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