# Microsoft Office 2013 – Publisher

Getting Started with Microsoft Office Publisher 2013

Microsoft Publisher is a program used for the creation of simple publications such as brochures, greeting cards, business cards and newsletters.

The first step to using Publisher is to choose the publication type that will best suit what is being created. There are many templates, either filled with pre designed font and border designs or blank.

Choosing a Template and Design

Choose from the selection of **Publication Typ**es in the middle of the page or search for the publication type needed such as brochure or business card.

Search here if needed.

Selection of publication types.
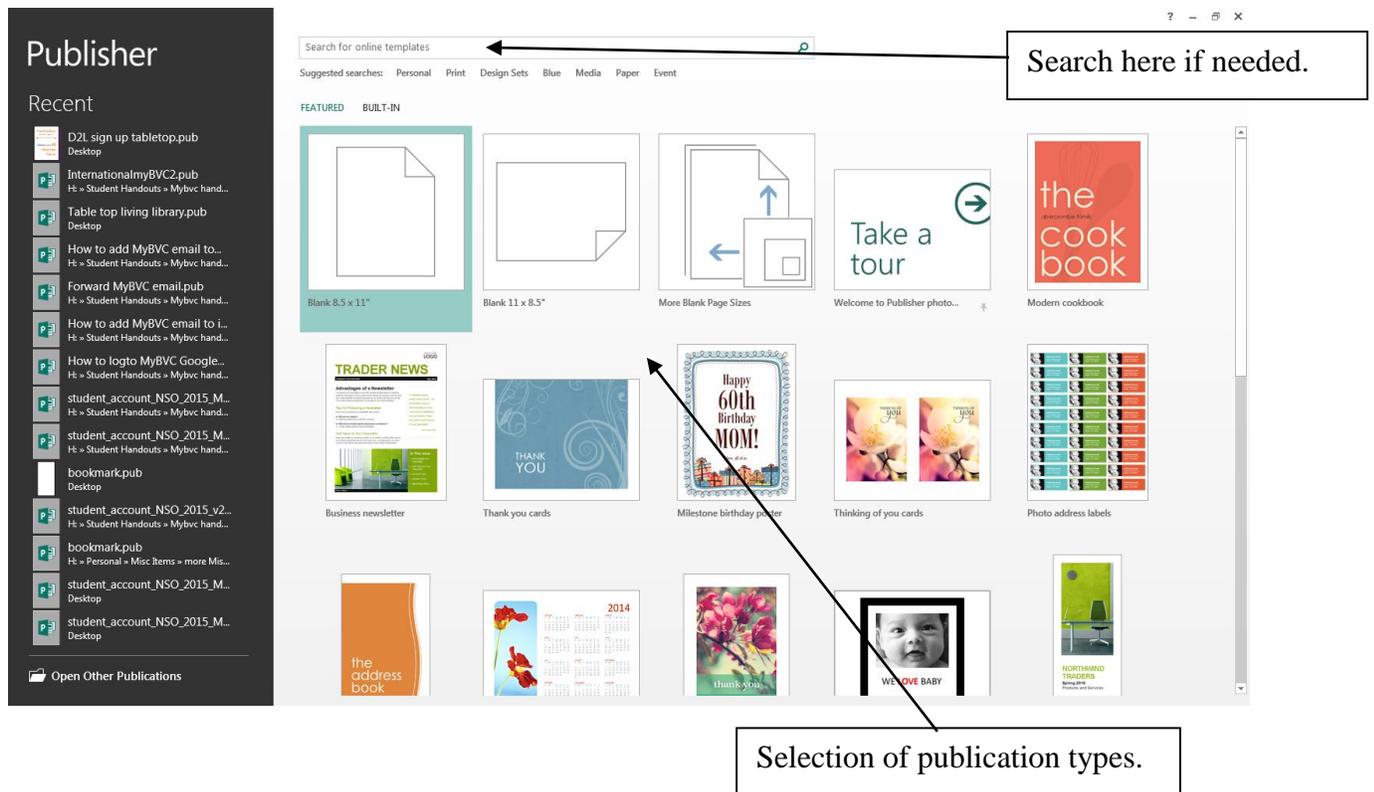
Click on the publication template you want to use and then click the **Create** button when you are ready to begin working on your publication.

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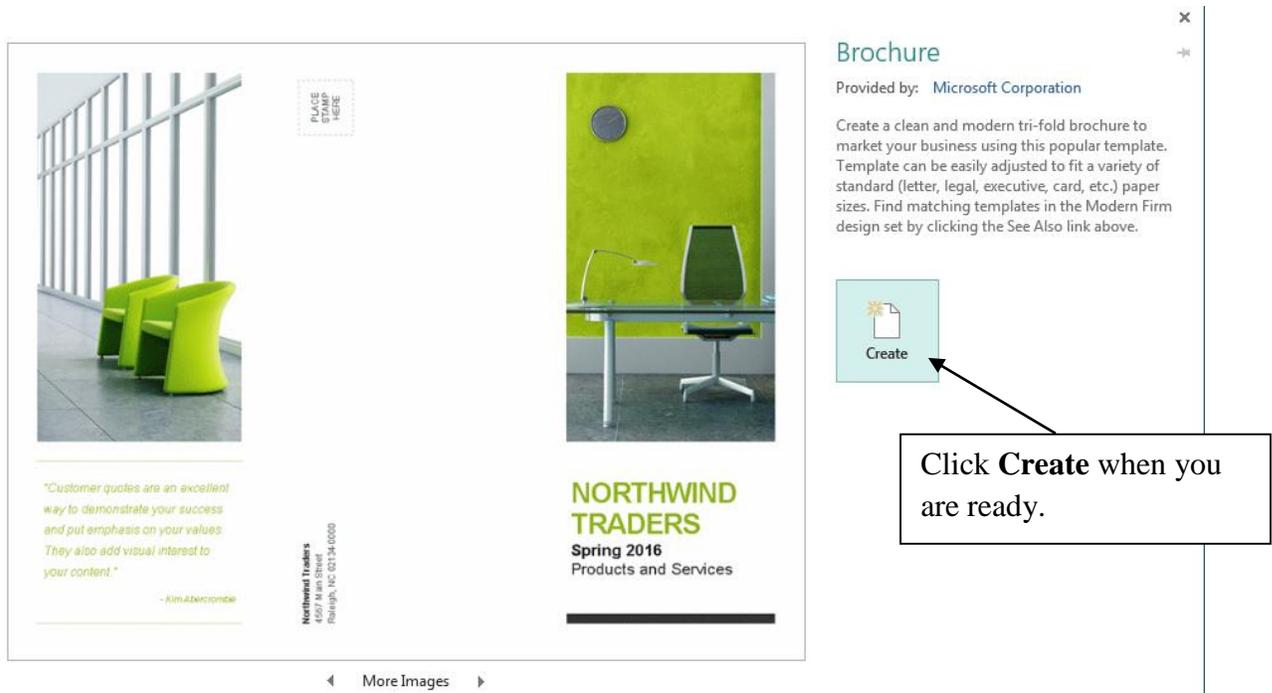
Click **Create** when you are ready.

* *Note regarding fonts*:

Font choice is important for readability of the publication. Remember when choosing a font scheme that they translate differently when printed. A font that is easy to read on the computer screen is not always easy to read when printed. The opposite is also true.

> Quick Guide:
> Legibility- Arial, Verdana and Courier are good choices for legibility.
> Attractive- Times New Roman and Georgia are often found the most attractive fonts.

The Home Tab

The Home Tab contains popular commands such as cut and copy, font commands, paragraph commands, object insertion – such as text boxes, pictures, tables and shapes – and arrange commands – such as align object, bring objects forward, group objects and rotate objects.

The Insert Tab
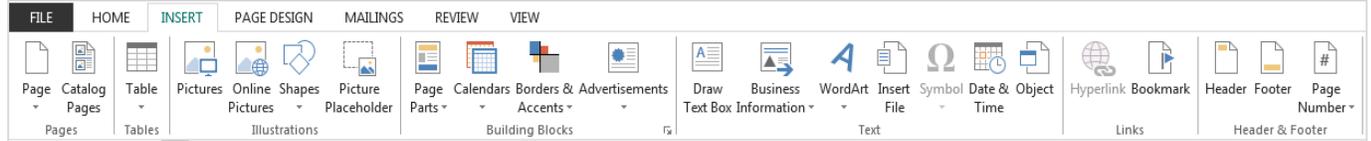
The Insert Tab contains all the commands for inserting objects into the publication. Objects include text boxes, borders, pictures, WordArt, page numbers and pages if the publication will have more than one page.

The Page Design Tab
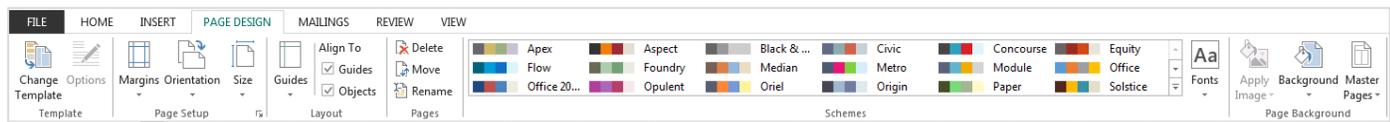
The Page Design Tab contains all the commands for changing the general look of the publication page. For example from page design you can change the template you are working from, change the page margins, change the page orientation or size, delete pages, change the colour scheme or change the page background.

The View Tab
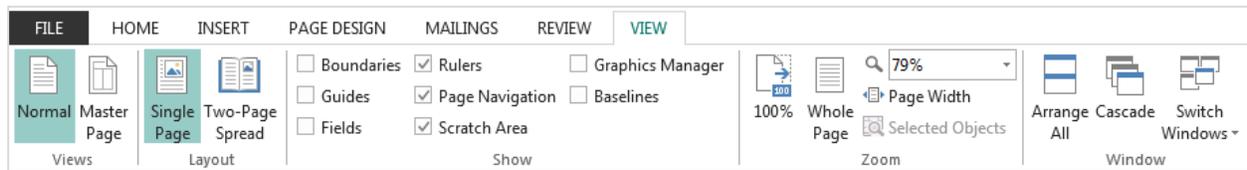
The View Tab contains the commands that change the way you see the publication on the computer screen. For example, you can zoom in or out, see two pages at once, turn on the ruler and guides for object placement, or switch between two difference publications.

Working with Text Boxes

Placing text in a publication is done using text boxes. When a text box is inserted text can be typed to fit into the text box. The text box can be moved, arranged on the screen, coloured, given a shape and more.

Once a text box is put in the publication you can click on the text box and use the **Drawing Tools** and the **Text Box Tools**.

Drawing Tools Tab
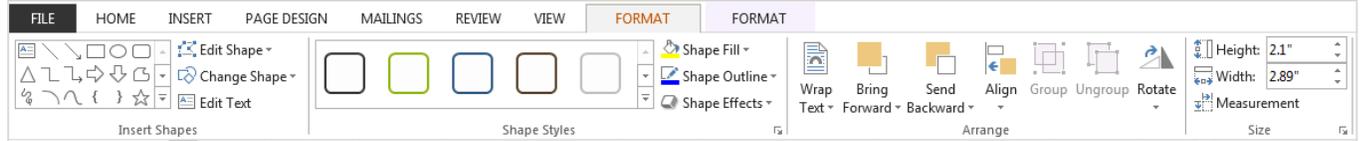
Clicking on a text box gives you access to the **Drawing Tools Tab.** Click on the tab to access the commands to change the text box. Here you can change the shape of a text box, the outline colour, the fill colour and the alignment of a text box or group of text boxes.

Text Box Tools Tab
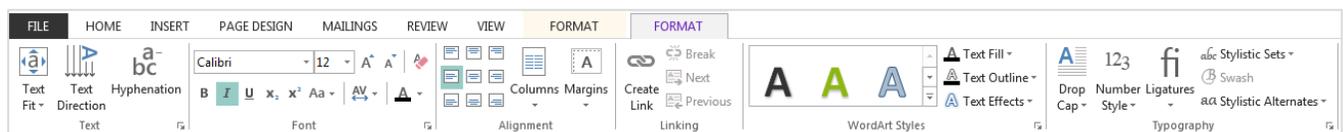
Clicking on a text box gives you access to the **Text Box Tools Tab**. Click on the tab to access commands to change the text in the text box. Here you can change the font type and size, the font direction, hyphenate font, change font colour, change the alignment of the text within the text box (for example, centre, right align or left align text) and more.

Pages and Adding Pages

The **Pages pane** will show how many pages exist in the publication. This is located on the left hand side of the screen.
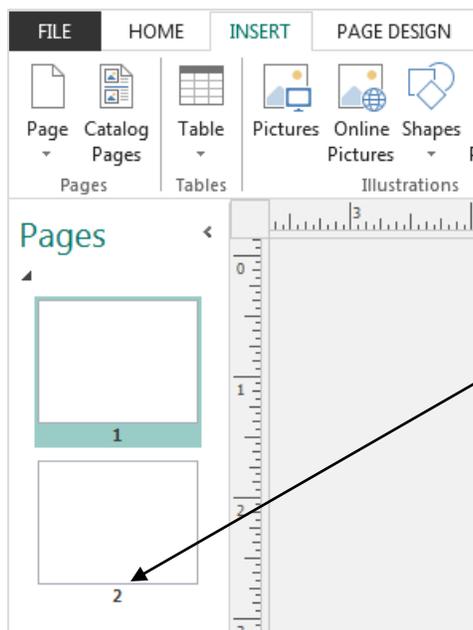

For example this publication has two pages. Switch between the pages by clicking on the page number in the Page Navigation Pane.

Click on the 2 to navigate to the next page.

To add a page to the publication click on the **Insert Tab**. From there click on the arrow below the **Page** button.

Click the arrow under the **Page** button.
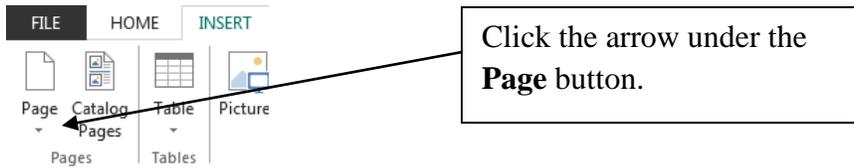
This will open a menu with options for a blank page or a duplicate page. Click the option needed for your publication.

Click the option for a Blank Page or a Duplicate Page.
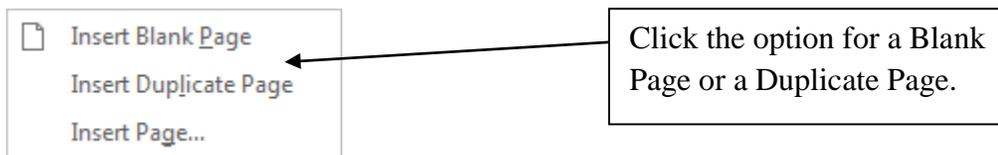
Duplicate Page will insert and exact copy of the page above and **Blank Page** will insert a page with nothing on it.

Add Baseline Alignment Guides to the Page

Guides are lines on the page that help with keeping objects in line with other objects on the page. These are called **Baseline Guides**. They do not print, but help with alignment of objects and keeping everything neat on the page.

To add Baseline Guides, click on the Page Design Tab and then click on Guides.
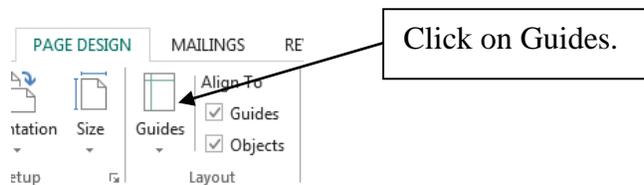
Click on Guides.

Choose the type of guide you want to add to your publication.

Click on the guide you want to add.
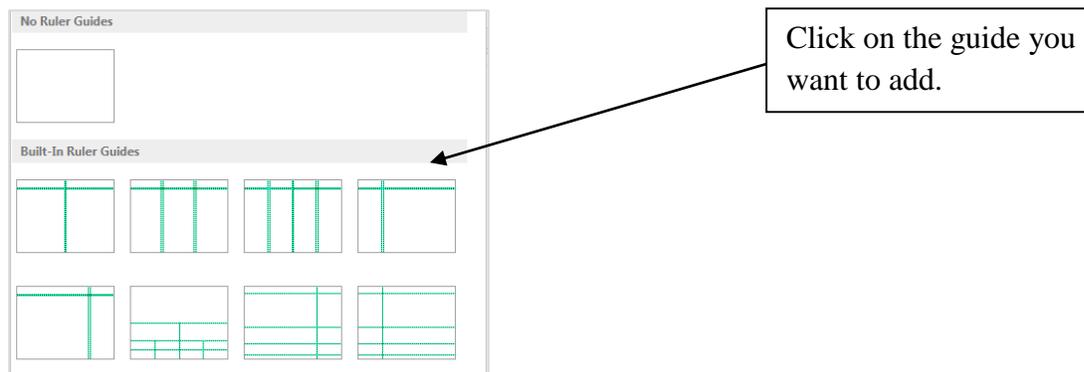
Add Background Colour or Design

Add a background colour to your publication from the **Page Design Tab**. Click on the Page Design Tab and then click on the **Background** button located on the far right side of the tab ribbon.

Click on Background.
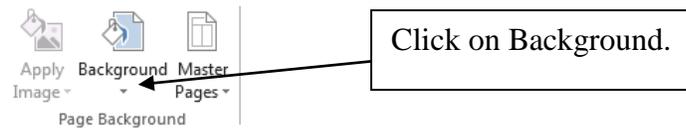
Choose a background from the available list or click **More Backgrounds** to see all the other options available.

Colour Matching

How to use the eye dropper to match a colour:
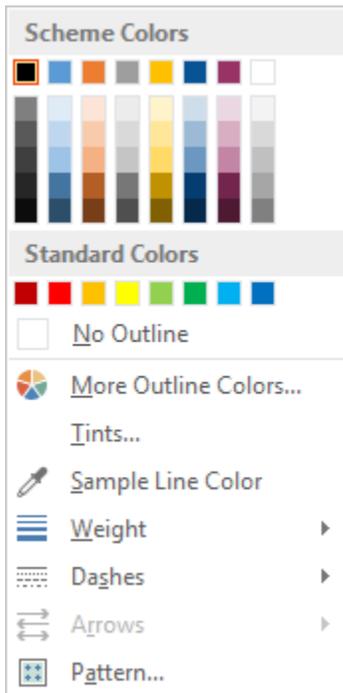
1) Click on the object that you want to change colour.
2) On the **Drawing Tools Tab** (refer to Page 4) click on the shape outline button ( ).
3) Click on the **Sample Line Color** option.
4) With the eye dropper click on the colour that you want to copy.
5) The object you want to change will adopt the new colour and the new colour will be added to your colour pallette.

Common Troubleshooting

1) *"…" in the text box- what does this mean?*

If you click on a text box and see "*…"* on the right side of the text box this means there is hidden text or lines that do not fit in the text box.

You can fix this in a few different ways depending on the result you want. The most common way is to click inside the text box and press CTRL + A on the keyboard. This will select all of the text in the textbox. Next click on the **Text Box Tools Tab** (see page 4) and click on Text Fit. Last click on **Best Fit**. This will resize the text automatically so all text and hidden lines show. (Note- once you have **Best Fit** on, you cannot manually resize the text. If you want to manually resize you will have to turn off **Best Fit**.)

The most simple solution is to make the text box bigger or the font smaller.

2) *My words keep hyphenating when I need to go to the next line in a text box.*

To turn off hyphenation first select the text and then click on the **Text Box Tools Tab.** Click Hyphenation and uncheck the box that says 'Automatically hyphenate this story' then click OK.

Uncheck

Click **OK**.