# Publisher

BASIC TASKS IN PUBLISHER

Publisher is a great app for creating visually rich, professional-looking publications.

You can make simple things like greeting cards and labels, or more complex projects like yearbooks, catalogues, and professional email newsletters.

Create a publication

All publications begin with a template, even if it's a blank template. The trick is to find a template that looks like the vision you have for your final publication. Publisher comes with built-in templates.

1. Click **File › New**, and do one of the following:

   - Choose one of the **Featured** templates and click **Create**.

   - To use one of the templates installed in Publisher, choose **Built-in**, scroll to click the category you want, choose a template, and click **Create**.
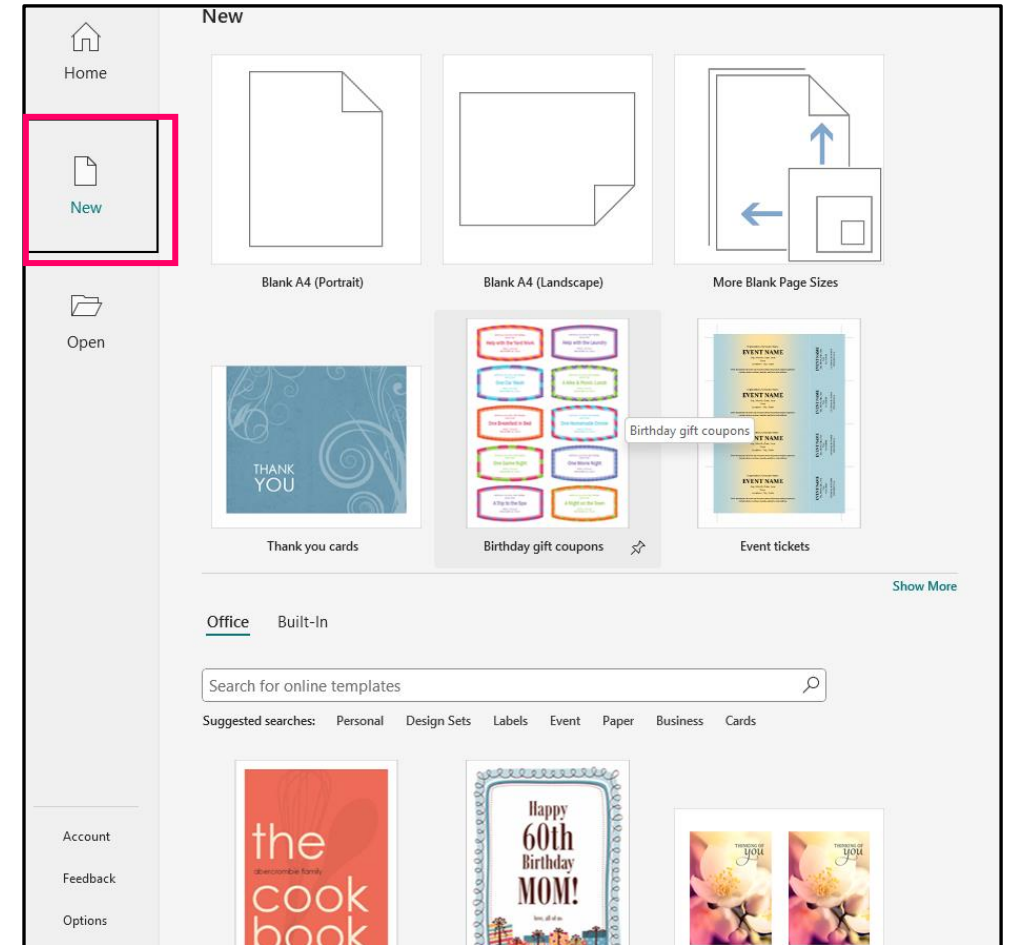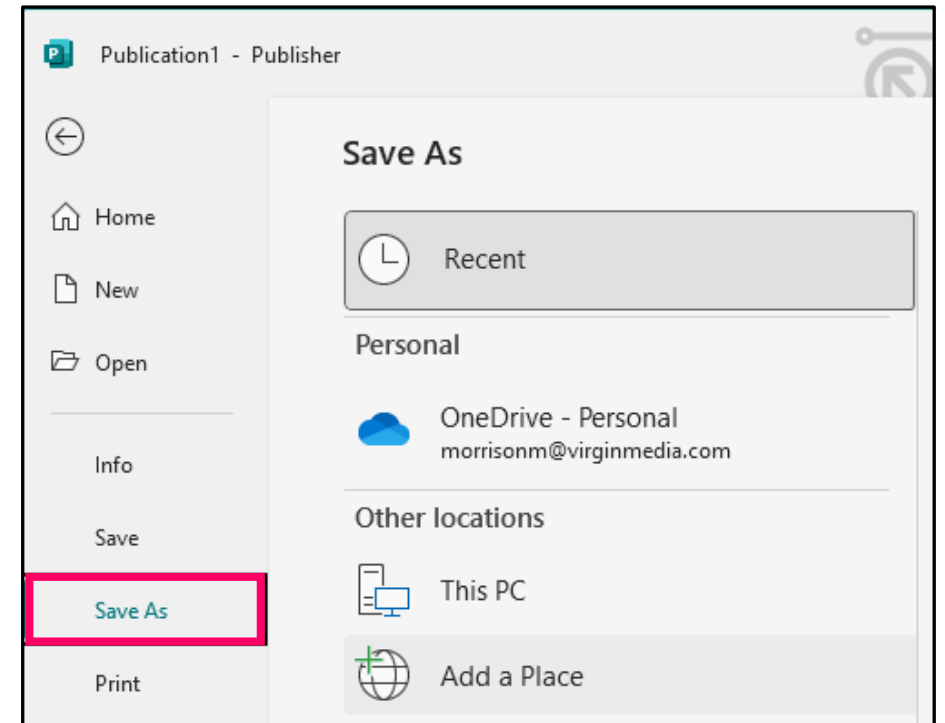
Save your publication

Save your publication the first time by following these steps.

1. Click **File** > **Save As**.

2. In **Save As**, choose where you want to save your publication.

    1. **OneDrive** is a free Microsoft service that provides password-protected online file storage.
    2. **Add a Place** lets you add an online location to save your publication.
   3. **Browse** lets you choose a location on your device (preferred).

Enter the name for your publication and click **Save**.

After you've saved your publication once, you can simply click **File** > **Save** each time you want to save. If you want to change the file name or location of your publication, click **File** > **Save As**, and save the publication as if you were saving for the first time.

**Add pictures to your publication**

1. Click **Home** > **Pictures**.
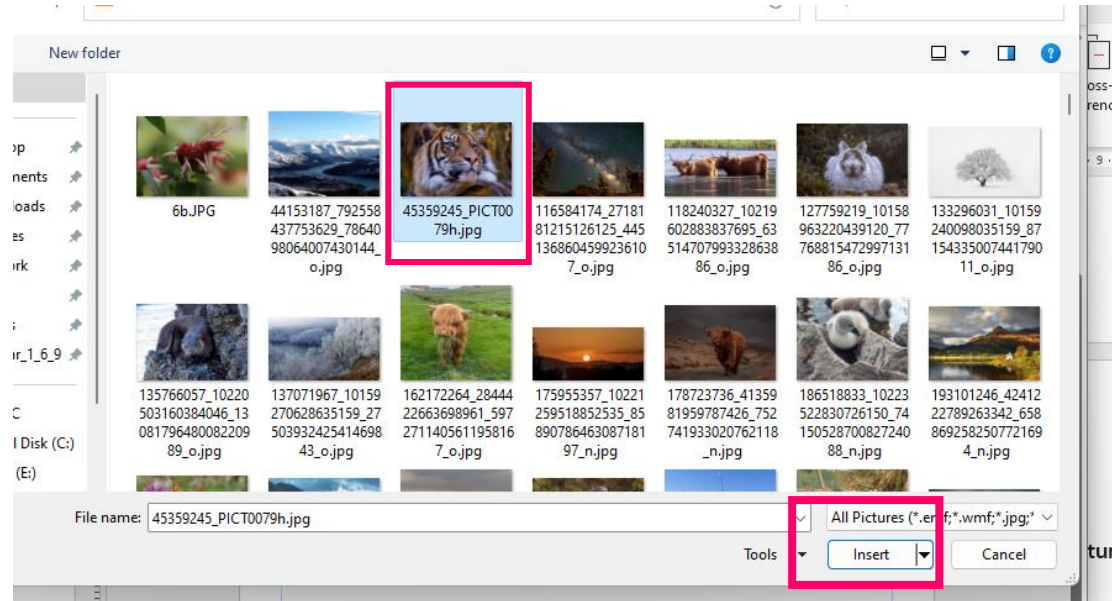
2. Use the options in the **Insert Pictures** dialog box to find the picture(s) you want to use.

Add text to your publication

Add text to your publication by inserting a text box first. Most templates contain text boxes you can fill in or delete, but you can also add your own text boxes.

First: Add a text box

1. Click **Home** > **Draw Text Box** and drag the cross shaped cursor to draw a box where you want text.
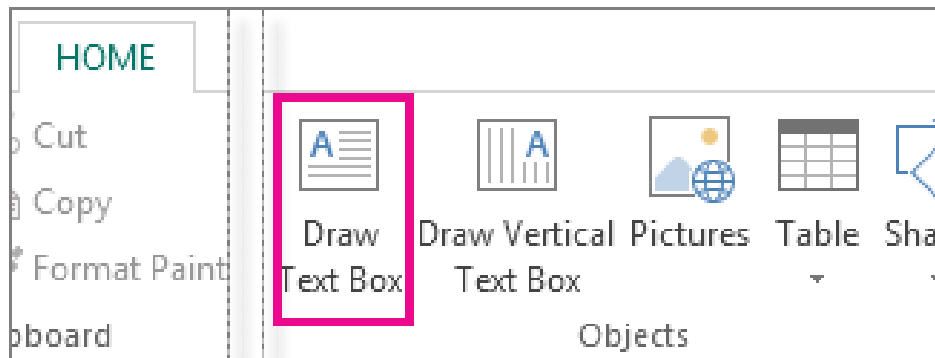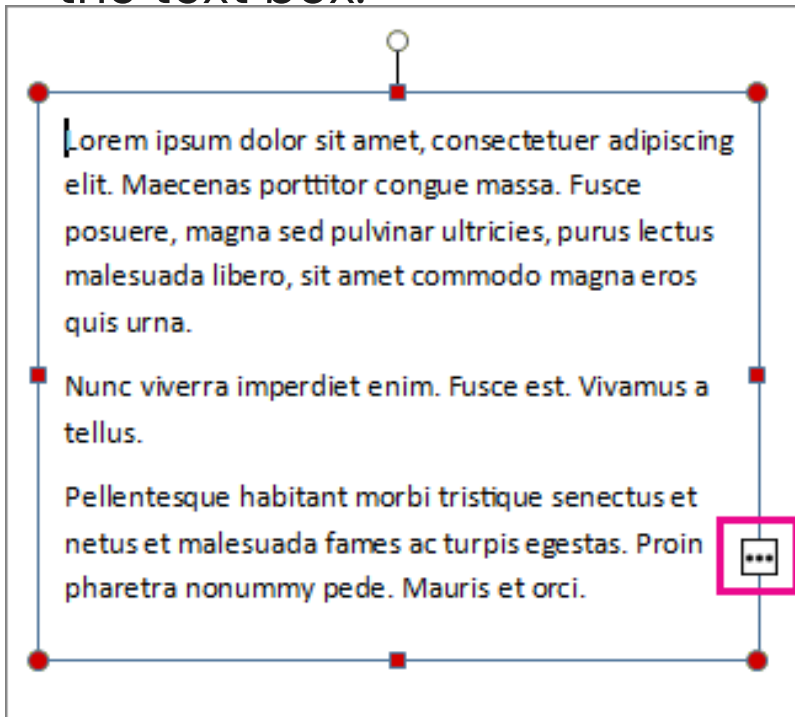

2. **Type text in the text box**.

If the text you type is too long for the text box, you can make the text box bigger, or link it to another text box.

Link your text boxes

You can link text boxes so that text flows from one box to another.

When a text box has too much text, a little box with ellipses appears in the lower right of the text box.

Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.

Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci.

Create a new text box.

Click the overflow indicator and your cursor becomes a jug

Move to the new text box and click. The overflow text will show up in the new text box.

Now as you add text, words flow from one text box to another. If you run out of room in the second box you can link to another text box, and the text will flow through all three boxes.

Add Building Blocks to your publication

Use building blocks to quickly create a publication in Publisher

Building blocks are reusable pieces of content like business information, headings, calendars, borders, and advertisements that are stored in galleries. You can access and reuse the building blocks at any time. You can also create and save your own building blocks, categorize, write a description, and tag them with keywords to make them easy to find. These custom building blocks can be a combination of graphics, text, and even other building blocks.
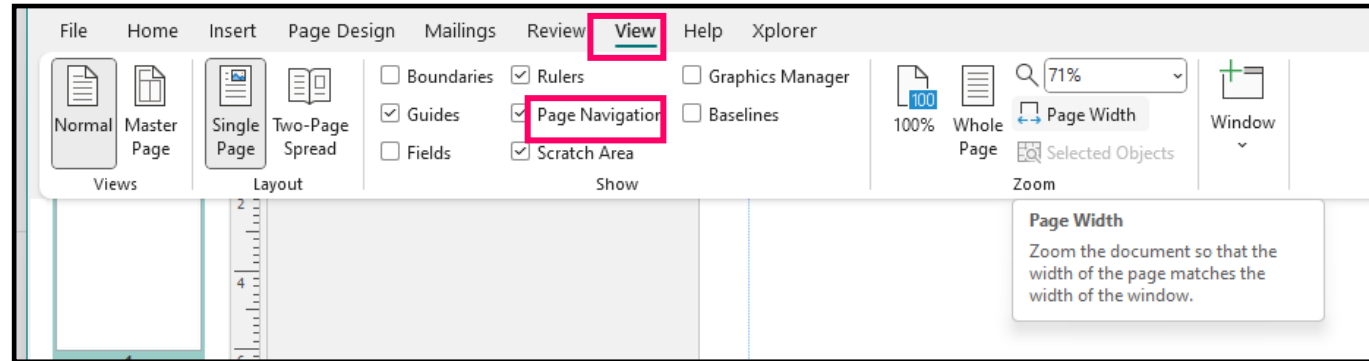
Building block galleries

Four of the five building block galleries are found on the Insert tab, in the Building Blocks group and the fifth, Business Information, is found in the Text group.

The five galleries contain:

ψ Page Parts: Pre-formatted structural elements for your publication such as headings, sidebars, and stories.

ψ Calendars: Pre-formatted monthly calendars. You can select the current or next month from the gallery or select the month and year from the gallery from the Building Block Library.

ψ Borders & Accents: Graphic elements such as borders, emphasis, and frames.

ψ Advertisements: This gallery is for pre-formatted advertisement elements, including coupons.

ψ Business Information: Business Information sets.

Insert a building block from a gallery

In the View tab, select Page Navigation pane, select the page in your publication where you want to insert the building block.

≈ Click **Inser**t > Scroll to find a building block or click More <**gallery name**> to open the Building Block Library.

≈ and click the building block gallery you'd like to use and then move and resize it to fit your need.
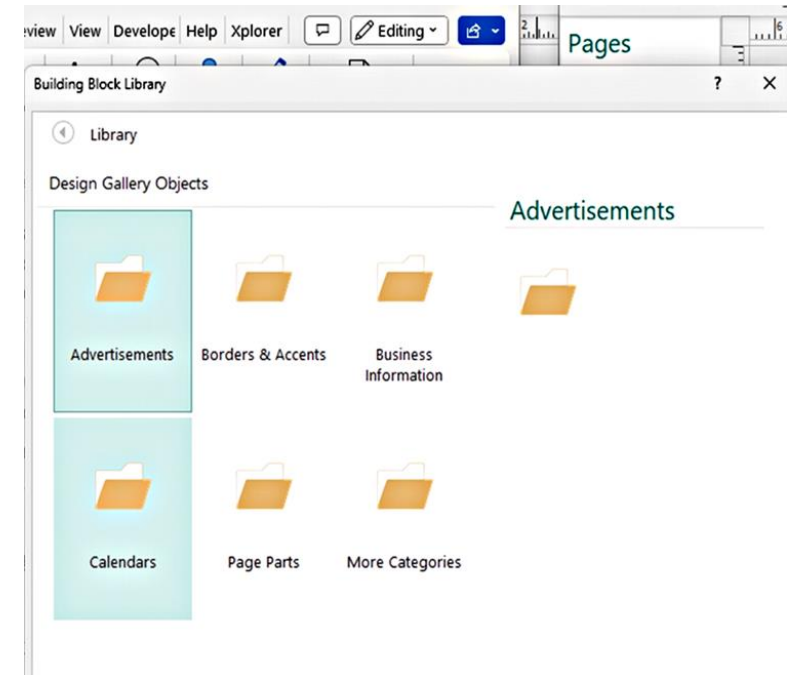
Create a building block

You can create your own building blocks, such as an image or a border. Right-click in the element you'd like to save as a building block and select **Save as Building Block**.

In the Create New Building Block dialog, enter the information about the building block:

Title: Create a name for your building block**.**

Description: Add an optional description of the building block's purpose.

Gallery: Decide in which of the five galleries your building block will live.

Show in Gallery: Tick this box to make the building block available in the gallery.

Category: Select a pre-built category for the gallery, or type in a new category name.

Keywords: Enter your own keywords to make searching for building blocks easier.

Print your publication

1. Click **File** > **Print**.
2. Under **Print**, enter the number of copies to print in **Copies of print job** box.
3. Make sure the correct printer is selected.
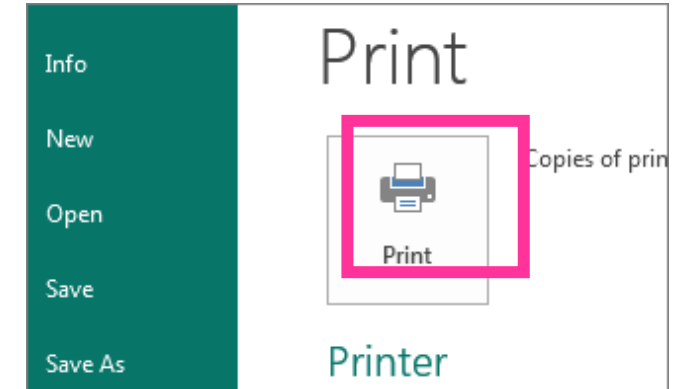
Note: Your default printer properties are automatically entered for you.

4. Under **Settings**, do the following:
   - Make sure the correct range of pages or sections is selected.
   - Select the layout format for printing.
   - Set the paper size.
   - Set whether to print on one side of the paper or on both sides.
   - If your printer is capable of color printing, choose whether you want to print color or grayscale.
   - Click the **Print** button when you are ready to print.
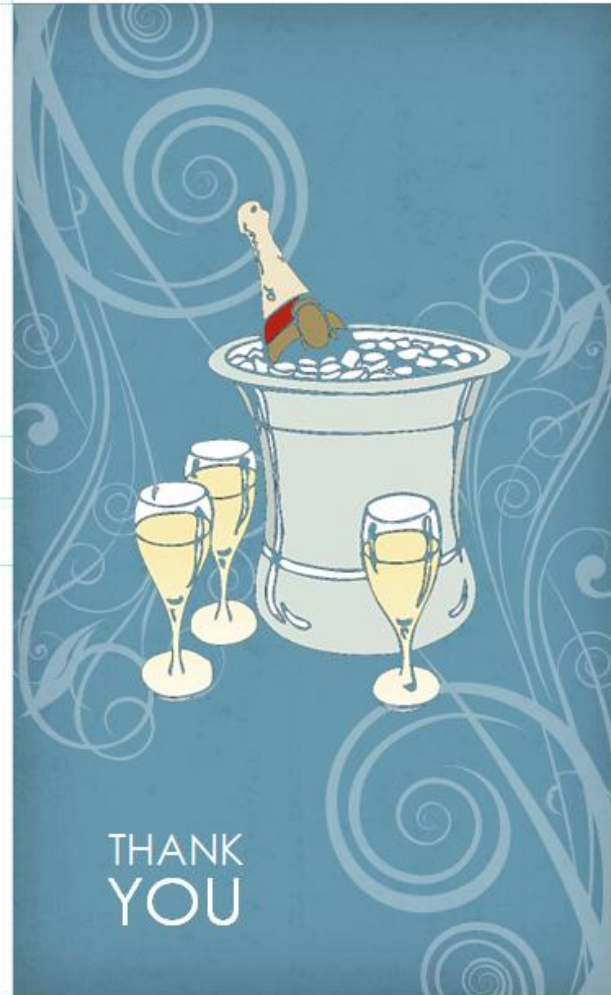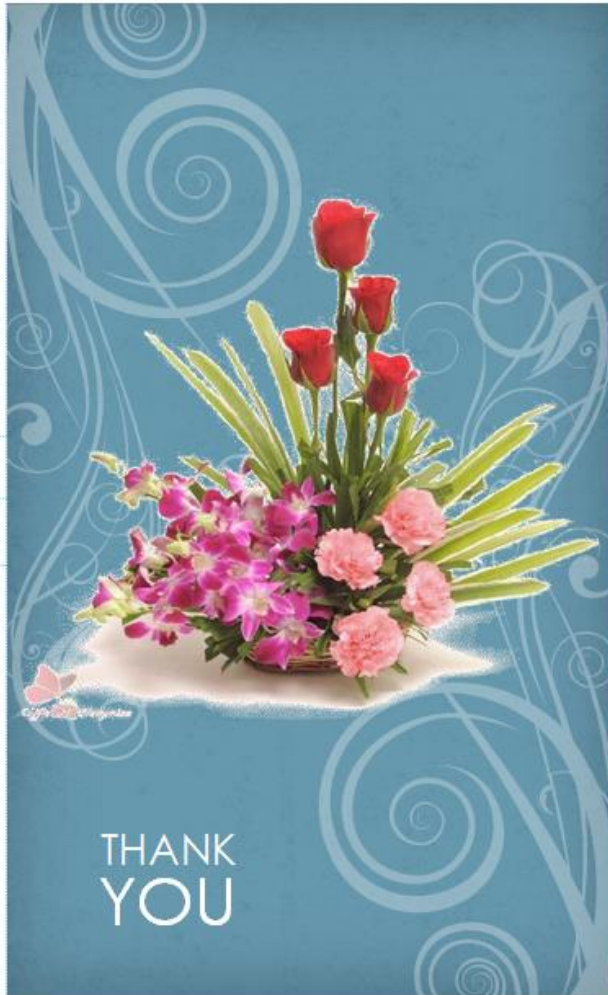
An example of a thank you card template.

THE END