P Publisher

Creating Posters and Newsletters in Publisher

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Learning Objectives

- Introducing Publisher
- Participant Poll – How do you use Publisher?
- Live Demo and Practical of Publisher
- Best Practices for Design and Print
- Getting Publisher
- Q&A

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Introducing Publisher

- Publisher is a desktop publishing application that you can use to create a wide assortment of publications, such as newsletters, business and greeting cards, brochuers, certificates and restaurant menus etc.

- Publisher contains hundreds of predesigned layouts called templates that you can use as the basis for professional-looking projects.
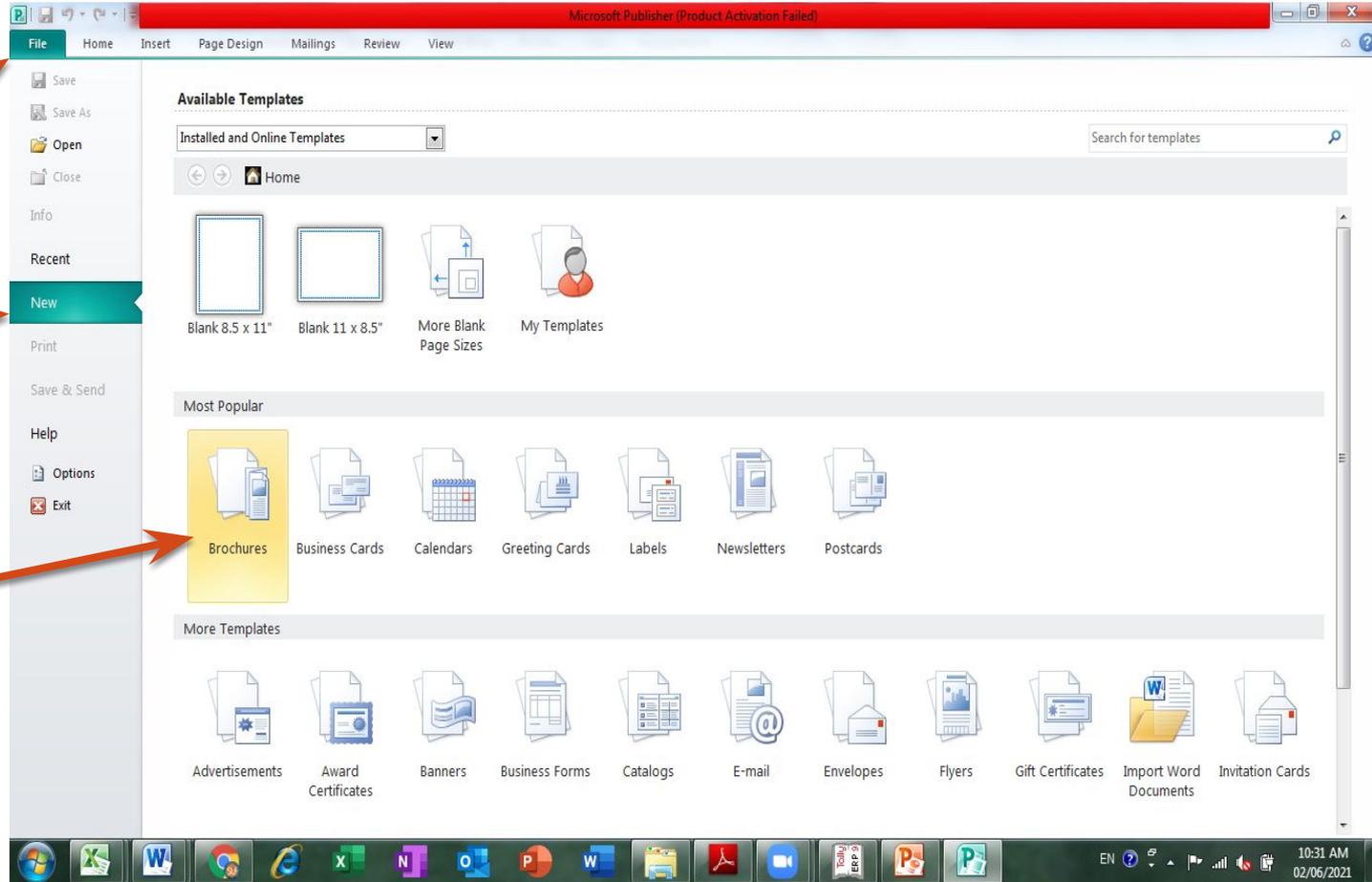
Starting Publisher

- To start Microsoft office Publisher 2010, click the Start button, point to All Programs, click Microsoft Office, and then click Publisher 2010.

- Templates are grouped by category, such as Business Cars and Calendars and can be found in the middle pane of the window.

MS-Publisher opens showing Available Templates Window

File Menu

New Command

Middle pane Displays Templates

Microsoft Publisher (Product Activation Failed)

File   Home   Insert   Page Design   Mailings   Review   View

Save
Save As
Open
Close
Info
Recent
New
Print
Save & Send
Help
Options
Exit

Available Templates

Installed and Online Templates

Search for templates

Home

Blank 8.5 x 11"   Blank 11 x 8.5"   More Blank Page Sizes   My Templates

Most Popular

Brochures   Business Cards   Calendars   Greeting Cards   Labels   Newsletters   Postcards

More Templates

Advertisements   Award Certificates   Banners   Business Forms   Catalogs   E-mail   Envelopes   Flyers   Gift Certificates   Import Word Documents   Invitation Cards

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Choosing a Template

- To create a publication, click a category in the Available Templates window, and then click a template in the middle pane.

- Once you click a category, you will see a thumbnail and customization options for the selected template.

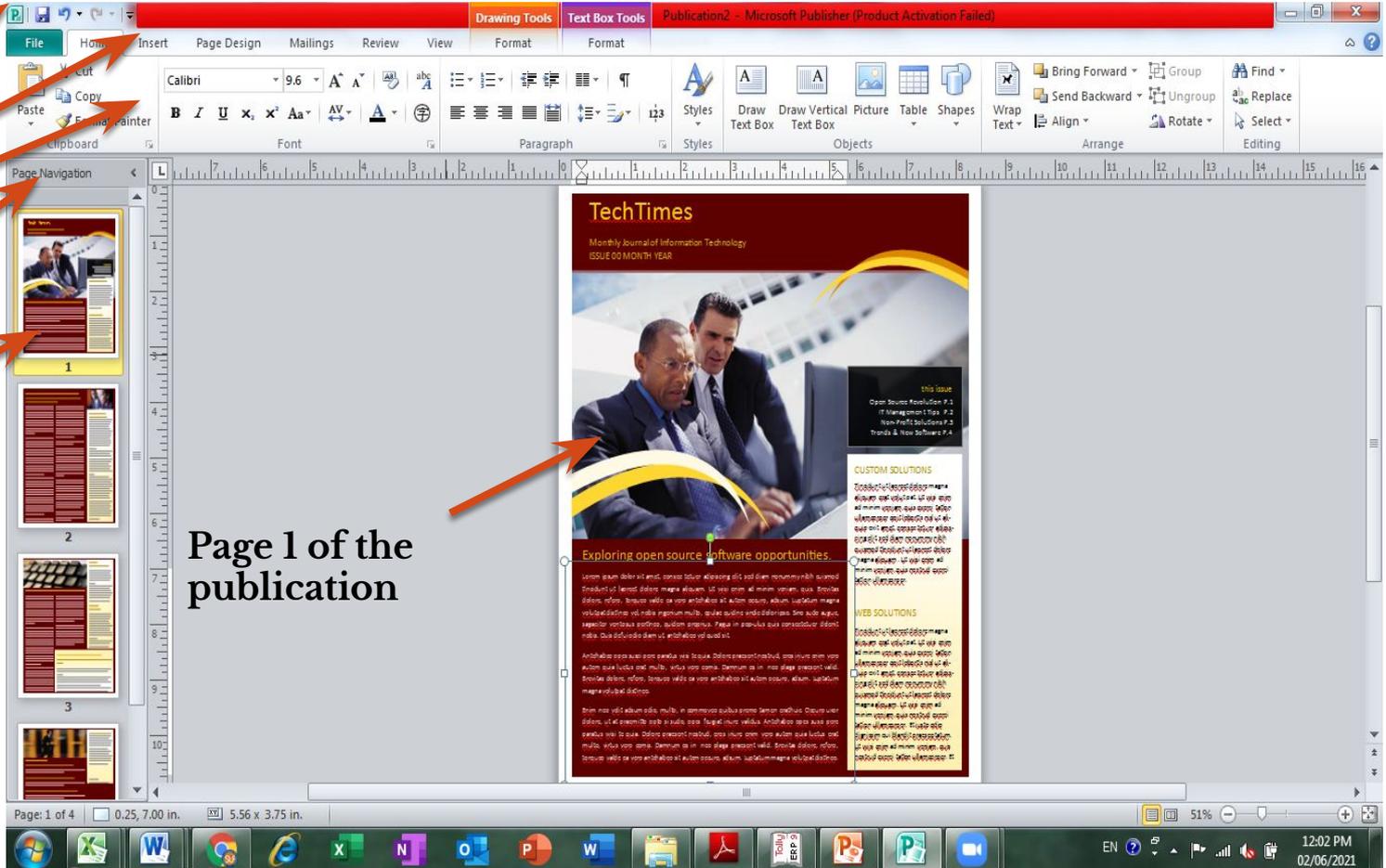- Click the Create button to open the new publication.

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Microsoft Publisher Window

Quick Access Toolbar

Tabs

Ribbon

Page Navigation Pane

Page 1 selected

Page 1 of the publication

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Saving a Publication

- To save a new publication, click the Save button on the Quick Access toolbar or use the Save command on the File menu.

- The Save As dialog box will appear prompting you to name your publication and save it to a specific location.

- Once a publication has been name and save, the save command will update the latest version.

Modifying a Publication

- You can add, delete, move, rotate and scale text boxes and graphics.

- Publisher supplies you with basic shape tools and clip art. Modifications are made using options on the Ribbon.

- A logo is a symbol that is designed to help customers remember a business and its products. In Publisher, you can create a new logo or use one you have already created.

Printing a Publication

- To print, click the File menu, then click print which opens the Print window.
- Many options are provided in the Print window. You can choose the number of copies and the page range to print.
- The preview window allows you to see how your publications will print before you click the print button.

Closing a Publication

- Unlike other Mircosoft Office 2010 programs, the Publisher program does not have a close window button in the top-right corner, only a close button, which will close the entire publisher program.

- To close your publication, but not the entire publisher program, click File on the menu bar, the click Close.

Summary

- In this lesson, you learned:
- Microsoft Publisher is a program that allows you to produce professional-looking publications in almost any format imaginable. Publisher makes this process even easier with the use of templates and building blocks.

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Summary

- Business information sets are collections of information about individuals. They are stored in Publisher and used with templates.

- It is important to save your work often. The first time you save a publication, the Save As dialog box opens so that you can name and save your file.

- When you are finished with your publication, you can print the publication using the Print window and then close Publisher.

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