

## Microsoft Publisher Class Outline

1. File Menu
  - a. New>Templates
  - b. Open/Close
  - c. Save/Save As
  - d. Page Setup/Print/Print Preview
2. Edit
  - a. Undo/Redo
  - b. Cut/Copy/Paste
3. View>Toolbars – double check that all are the same:
  - a. Standard
  - b. Formatting
  - c. Connect Text Boxes
  - d. Objects
  - e. Picture
  - f. Publisher Tasks
  - g. Task Pane
  - h. Move Toolbars
  - i. Drop down menu>Add buttons
4. Arrange>Layout Guides>Margin Guides tab to set margins
5. Ruler Guides
  - a. Click and pull from ruler bar to insert a guide line
  - b. See Arrange>Ruler Guides for additional ways to add ruler guides
  - c. Arrange>Snap>To Ruler Marks/Guides
6. Format>Background
  - a. More Backgrounds to get Fill Effects dialog box
7. Insert text
  - a. Insert text box
  - b. Type text
8. Format text
  - a. Format>Font
  - b. Use Font Toolbar
9. Insert>Content Library
  - a. Add to Content Library
  - b. Insert from Content Library
  - c. Click and drag into publication
10. Insert>Picture
  - a. Clip Art
  - b. From File
11. Picture Toolbar
  - a. Insert Picture/Insert Picture from scanner
  - b. Color
    - i. Automatic
    - ii. Black and White
    - iii. Grayscale
    - iv. Washout
  - c. More/Less Contrast
  - d. More/Less Brightness
  - e. Crop tool
  - f. Line/Border Style
  - g. Text Wrapping
    - i. Use sneakers example for lots of wrap points

- ii. Make sure text wrapping is set to tight
- iii. Hold CTRL while clicking on red image outline to insert wrap points
- h. Format Picture
- i. Set Transparent Color
  - i. Picture toolbar ONLY – not in menu
  - ii. Sets one color to be transparent – only available on few clip art (use dog example)

#### 12.Grouping

- a. Must hold shift while selecting more than one object to be grouped or arranged
- b. Arrange>Group
- c. Arrange>Ungroup
- d. Arrange>Regroup

#### 13.Arrange>Order

#### 14.Arrange>Nudge

#### 15.Arrange>Rotate or Flip

#### 16.Arrange>Align or Distribute

#### 17.Insert Picture

- a. Autosshapes
- b. WordArt

#### 18.Table>Insert

### NEWSLETTER

#### 19.View>Master Page

#### 20.Arrange>Layout Guides

- a. Margin Guides
- b. Grid Guides
- c. Baseline Guides

#### 21.Insert>Design Gallery Object

- a. Masthead
- b. Pull Quote
- c. Boxes
- d. Coupon

#### 22.Insert a text file from another program

- a. Insert>Text box
- b. Insert>Text from file

#### 23.Create text box link

- a. Click text box with text that is overflowing
- b. Click Create Text Box Link in Connect Text Boxes Toolbar

#### 24.Format>Text Box>Text Box Tab

- a. Check “Continued on page” or “Continued from page”

#### 25.Insert>Page

#### 26.Insert>Duplicate Page

#### 27.Arrange>Layout Guides>Baseline Guides

- a. View>Baseline Guides must be checked
- b. Format>Paragraph Dialog Box>Indents and Spacing>Align text to baseline grids must be checked

#### 28.File>New>Templates