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Microsoft Publisher 2016

kcls.org/techtutor

Microsoft Publisher 2016 Manual
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instruction@kcls.org

Microsoft Publisher 2016

Welcome to *Microsoft Publisher 2016*. In this class you will learn the basics of Publisher. You will connect to online tutorials and courses to reinforce and advance your learning. As you're going through the class, think about how you could use Publisher at home or work.

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What is Microsoft Publisher?

Microsoft Publisher is a desktop publishing program. It is used to design, layout, and create text and picture-rich publications such as:

- **Greeting Cards** – invitations, Holiday cards or posters
- **Calendars** – for family, school, work or hobby
- **Books** – photo albums, yearbooks, addresses or a brochure

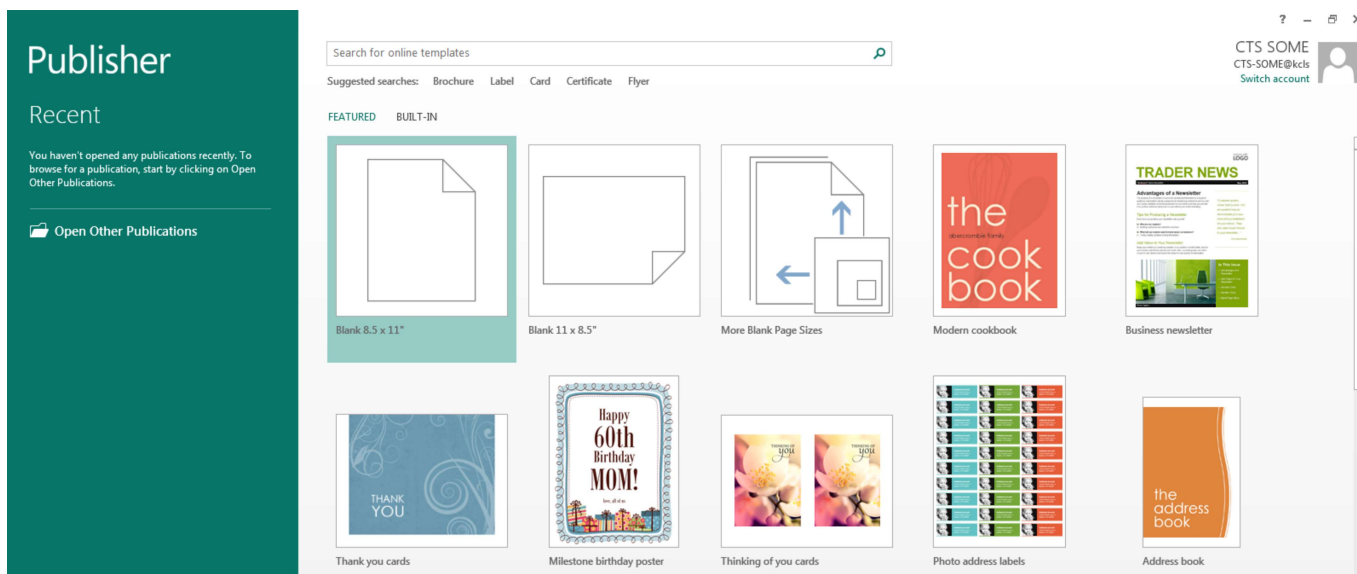
Publisher offers excellent control over certain aspects of your publication. Publisher makes it easy to work with documents in a variety of sizes and shapes. It also has a large number of tools to help you arrange and align text, images, and other objects within page margins.

Publisher 2016 Welcome Page

Open Publisher 2016 from the computer desktop. On the Welcome page, note the various popular templates available. **Click a template** you'd like to use to see a full description. You would click "Create" to open a document in this particular style. **For this class, create a Blank 8.5 x 11" document.**



Publisher 2016 desktop icon



Publisher 2016 Welcome Page

Publisher 2016 Interface

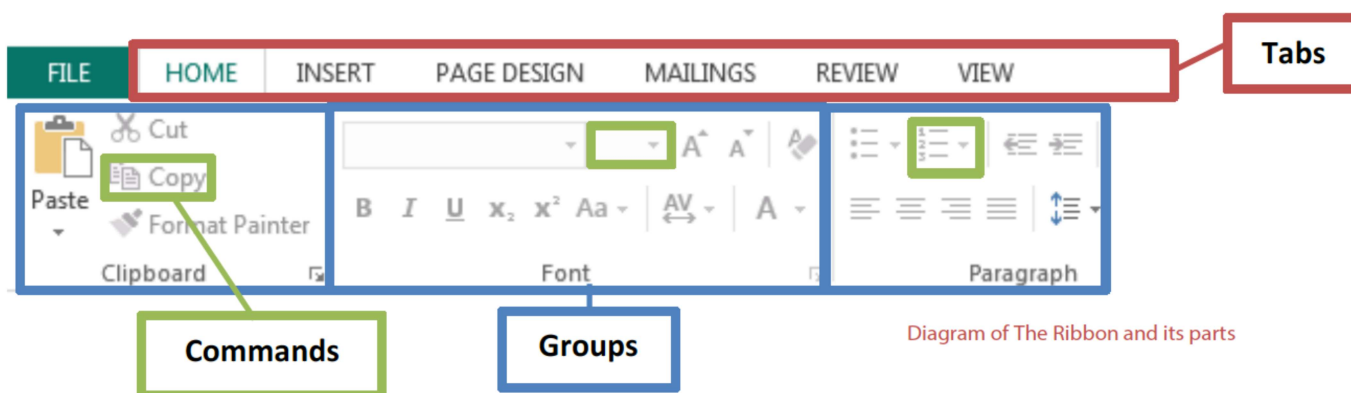
The way the tools and menus are organized in Publisher 2016 is known as the user interface. You will learn about **The Ribbon, Quick Access Toolbar, File Menu** and other key parts of Publisher.

The Ribbon

The Ribbon **runs along the top, has all the Publisher tools, and is organized into three parts:**

- **Tabs** – represent a general activity area
- **Groups** – show related tools (commands) together
- **Commands** – a button, expandable menu, or a box for entering related information

Click the various Tabs: observe how the Groups and Commands change based on the selected Tab.



Quick Access Toolbar

The Quick Access Toolbar is above the Tabs and **has commands used most often**, including “Save”.

Place the mouse arrow over each icon (do not click) to see the name and use for each icon.

You may customize the commands in the toolbar if you click the black arrow at the end of the toolbar.

The Undo command “takes back” any changes made to the document. For example, type “Undo” in the blank document you have open, then click Undo in the Quick Access Toolbar. Undo keeps track of actions by sequence; if you accidentally erase (change) data in your file, click Undo right away to get it back. On that note, it is important to “save early and save often.” (See “Saving Your Work” on page 5.)



Quick Access Toolbar & “Undo” button

File Menu

The File Menu contains actions at the file level. Click the green “File” tab to the far left of the tabs. What you’ll see is the “backstage” area. From here, you can create a **New** document, **Open** an existing one, **Save** changes to the current document, **Save As** a different file with a different name, **Print** the current document, and other options. Click the “back arrow” at the top to exit the backstage area.

Title Bar, Help Menu, Window Display Options

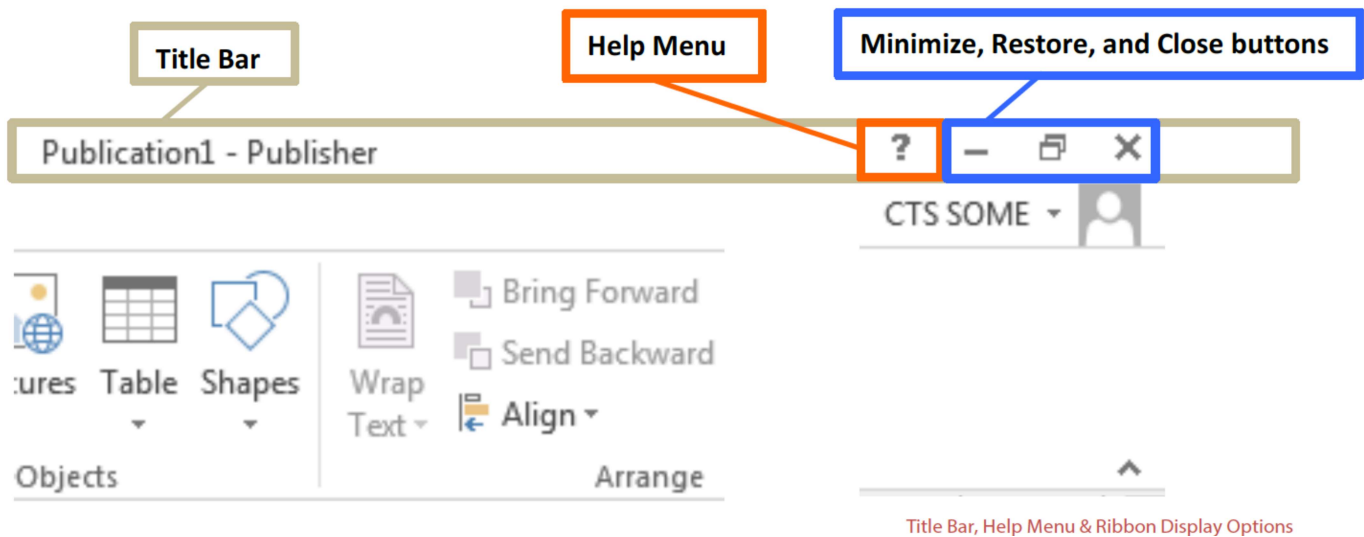
The Title Bar shows the name of the program and the name (title) of your document. (Top-most bar in program window.) A new document has a temporary title, *Publication1*, until you “Save As” with a different name. To the far right on the Title Bar is the Help Menu and Ribbon Display options.

The **Help Menu** has articles on using the software. Not sure how to perform a certain action or where to find a command? Click the question mark icon to browse Help articles, or search for specific topics.

Window Display Options include Minimize (docks window in status bar), Restore (makes window smaller for manual re-sizing or full screen), and Close (closes window and program) buttons.

Take a moment to locate and explore these features in the Publisher program window.

(See picture at top of page 4.)



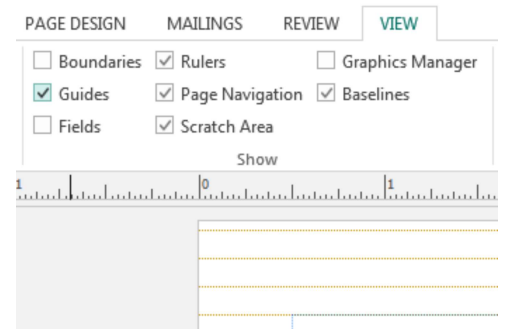
Publisher Organization Tools

Publisher offers many tools to help organize and arrange content in your publication. Here are a few.

Baselines are evenly spaced horizontal lines that can be used to line up text. To show Baselines:

1. Click the View Tab
2. Look in the "Show" group
3. Check box next to "Baselines"

Baselines will not print. To hide Baselines, uncheck Baselines box.



View Tab and Baselines shown in document

Boundaries are dark blue dashed borders that appear around objects. Viewing object boundaries can be useful to align objects or view text.

Rulers are on the left and top of the publication to help line up text, images, and other objects. When an object is selected, a white space will appear on the rulers to show the object's location.

Guides are thin lines that help to align objects. There are two types of guides:

- *Margin guides* are blue lines that mark the edges, or margins, of a printable area; they are automatically created when page margins are set.
- *Customizable guides* are green lines that can be added anywhere in a publication. To add them:
 1. Left-click and hold the horizontal or vertical ruler
 2. Drag the mouse to the publication
 3. Release to add the guide to a location

The guide will be placed, and it can be moved at any time by clicking and dragging it.

Page Navigation is a pane to the left that displays an image of each page in the publication.

Scratch Area is the grey area outside the white page area. It shows objects or portions of objects located outside page boundaries; anything in the scratch area will not print. You can think of it as a holding space while you decide what to place and how to place it in your publication.

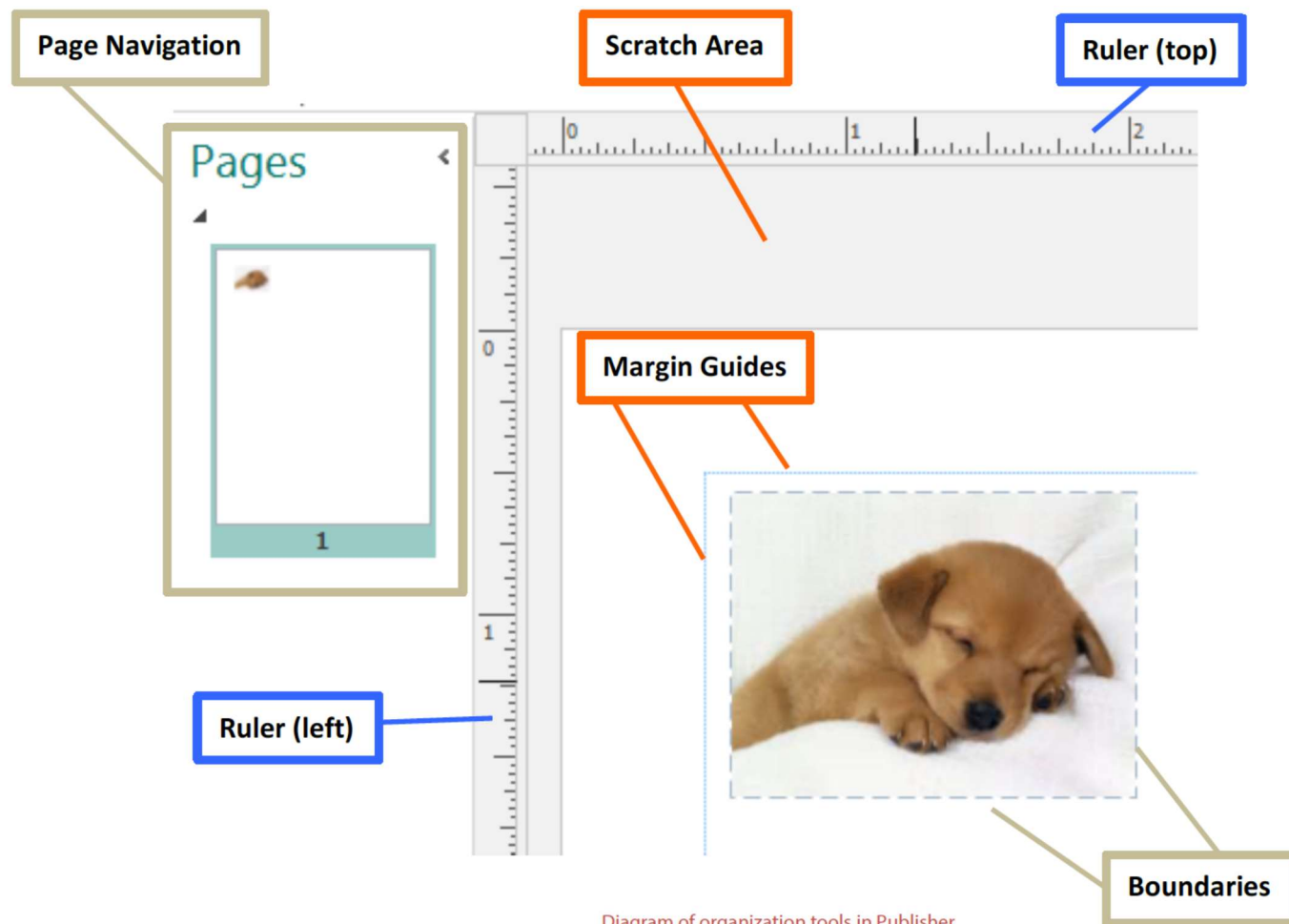


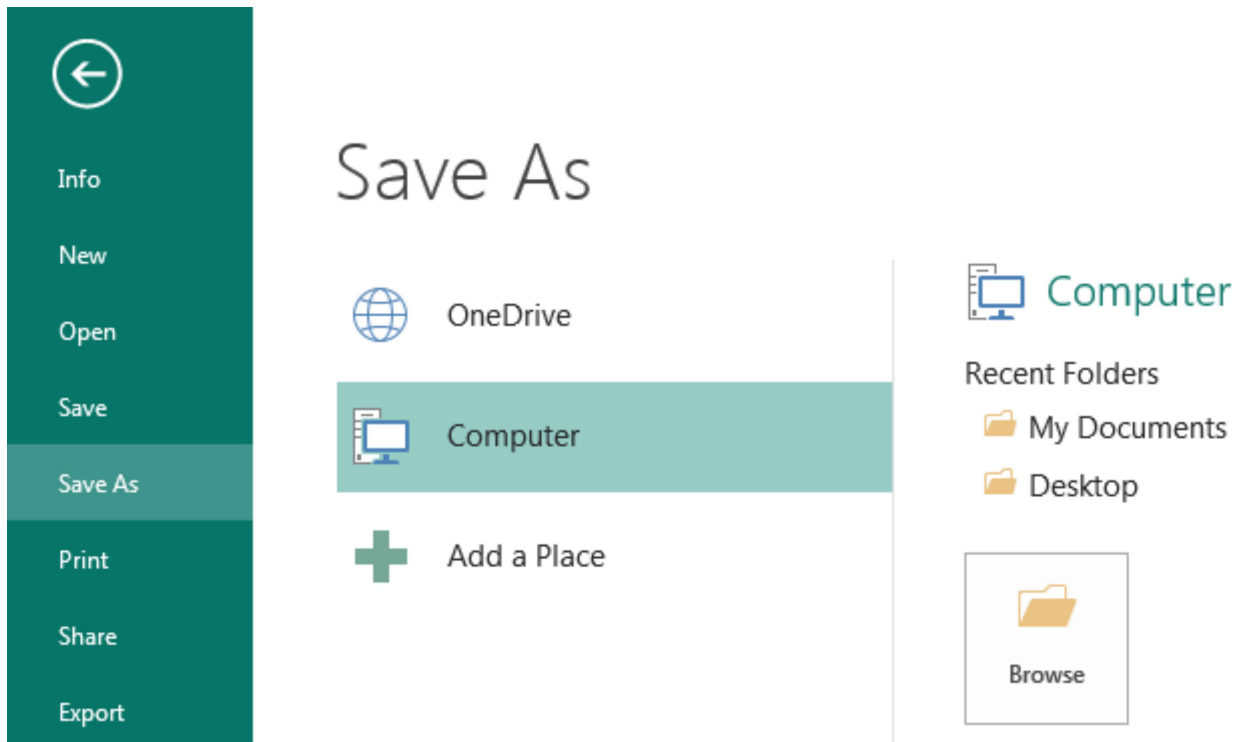
Diagram of organization tools in Publisher

Save Your Work

To make sure you don't lose your work on a document, you should "save early and save often." Let's start by saving the document you have open in Publisher 2016:

1. **Click the green File Button near the Tabs.** Learn more about "File Menu" on page 4.
2. **Click Save As.** This option is for saving, or naming, a file for the first time. You may create different versions of a file by "saving as" a new name. Learn more in "Quick Access Toolbar" on page 3.
3. **Click "Computer".** See **TIP** below and "Saving With OneDrive" (page 11) for "cloud" storage info.
4. **Click "My Documents" folder.** On KCLS computers, files saved to "My Documents" folder are erased at the end of your session. Consider a USB drive, or OneDrive for long-term storage.
5. **Name file "My Practice Document".** Generally, choose a name that is easy to remember.
6. **Click Save.**

(See picture at top of page 6.)



- ☑ **TIP:** Have a Microsoft account with Outlook.com, Hotmail.com or Live.com? Microsoft Office 2016 Programs offer **“cloud” file storage through OneDrive**. Click OneDrive instead of “Computer” to log in, save the file and access anyplace through the Internet. Learn more at bit.ly/office2016cloud.

Working With a Publication

Working with a publication, whether new or pre-existing, requires some planning before you start.

Page Layout

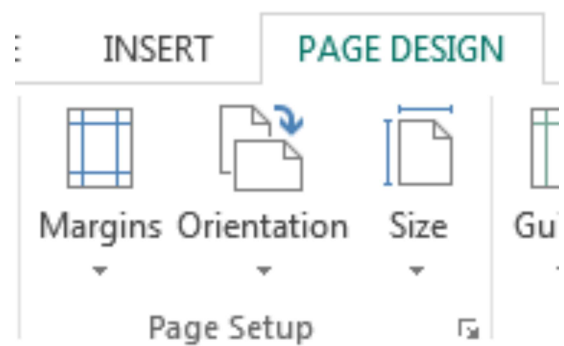
Creating a publication from a **template** takes care of many choices for you, but if you use a blank template or decide to modify a built-in template, consider important components of page layout:

Size: Publications like flyers can be large or small. A standard sheet of paper is 8.5 inches wide by 11 inches tall.

Larger sheets of paper can be expensive and difficult to print, so consider your paper size. Select paper size on Templates Screen (see page 2 of this manual), when you click “New” in the File Menu, or under Page Design Tab.

Orientation: Do you want the publication to have landscape orientation (wider than tall) or portrait orientation (taller than wide)?

Margins: Margins are areas of blank space that line the edges of a printed document, so the width of page margins can affect the look and feel of the publication. Wide margins can look sophisticated but do not leave much space for images and text. Narrow margins can provide much more space with which to work. You may also need to consider the following:



Page Setup options under Page Design Tab

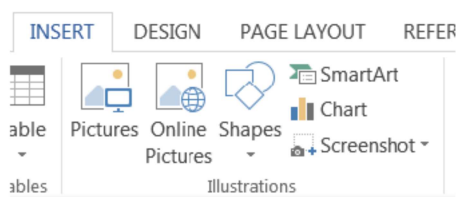
- **Paper type** – If you need assistance for what type of paper you should use, employees at your local office supply store may be able to help.
- **Paper Color** – Usually white or cream-colored paper is the best choice, but if you are printing in grayscale or black and white, colored paper is attention-grabbing and visually appealing.
- **Delivery** – Consider what type of packaging you will use and how you will add an address.
- **Post printing needs** - Will your publication need cutting, folding, stapling, or assembling?
- **Printing options and settings** – Before you print your publication, review Publisher printing options and settings by clicking the File menu.
-

Add pictures to Slides

You can easily insert pictures into your publication from the web and other places.

Here's how to insert pictures from the web:

1. Click Insert Tab.
2. Click "Online Pictures" in Illustrations Group.
3. Search for "New York City" in the Office.com Clip Art box.
4. Select a picture you like.
5. Click Insert.



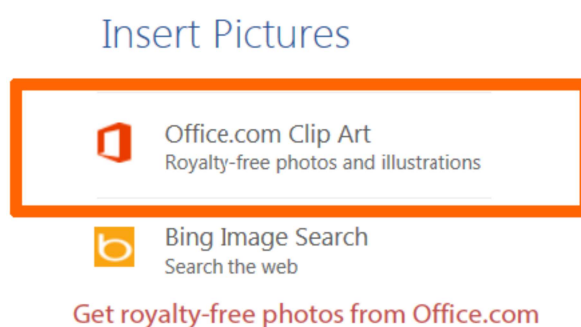
How to move a picture:

1. Place mouse pointer over picture.
2. Look for cross-like move arrow tool.
3. Click and drag your shape to a new spot.

How to re-size a picture:

1. Click into the picture.
2. Look for squares around the frame.
3. Click and drag a frame square.
 - a. Drag a corner out to enlarge proportionally.
 - b. Drag a corner in to shrink proportionally.

Add a couple more pictures, and try re-sizing them.



Editing An Existing Publication

To practice using some of the tools in Publisher, you will edit an existing publication.

To get the training exercise file:

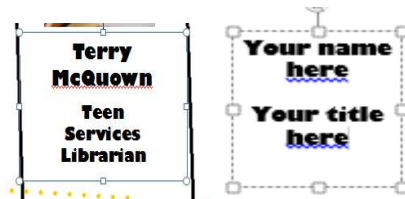
1. Go to kcls.org/techtutor
2. Scroll to find and click the "Exercise Files for Tech Tutor Manuals" card
3. Select *Spring 2009 MS Book Talks* from the list
4. Click "OK" to open

You downloaded exercise, *Spring 2009 MS Book Talks.pub*, is a brochure. You can practice modifying and saving this document. Notice the *Customizable guides* (see page 5) between the three sections. The guides indicate where the publication will be folded after it has been printed.

- ✓ **TIP:** Click the **Save** button on the Quick Access Toolbar intermittently, as you complete each of the listed tasks, to ensure you do not lose your work.

Modify Some Text

1. Right click on the default page and in the **Zoom In/Zoom Out** menu, change the Zoom setting from 100% to 150%.
2. Edit the contact information by clicking inside the text placeholder in the third section that contains the name "Terry McQuown". Modify the name to "Local Librarian".



Format Publication

1. Click on the top-left corner of the second section to select that entire section. Then click the **Shape Fill** command in the **Format** tab on the **Drawing Tools** ribbon. Hover over some *Scheme* and/or *Standard Colors* to view some tooltips showing names of Shape Fill colors and watch the fill color changes in the selected section. Select a color. How about *Standard Color Green (col 6)*? Fill color is modified in second section.
 2. Highlight the text inside the text placeholder which starts with 'There are going to be ...' Click the **Text Fill** command in the **Format** tab of the **Text Box Tools** ribbon. Hover over some *Scheme* and/or *Standard Colors* to see some tooltips showing names of Text Fill colors and watch the text fill color changes in the selected text. Select a color. How about *Scheme Color Accent 2 Gold (row 1, col 3)*? Text fill color is modified in text placeholder.
- ✓ **TIP:** Remember, you can also make a few changes and click the **Undo** icon on the Quick Access Toolbar to remove changes.

WordArt

1. In the first section, click inside the text placeholder that contains the word 'Homework' to see the Format tab on the WordArt Tools ribbon appear. Click the tab to view the **WordArt Styles** group on the ribbon.
2. With the cursor in the placeholder, click the dropdown arrow in the lower right hand corner of the group and select a different style from either the *Plain WordArt Styles* section or the *WordArt Transform Styles* section of the dropdown.



3. With the **Format** tab still in focus, change the style of the placeholders for 'Online Teen Zone' and 'MySpace'.
- ☑ **TIP:** Click the **File** button and in the Backstage View, click **Print** to see a preview of how a printed brochure will look. Click **Close** to close the publication only.

Create a Publication from a Template

Publisher allows you to choose from various templates to create professional looking publications. Each predesigned template has placeholders to guide your design. Once you learn how to manipulate and change one template, you can apply those skills to other templates.

Create a Business Newsletter

1. With **New** selected in the Backstage View, choose the **type** of publication to be created. For this exercise, let's create a business newsletter.
2. Click the **Business Newsletter** portrait template 'Trader News' in the Featured View (default).
3. Click **Create** to work with the publication; name and save the file as 'Brain News' in the same directory as all downloaded files.
4. In the **Navigation** pane, right click and delete page 4, then both pages 2 and 3. Save it!
5. Change the template to read about a fictional business.

One-on-One Help, Classes, and Online Courses

KCLS recommends free One-on-One computer help and computer classes as you continue to learn about Publisher 2016 and computers. Stop by your local library or go to kcls.org/techtutor to find upcoming sessions near you. You may also call Ask KCLS at 1-800-462-9600.

Online courses are also an excellent way to continue your learning.

Try it! On an Internet enabled computer, try "Publisher 2016 Essential Training" from Lynda.com. Go to: <http://1.kcls.org/2GE3hyP>. (This link is case-sensitive, and you will need your KCLS library card number and PIN to login.)

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