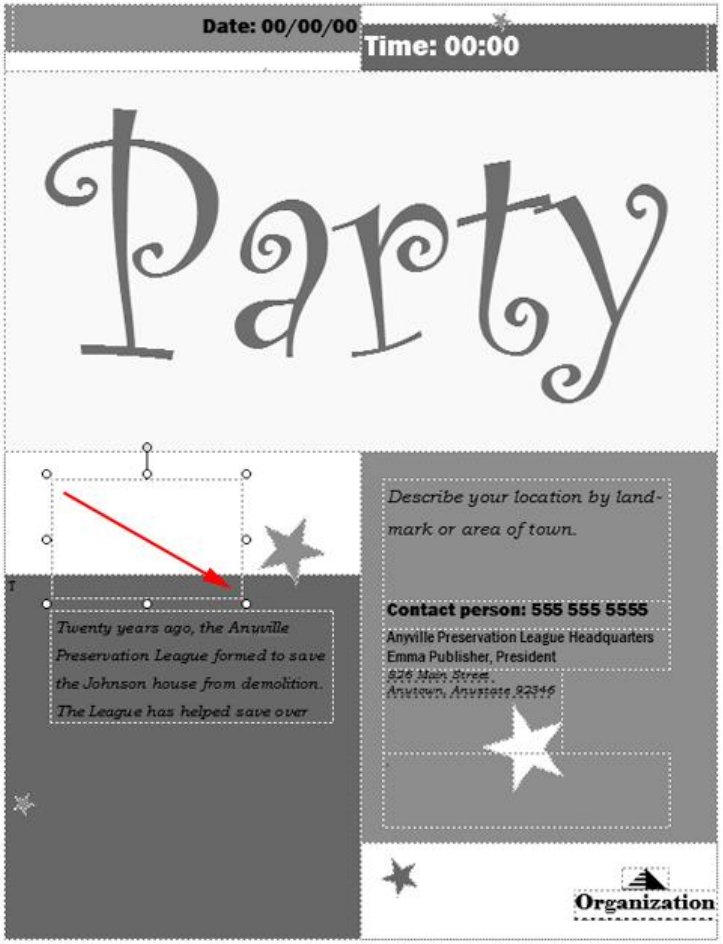


- Click in the **File name** box, then type
- Then click the save button

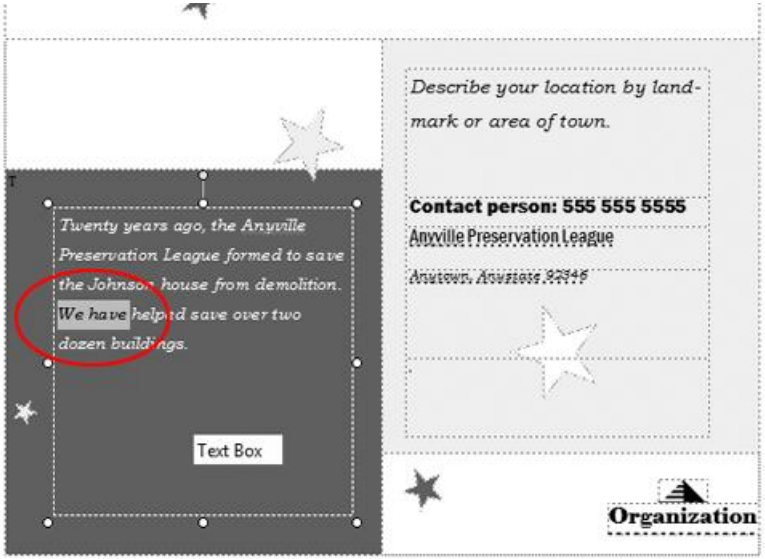


- Work with text
  - Pull down the **TEXT BOX** from the **TOOL BOX**
  - Drop the text box into your page and drag to the size you wish
  - Then enter texts

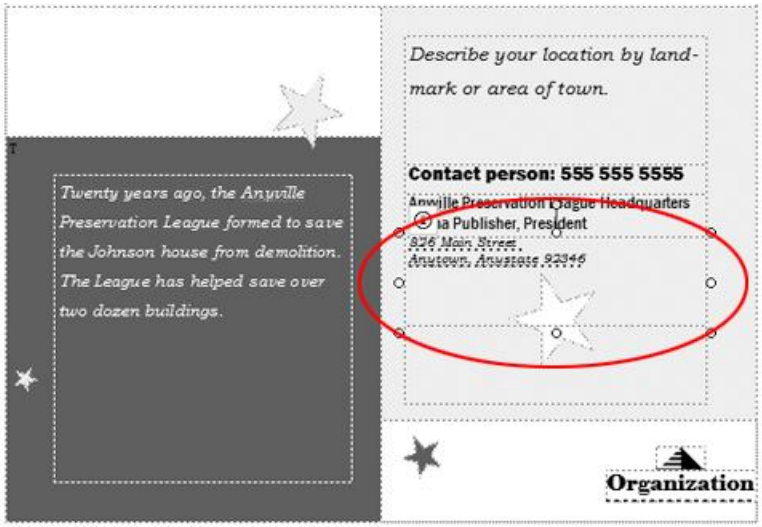
- Click the mouse button and keep it held down.
- This will anchor the upper left corner of the new text box
- Drag the crosshairs down and to the right
- Release the mouse button to finish drawing the box.
- The box is now ready for you to enter text



- Highlight the words
  - Block the texts that you want to highlight
  - Highlight with color
- Or Press the **DELETE** key on your keyboard
  - The text should disappear



- **Resize a text box**
  - Click the text box that contains the text

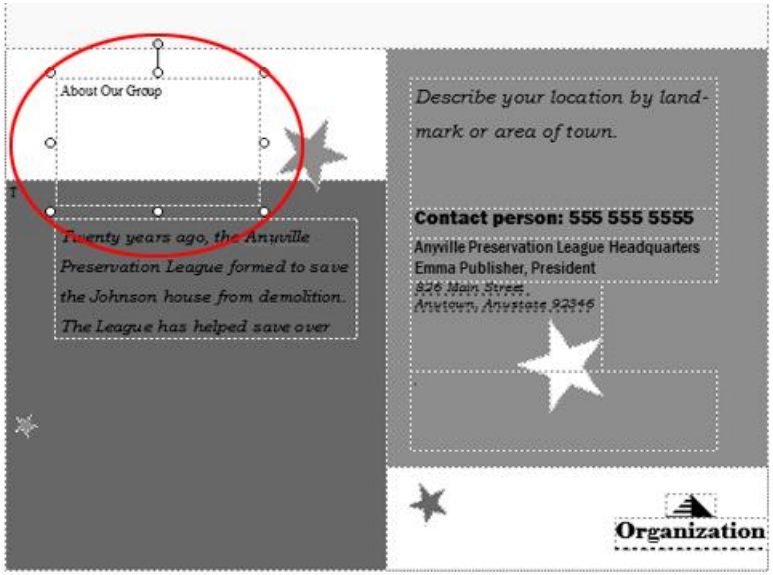


- Place the cursor on the right center circle in the outline around the text box
- The cursor should change to a double-arrow

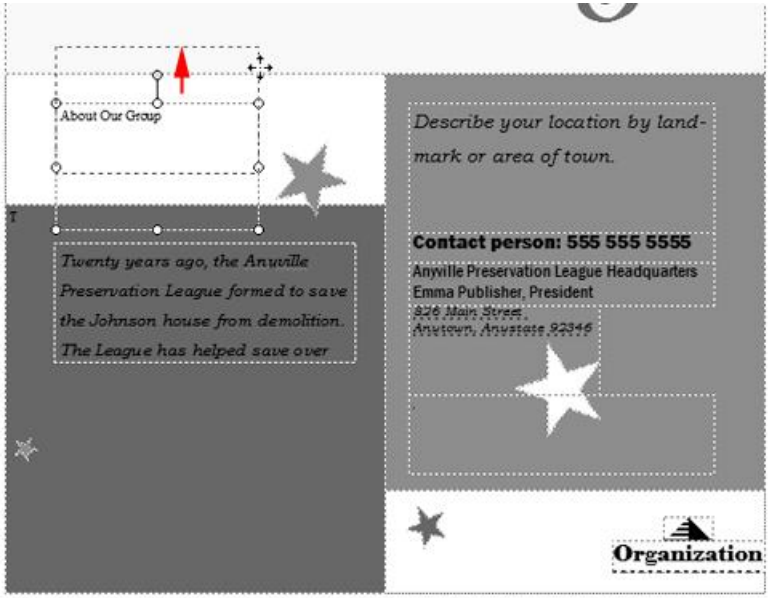
- Click and drag the right or left edge of the box until the size you want

Move text boxes

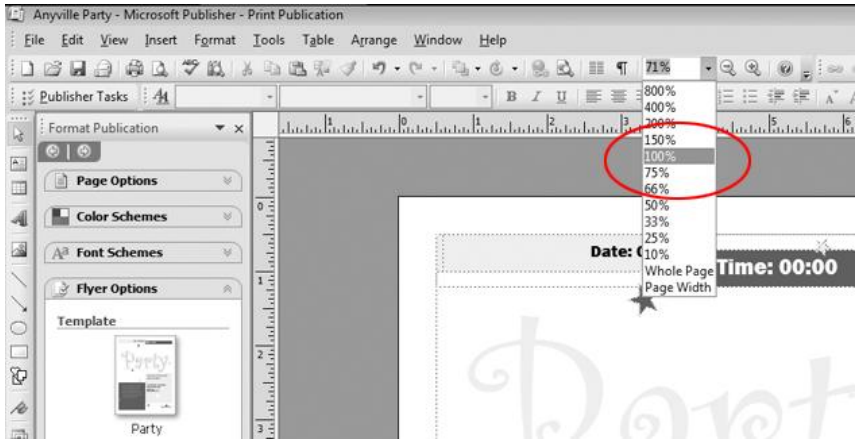
- Click the text box to select it



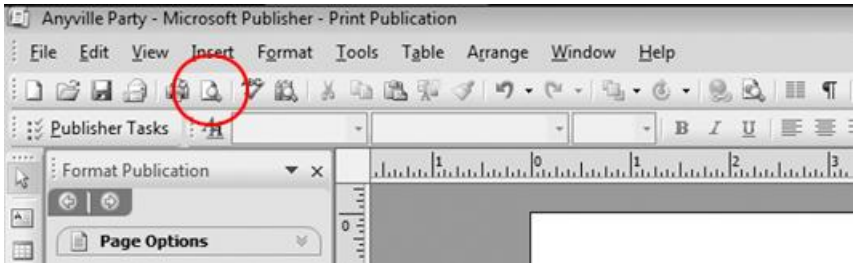
- Put the cursor on the edge of the text box. It should turn into a four-pointed arrow
- Then drag the text box up or down



- **Use Zoom features**
  - On the Toolbar, click the drop-down arrow
  - Click the View Size drop-down arrow again, then click **Whole Page**
  - The document view should return to its original size



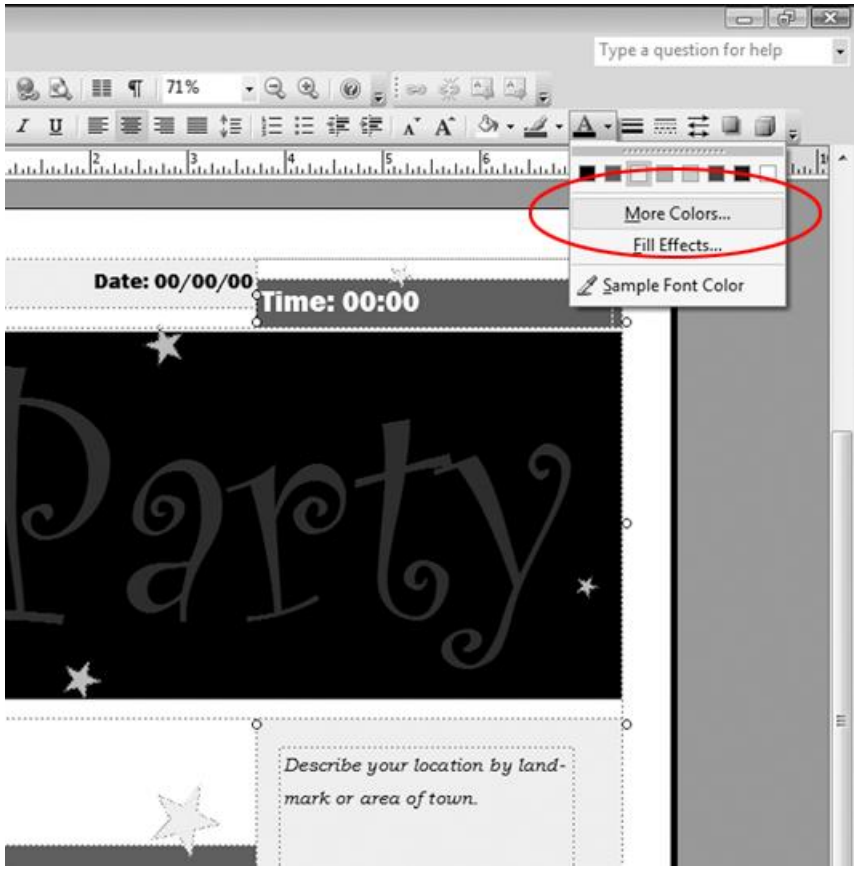
- **Preview and print**
  - On the Toolbar, click the icon



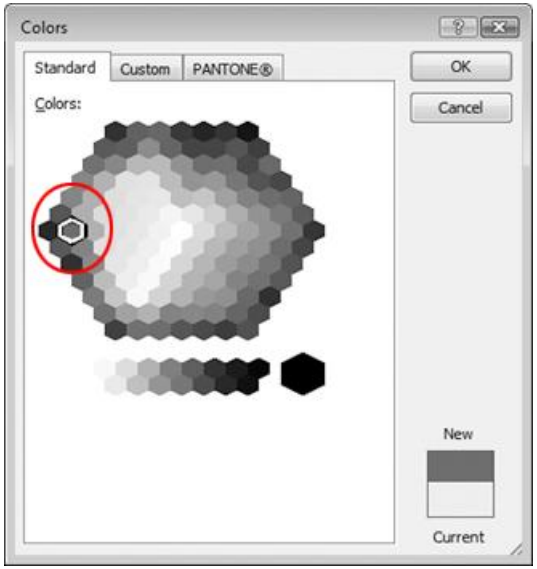
Change colors on text

- Click the text box with the word
- The text box should look like this

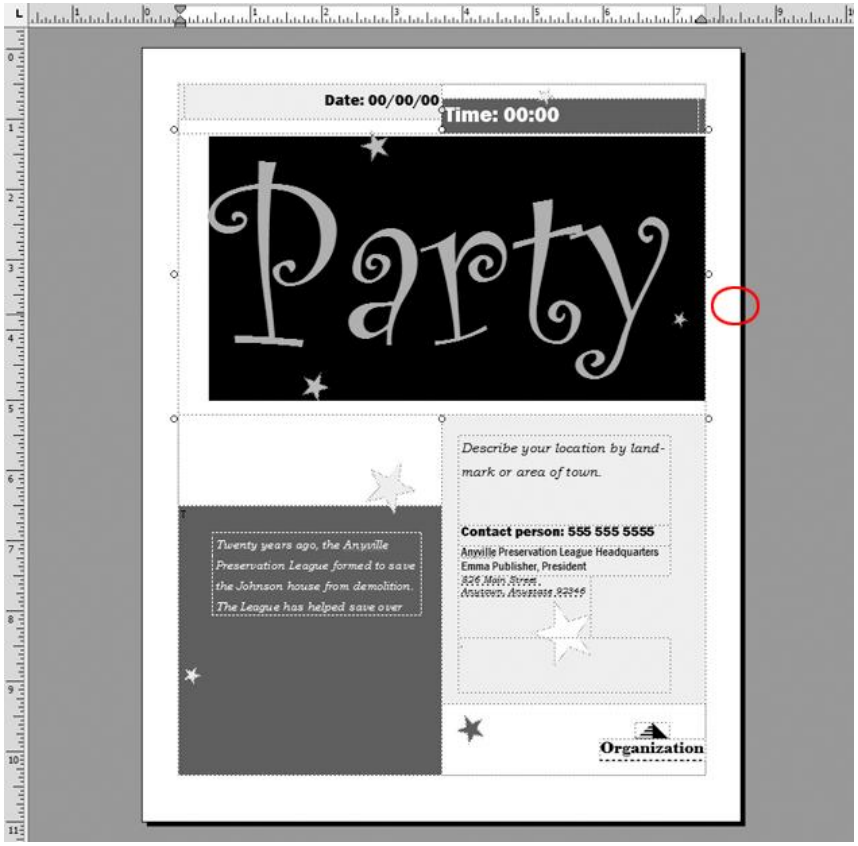
- Click the Font Color drop-down arrow.
  - When the menu appears, click **More Colors**.



- When the **Colors** window appears, click one of the dark green patches in the color grid

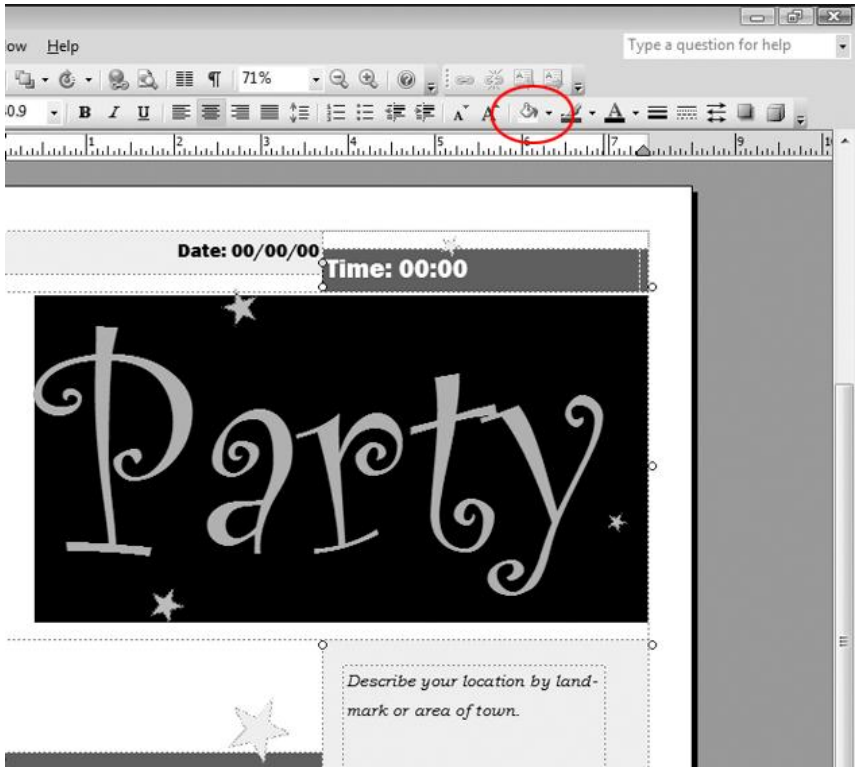


- Click the OK button
- Click outside the text box
- This should deselect the text

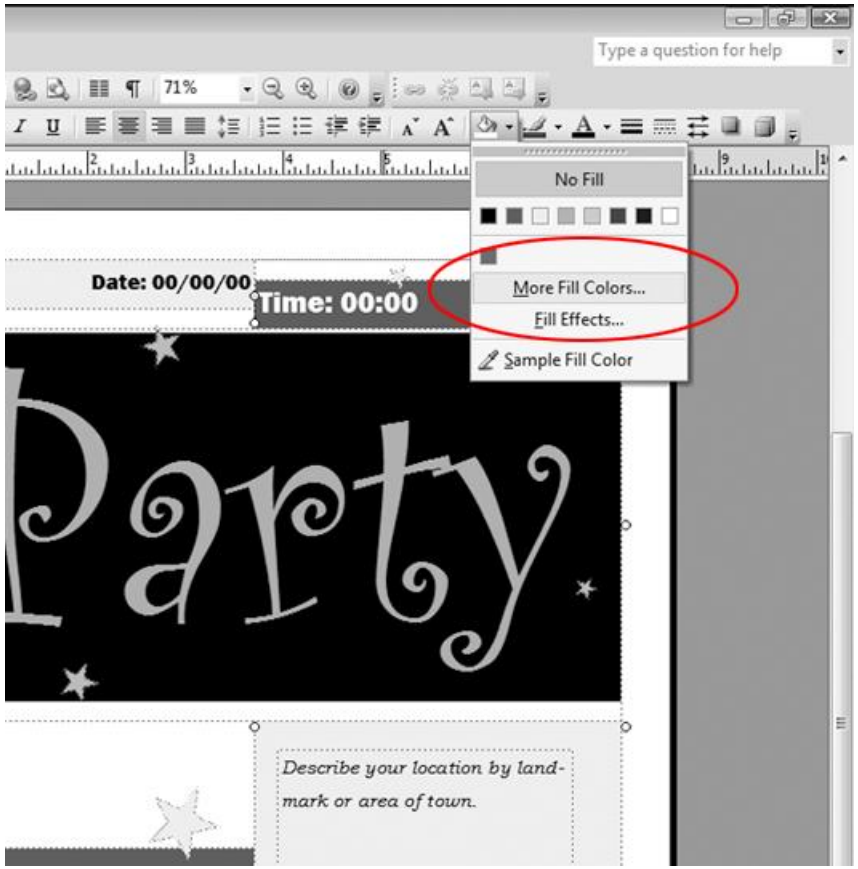


Change background colors

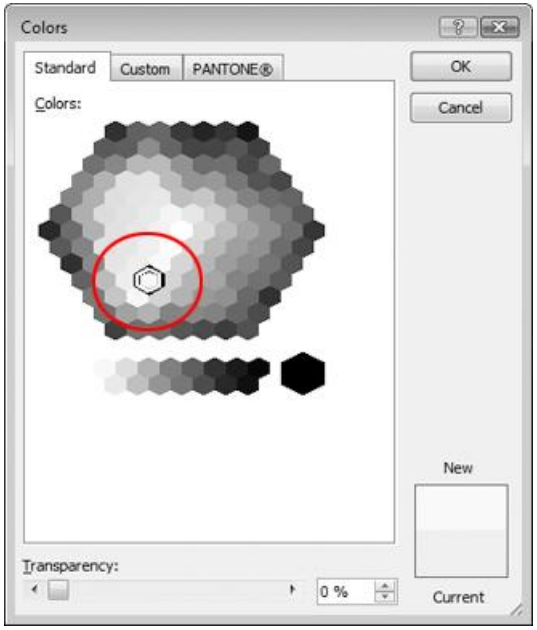
- Click the text box with the word **Party** inside
- On the toolbar, click the drop-down arrow next to the icon



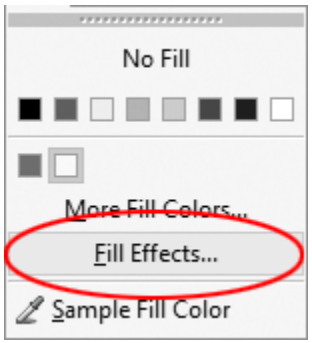
- When the menu appears, click **More Fill Colors**



- When the **Colors** window appears, click one of the yellow patches
- Then click the OK button

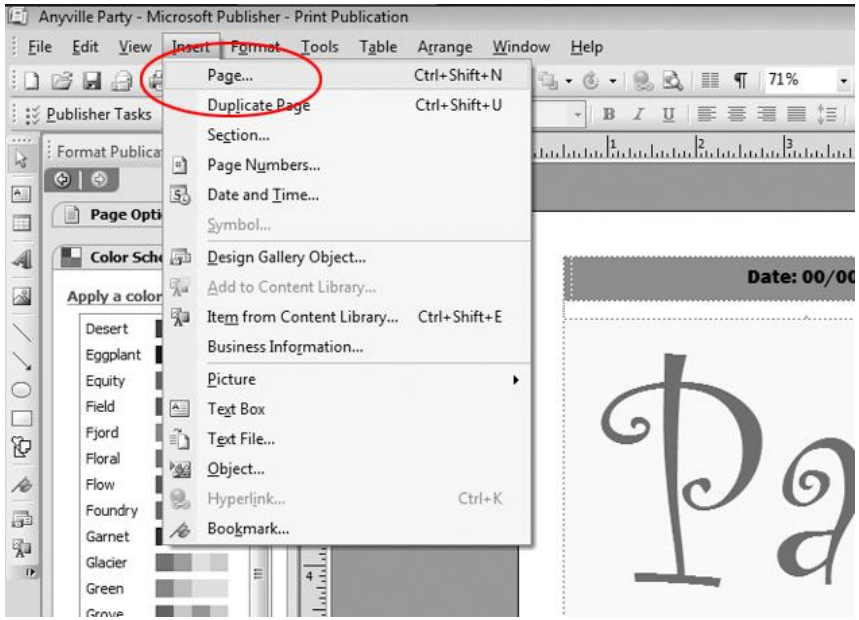


- The background color of the text box should be yellow
  - **TIP:** *You can also change the fill pattern of text box backgrounds. To do this, click* ***Fill Effects*** *when the* ***Fill Color*** *menu appears*

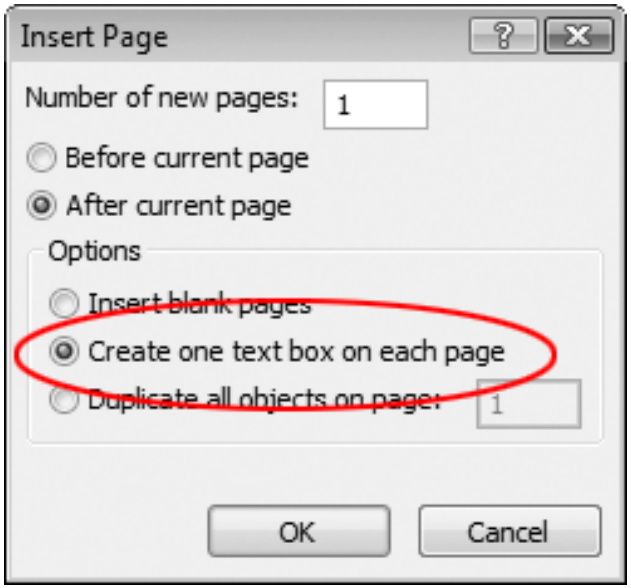


Insert pages

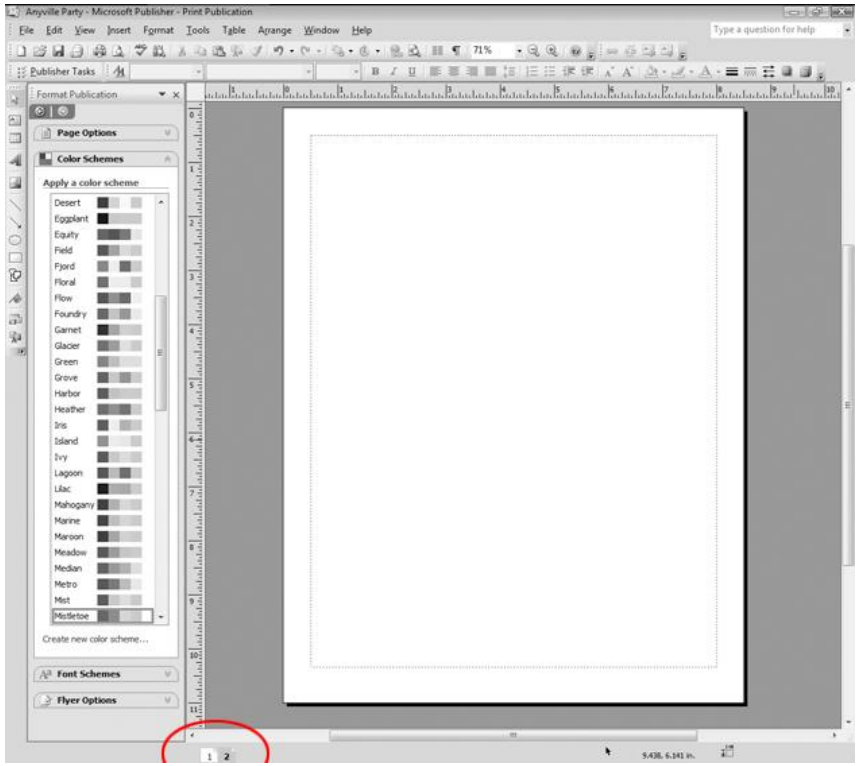
- On the Menu Bar, click **Insert**, then **Page**



- When the **Insert Page** window appears, click the **Create one** text box on each page button

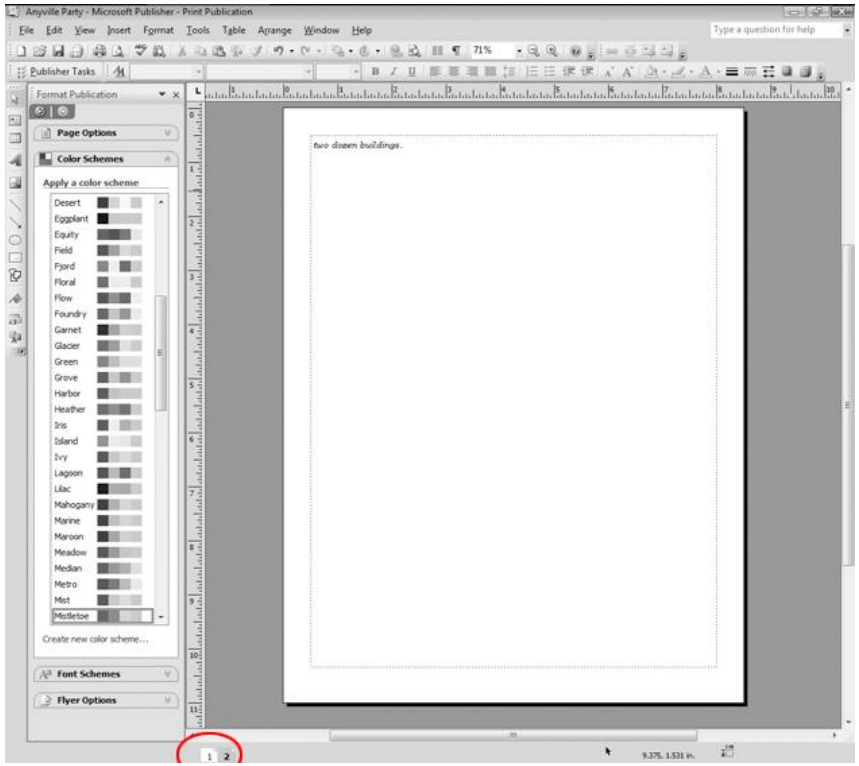


- Click the OK button
- A new page is added to the current, and a second page icon appears on the Status Bar

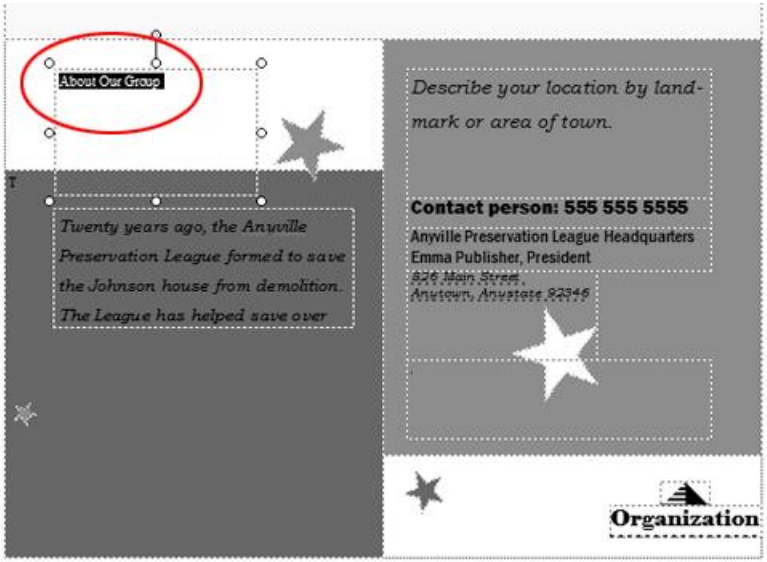


Format text

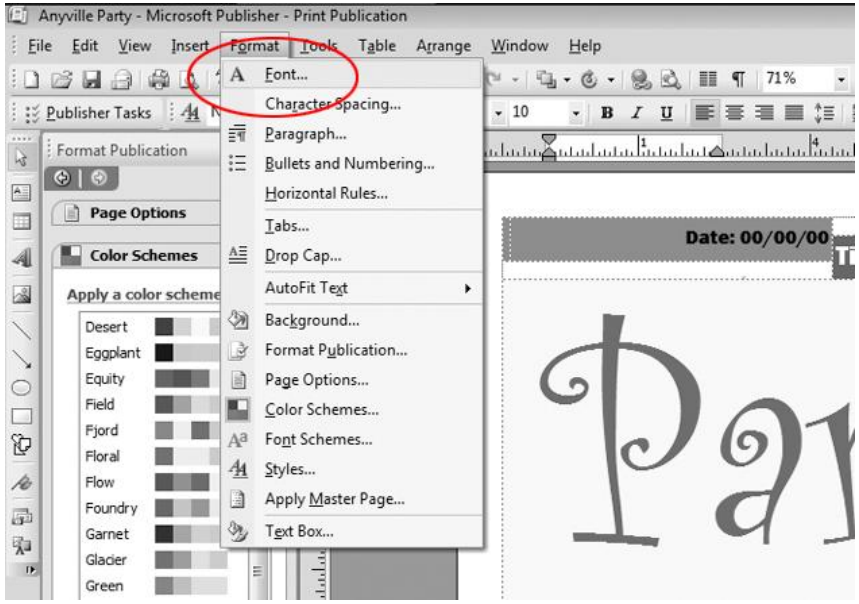
- Change fonts
- Click the icon



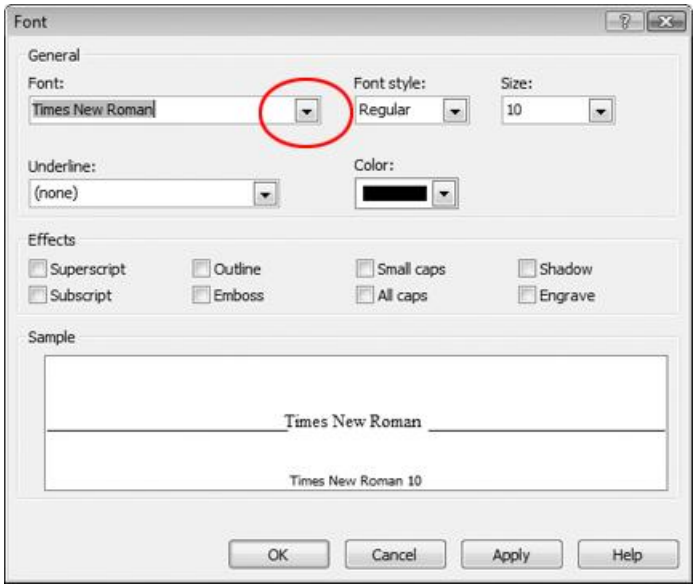
- The text should be selected



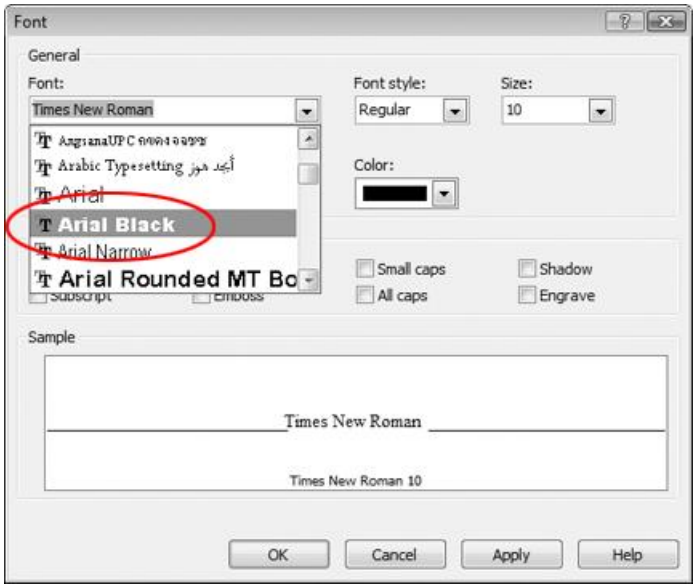
- On the Menu Bar, click **Format**, then **Font**



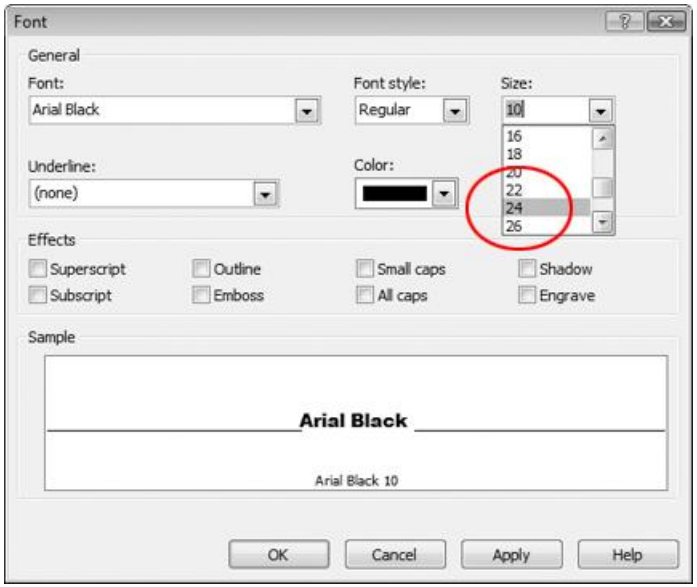
- When the **Font** window appears, click the drop-down arrow in the **Font** box



- Scroll up or down in the list to **Arial Black**, then click it

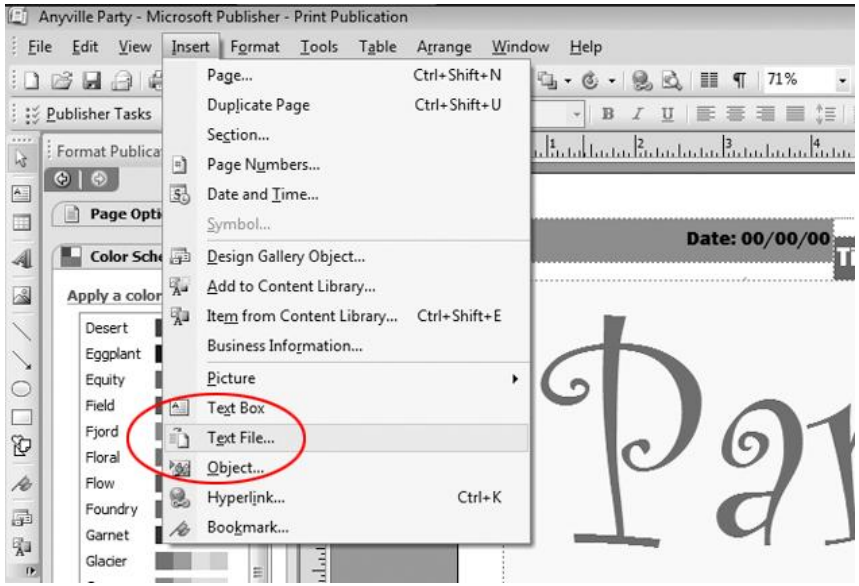


- Click the **Size** drop-down arrow, then click **24**

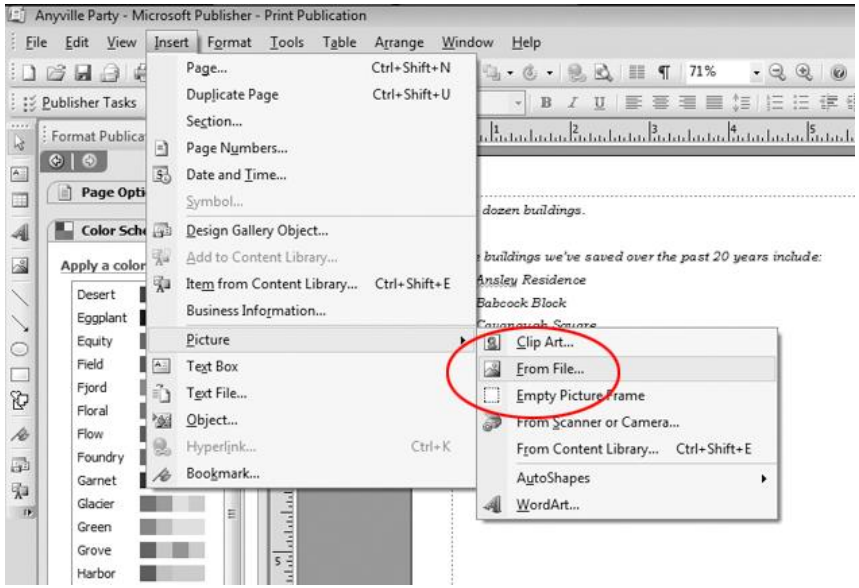


- Click the OK button
- The text should look like this

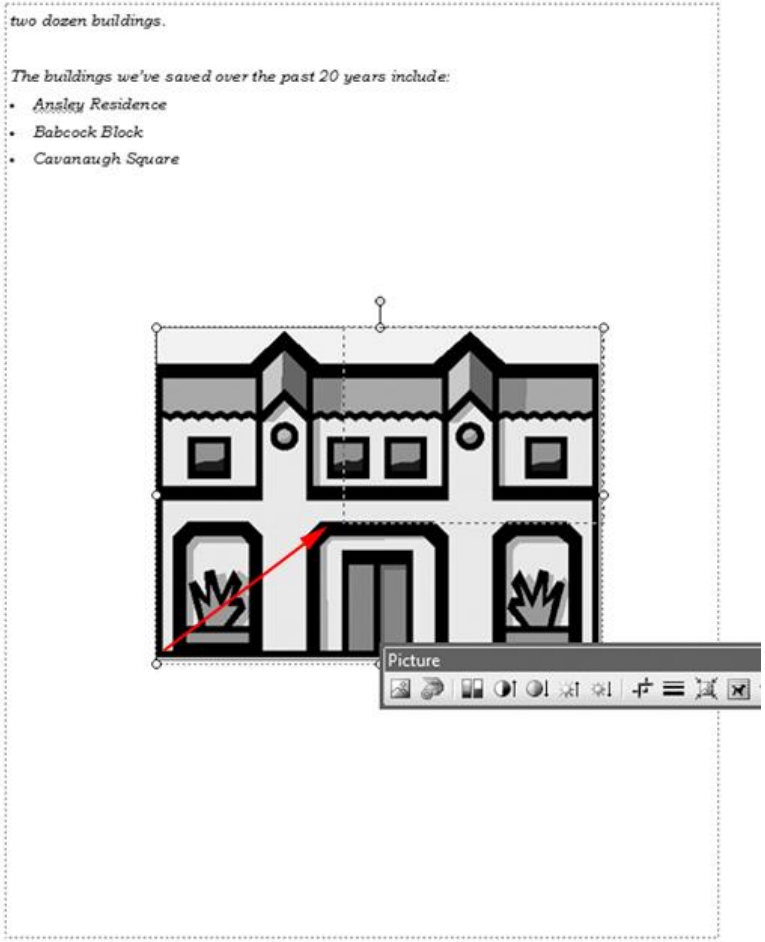
- **Employ bulleted lists**
- **Align text**
- **Import text**
  - On the Menu Bar, click **Insert**, then **Text File**



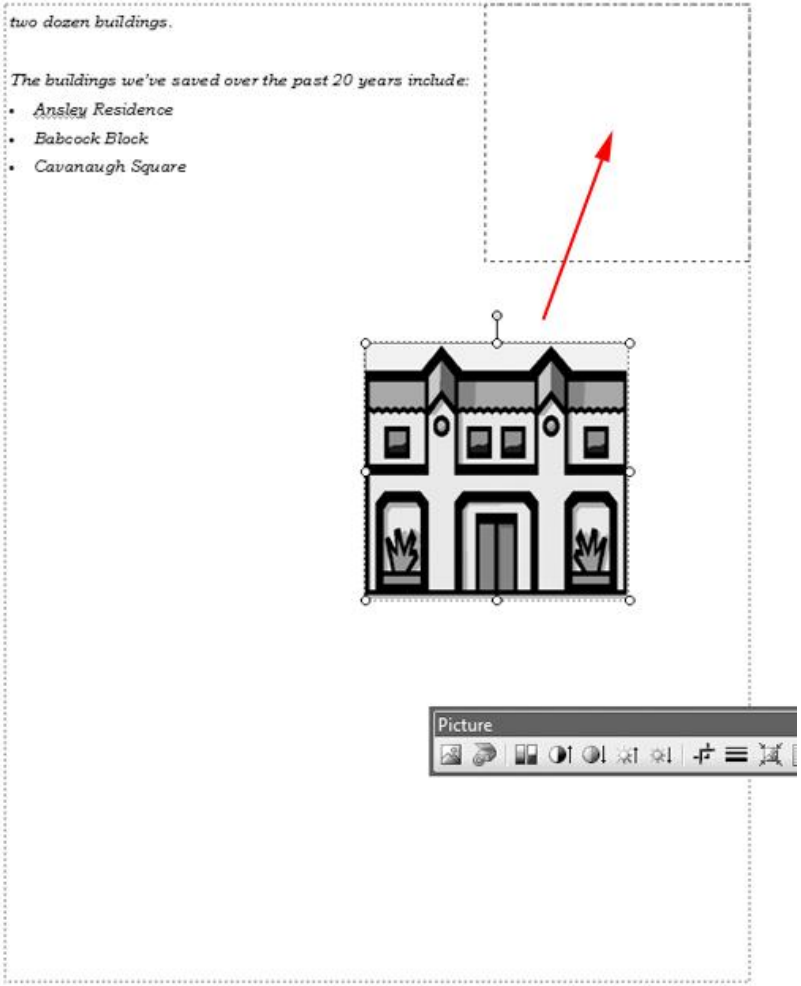
- **Insert graphics**
  - On the Menu Bar, click **Insert**, then **Picture**, then **From File**



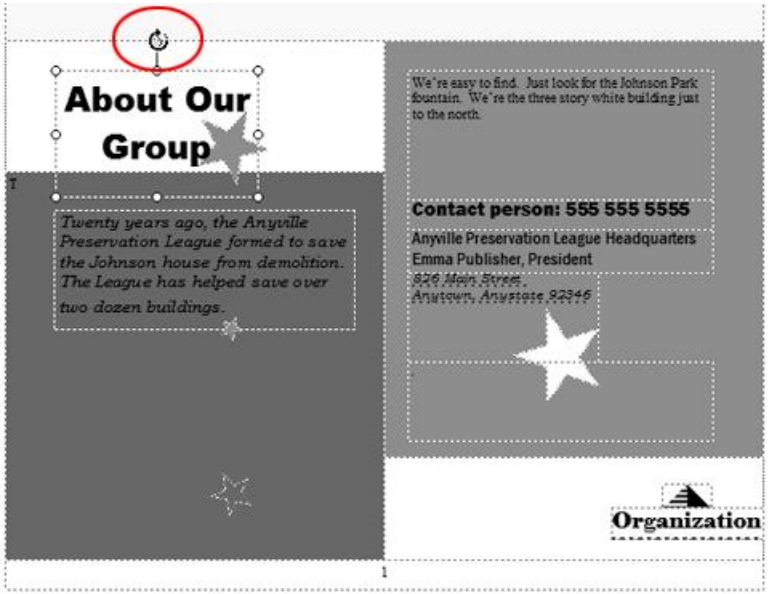
- **Resize graphics**
- Click the bottom left corner of the frame and drag it up
  - **TIP:** *Dragging any of the four corners resizes the graphic in proportion.*
  - *Dragging any of the center circles stretches or shrinks the graphic disproportionately*



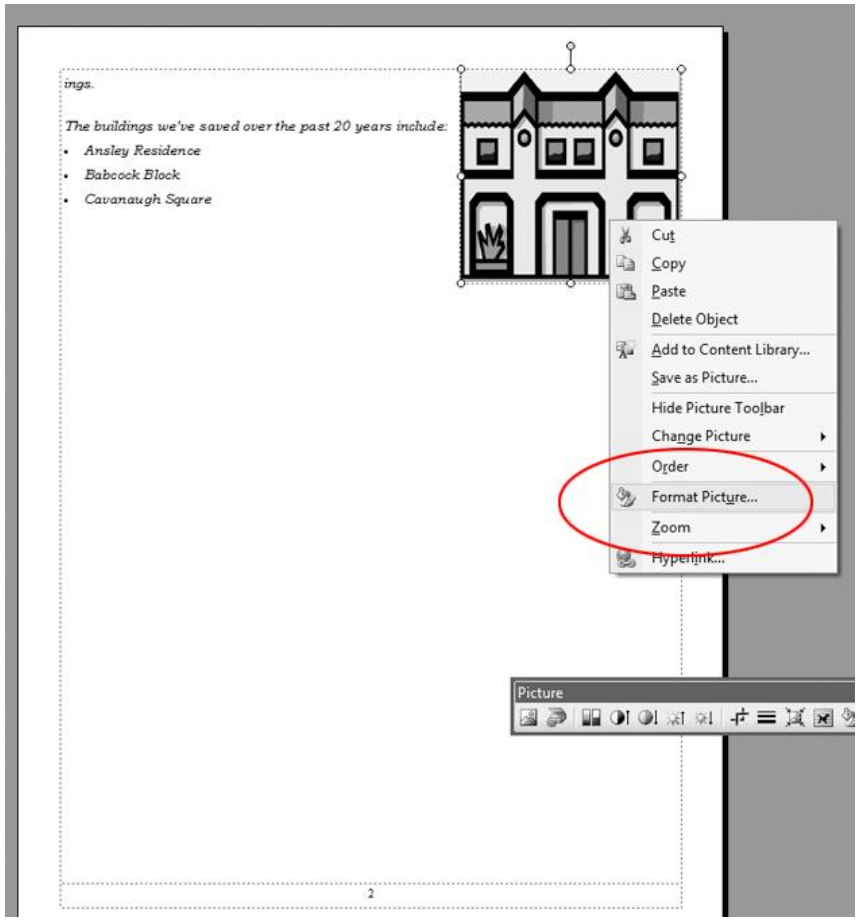
- **Move graphics**
  - Click the graphic.
  - Hold down the mouse button and drag the graphic to the top right corner of the page
  - Release the mouse button.



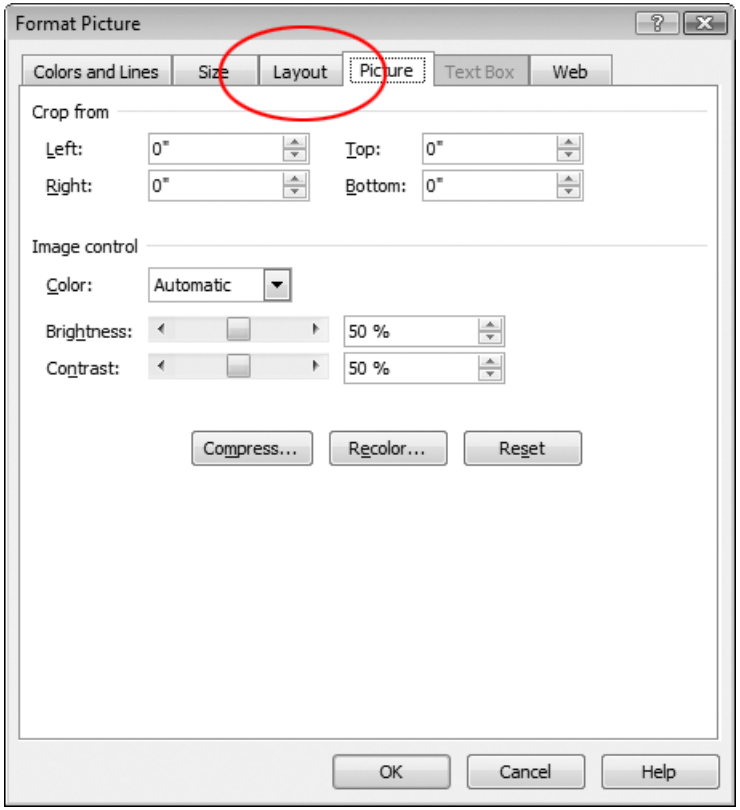
- Rotate text and graphics



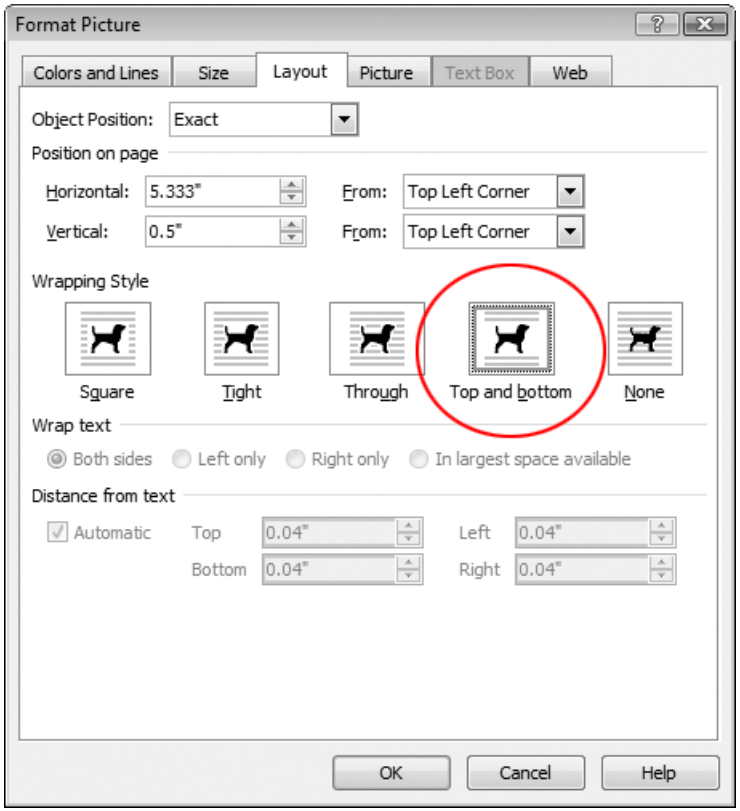
- Flow text around graphics



- When the **Format Picture** window appears, click the **Layout** tab

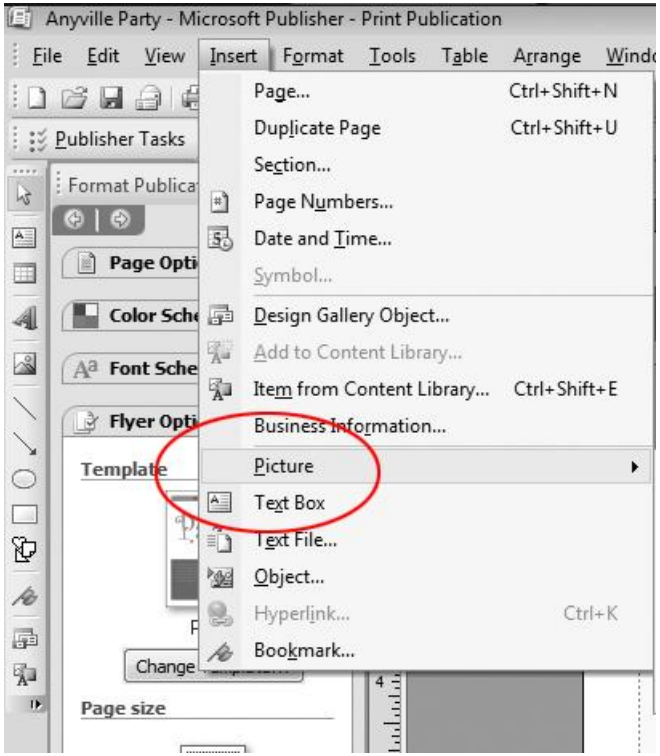


- In the **Wrapping Style** section, click **Top and Bottom**
- Click the OK button

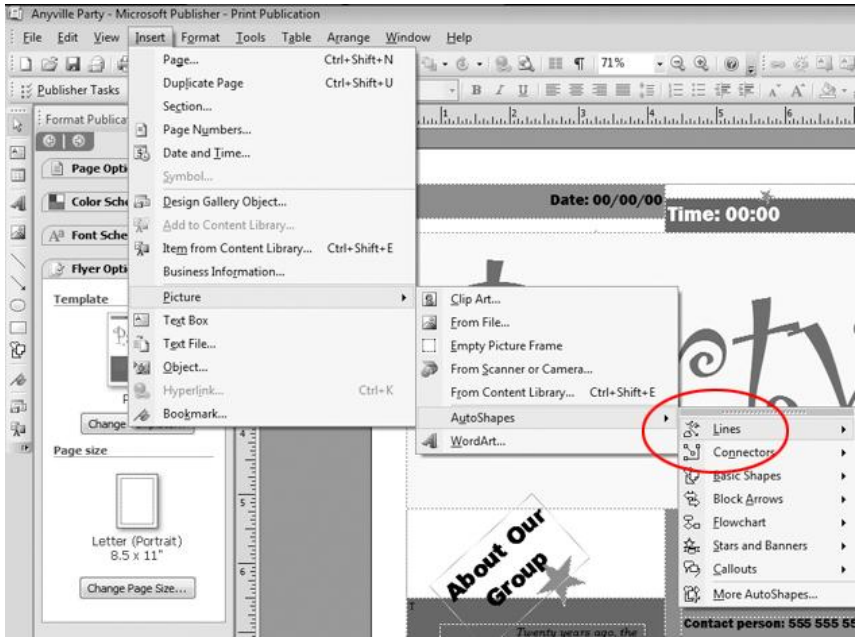


Employ Autoshapes

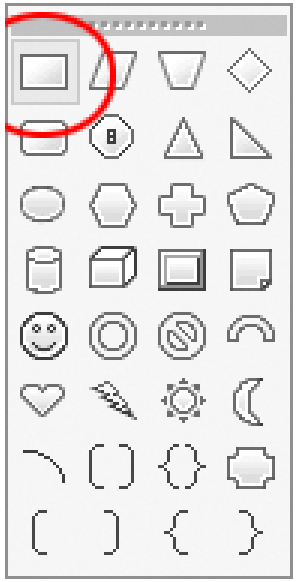
- Draw lines
  - On the Menu Bar, click **Insert**, then **Picture**

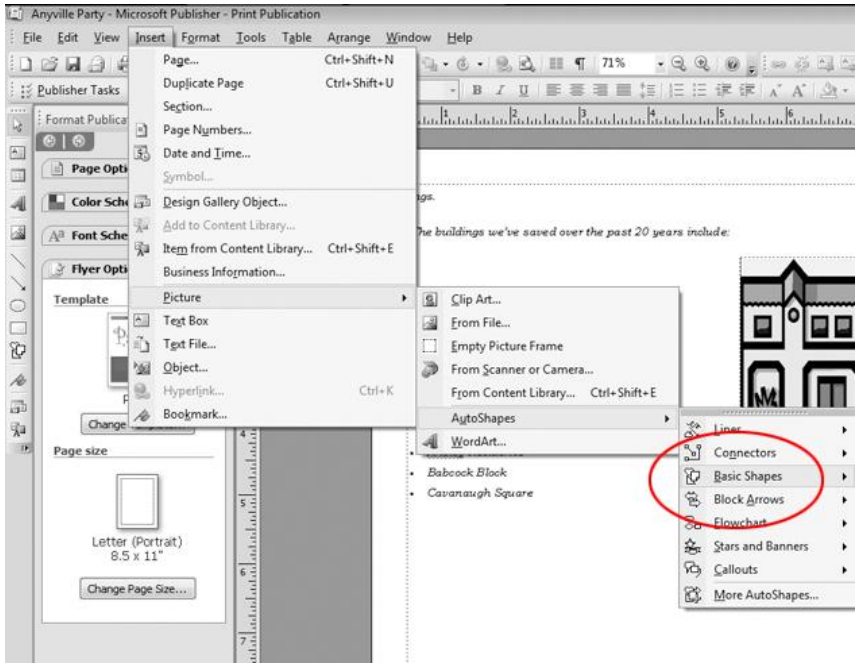


- When the menu appears, click **Autoshapes**, then **Lines**
- When the next menu appears, click the line icon



- Draw boxes




Anyville Party - Microsoft Publisher - Print Publication
File Edit View Insert Format Tools Table Arrange Window Help
Page... Ctrl+Shift+N
Duplicate Page Ctrl+Shift+U
Section...
Page Numbers...
Date and Time...
Symbol...
Design Gallery Object...
Add to Content Library...
Item from Content Library... Ctrl+Shift+E
Business Information...
Picture
Text Box
Text File...
Object...
Hyperlink... Ctrl+K
Bookmark...
Clip Art...
From File...
Empty Picture Frame
From Scanner or Camera...
From Content Library... Ctrl+Shift+E
AutoShapes
WordArt...
Lines
Connectors
Basic Shapes
Block Arrows
Flowchart
Stars and Banners
Callouts
More AutoShapes...
Publisher Tasks
Page size
Letter (Portrait)
8.5 x 11"
Change Page Size...
Babcock Block
Cavanaugh Square