

Microsoft Publisher 2010

What's New!

INTRODUCTION

Microsoft Publisher 2010 is a desktop publishing program used to create professional looking publications and communication materials for print. A new improved user interface includes several features that aid in printing, typography, content placement, and more. Users will find that the familiar Ribbon and Backstage are included in the new design.

WHAT'S NEW!

The Ribbon

Microsoft finally replaced the familiar menus and toolbars with the Ribbon. Users first experienced the ribbon in Office 2007, which organized related commands under tabs but provided no option to customize command groups or tabs. Fortunately, that option has been enabled in this version as well as in Office 2010.

Welcome to the Backstage

The Backstage View is the place where you manage files and the related data about them. Click on the File tab to create, save, and send publications, or access information regarding your publication. From this view you can access the most recent publications that were opened, set print options, and preview a publication before printing.

Quick Access to Recent Places

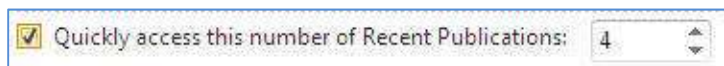
New and revised navigation shortcuts provide faster retrieval to any publication continually by allowing the user to pin shortcuts to the Recent Screen.

How to:

1. Click on the tab File and then Recent.
2. Click on the push pin next to any *Recent Documents* or *Recent Places* to pin the desired documents or places to the window.
3. Click the push pin again to remove them from the window.



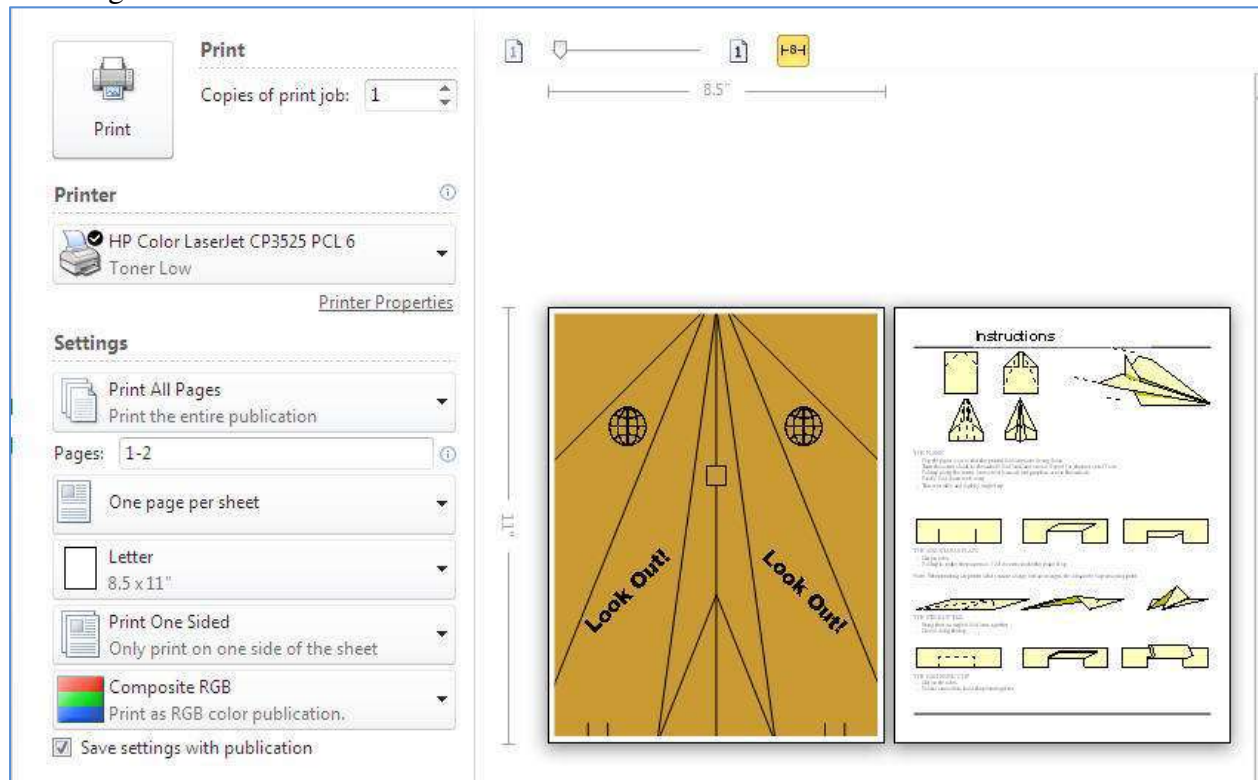
To change the default number of publications that are accessible click



on the box "Quickly access this number of Recent Publications," located under the *Recent Publications* pane. Use the arrows provided to change the number.

Print Settings and Print Preview

Click the tab *File* and then *Print* to access Publisher's Print and Print Preview commands in Backstage View.



The left side displays the print settings, whereas the right is the preview pane. In the preview pane, you can simultaneously view both sides of a page, page boundaries, and other related print information.

Print Command

Click the command *Print* to print or access print settings:

- Print Preview a document
- Change the default printer
- Set print settings
 - Two-sided printing (depends on printer)
 - Orientation (landscape/portrait)
 - Margins

Note: Changes made to the setting in the left pane (Print Backstage) will affect both the preview and the printed result.

Fine typography

Use the new tools in Publisher to transform ordinary text into fine typography. With *OpenType* fonts such as Calibri and Gabriola, you can apply stylistic sets, stylistic alternates, true small caps, ligatures; number styles and more.



You can also use additional OpenType fonts that are available through other companies. Whether the font supports the advanced typographic features, as well as which features, is determined by the font designer. Most fonts at this time do not support advanced OpenType features.

How to:

1. On the *Home* tab in the *Objects* group, click the command *Draw Text Box* to access the *Text Box Tools* tab.
2. If the selected font supports *OpenType*, the *Typography* group will be enabled providing access to formatting features and tools including the new typography features.

Building Blocks

Building blocks are reusable pieces of content such as business information, headings, calendars, borders, and advertisements that are stored in galleries. 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

There are five galleries to choose from and the first four are in the *Building Blocks* group located on the *Insert* tab. The fifth *Business Information* located in the group *Text* on the same tab.

1. *Page Parts* – This gallery contains preformatted structural headings, sidebars, and stories.
2. *Calendars* - This gallery contains 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.
3. *Borders & Accents* - This gallery contains graphic elements for adding borders, emphasis, and frames.
4. *Advertisements* - This gallery contains pre-formatted advertisement elements, including coupons.
5. *Business Information* - This gallery contains your Business Information sets, such as Contact Information and Logos.

Improved Imaging Tools

New and improved imaging tools let you add or change a picture seamlessly without affecting the layout of your publication. Other features include new cropping tools, a visual pan tool to center pictures before cropping, and an improved picture style gallery.

The Crop Tool

How to:

1. Select a picture in Publisher to access the new *Picture Tools* tab.
2. Locate and then click on the *Crop* tool located on the far right of the tab. Notice that the picture is surrounded by eight sizing handles that allow you to define a picture area.

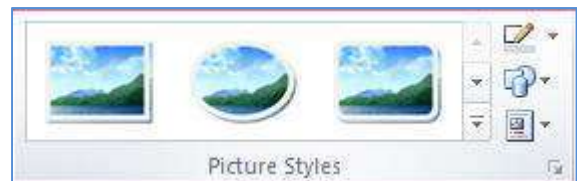


In addition, there are three additional tools within the *Crop* group.

- a. *Fit* – Resize the picture so that the entire picture displays within the defined area while maintaining the original aspect ratio.
 - b. *Fill* – Resize the picture so that the entire picture area is filled while maintaining the original aspect ratio. Any area of the picture that falls outside of the defined area is cropped.
 - c. *Clear Crop* – Remove all cropping from the selected picture
3. Move any of the sizing handles in the direction of what you are trying to accomplish. Place the mouse pointer over the picture, when it changes to a 4-headed arrow (pan tool) you can pan the picture in any direction.
 4. Click on the *Crop tool* to crop the picture or select the *Fit* or *Fill* tool.

Picture Styles

The picture styles group contains four picture shapes with six different border options. To preview any style, hover over any shape while the picture is selected. Additional tools in the group include Picture Border, Picture Shape, and Caption.



How to:

- *Picture Border* – click the tool change the borders color, weight, or pattern.
- *Picture Shape* – click the tool to change the shape of the picture.
- *Caption* – click the tool to apply a caption to the picture.

CREATING A NEW PUBLICATION

To create a new publication click on the *File* tab, and then click *New*. Under *Available Templates* choose one of the templates listed or click on *Blank* to create a new publication.

Page Design

Click the tab *Page Design* if needed, to change templates, adjust page margins, apply ruler guides, or apply built-in color schemes to the chosen template.

You can use the *Built-in Ruler Guide* templates to help in aligning text boxes, pictures, or other objects. To apply a *Built-in Ruler Guide* template click on the command *Guides* in the group *Layout*, and then choose a template.

To add a vertical or horizontal ruler guide repeat the above step, then click on *Add Vertical* or *Horizontal Ruler Guide*.

To add additional guides, move the mouse pointer over the vertical or horizontal ruler; drag the guide in the desired direction when the *pointer changes to a two headed arrow*.

Adding Text

If used prior versions of Microsoft Publisher then you already know that in order to add text to a publication requires drawing a text box. Text boxes hold content in areas that you create in your publication. Text boxes can be linked to each other to contain the overflow of text within the publication.

How to:

1. On the *Home* tab click the command *Draw Text Box* in the group *Objects*.
2. Draw a rectangle using the *Precision Select* pointer.
3. Release the mouse button and then either type, paste, or insert a file into the text box.
 - To insert a file, click the *Insert File* command in the group *Text* on the *Insert* tab.
 - The Insert Text dialog box opens and will recognize most text formats.
 - Locate the desired file and the click OK. Publisher will convert the file to the correct format.



Quick Tip: Text Selection

- Double clicking on a word selects the word.
- Click & Drag selects a block of text, or you can click at the beginning of the text, hold the Shift key, and click at the end of the text block.
- Triple clicking in the text box frame selects all the text.

Editing Text in Word

In prior versions of Publisher, you would right click on the text box and then choose “*Change Text*” and the Edit in Word. In the 2010 version, you must include the command on the Ribbon interface.

How to:

1. Click on the tab File, Options, and then Quick Access Toolbar.
2. Under the menu “Choose commands from:” click the down arrow and select “All Commands.”
3. Scroll down to the command “Edit Text in Word,” then click Add | OK.
4. Click on any text box and then the newly added command “Edit Text in Word” on the Quick Access Toolbar

Linking Text Boxes

How to:

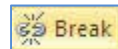
1. To link a text box to another text box click anywhere on the frame to select it.
2. Click on the command *Create Link* located in the group “*Linking*” on the *Text Box Tools Format tab*. This will change the mouse pointer to resemble a pitcher.
3. Click anywhere on an empty text box "to pour the text" into another frame.
4. This can be repeated if necessary.



Disconnecting Linking Text Boxes

How to:

1. To disconnect the link select the first text box to be disconnected.
2. Click the *Break* command located in the group “*Linking*.”



Grouping Objects

If you worked in Word or PowerPoint, the grouping of objects may not be new to you.



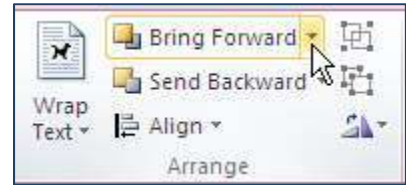
1. Click on the objects to select them. Then click the Group icon and then choose the menu Group. Clicking on the icon again will ungroup the objects.

Take notice, when you ungroup the objects that they are still selected. In order to move the objects independently click in an open area then move the desired object.

Quick Tip: The grouping of objects is useful when you need to reposition or adjust all the frames in relation to the top or bottom of a page.

Layering of Objects or Pictures

1. The stacking of objects or pictures (one on top of another) is used to create a visual effect.
2. Layering allows you to determine the position of the object/picture in relationship to those in the stack.



Drag a frame onto another frame and this forms a layer. An example could be a text frame on top of a picture. Notice how the one frame seems to disappear. You need to rearrange the layers to make it visible.

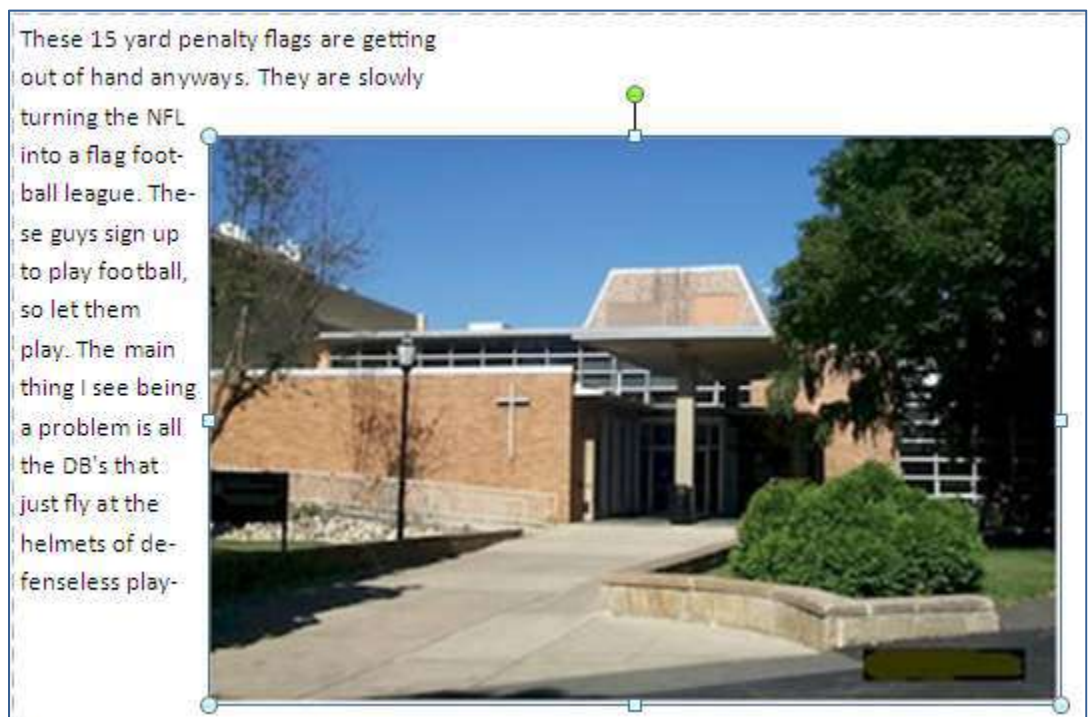
3. To accomplish this select the object and then click on the tab Drawing or Picture Tools. Then in the group Arrange, choose from the commands Bring to Front, Send to Back, Bring Forward, or Send to Back.
4. To make a layer visible beneath a frame, click the text frame and press Ctrl+T.

Wrapping Text around Graphics

When you position a graphic so it rests upon a text frame, Publisher automatically wraps the text around the picture so that the two do not overlap. Some pictures will entirely fill the position while

others will have remaining white space left. This is because some graphics do not fill the frames entirely.

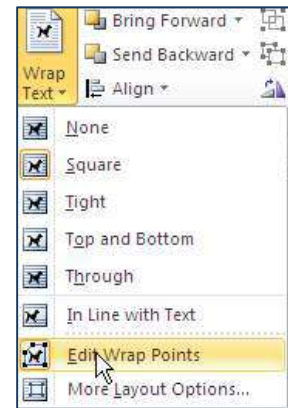
Alternatively, you should choose to wrap the text to the picture instead of the text frame.



Edit Wrap Points

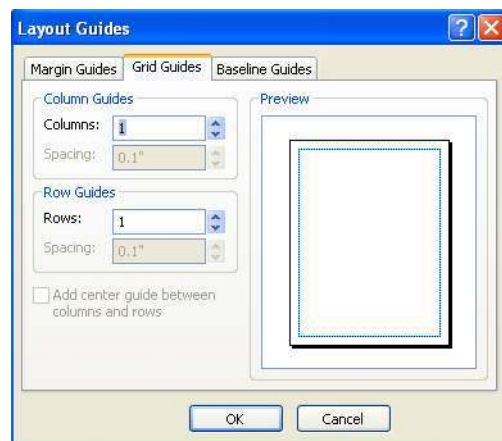
Edit points are points that you create on a picture, which allow you adjust the flow of text around the picture by moving assigned points inward or outward.

1. Click on the picture to make it active.
2. Click on the On-Demand tab Picture Tools and then Format.
3. Click on the Wrap Text command in the group Align.
4. Choose the command “Edit Wrap Points” from the context sensitive menu.
5. Apply points to a picture by holding the Ctrl key down while clicking on the border of the picture. Remove points by clicking on the point while holding down the Ctrl key.



Using the Layout Guides

1. These are the *non-printing blue and pink lines* used to help keep your page design consistent throughout your project.
2. Like the *Ruler Guides*, they are used to snap frames into alignment. Check the command boxes *Guides and Objects* in the group *Align* on the tab *Page Design*.
3. To change the position of a layout guide click on the commands *Guides*, *Grid and Baseline Guides* located in the group *Layout* on tab *Page Design*.



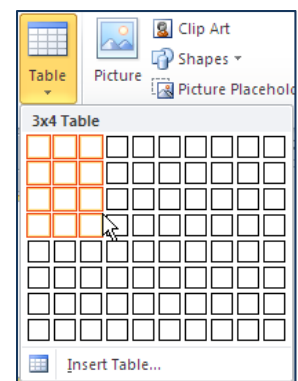
Nudging An Object Into Place

Select the object, then hold down the *Alt* key and use the keyboard arrows to move the object a pixel at a time.

Working with Tables

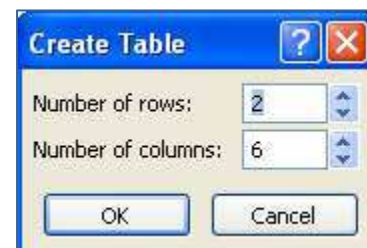
There are two ways to insert a table into you project.

1. Click the command *Table* in the group *Tables* and then use the mouse to select the desired number of rows and columns to insert.



Or

Click the command *Insert Table* to open the Create Table dialog box. Enter the desired number of rows and columns to insert.

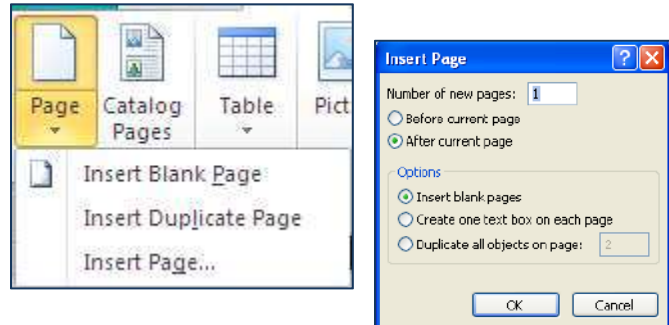


2. Click on the on demand tab Table Design to choose different Formats and Layouts.

Adding New Pages To Your Project


New pages are added below the selected page. You may insert blank or duplicate pages by clicking on the command Page in the group Pages located on the Insert tab.

Opting to select Insert Page, allows the user insert numerous pages *before or after the current page*. This includes additional options shown in the screenshot.



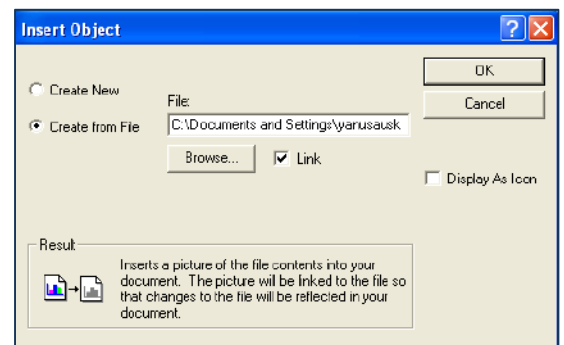
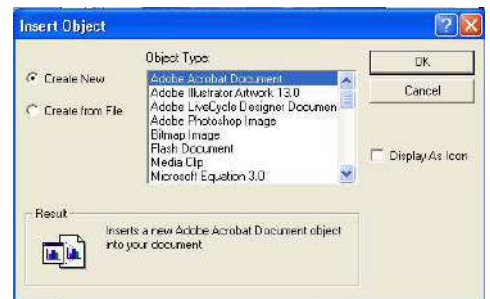
Insert Object Command

The Insert Object command allows you to insert objects from other programs that support Microsoft's Object Linking and Embedding (OLE) technology. These objects can be sounds, movie clips, text files, etc.

To insert an OLE object, click the Insert Object command  in the group Text on the Insert tab. When the Insert Object dialog box appears, choose to “Create New” from an existing file type or “Create from File” (an existing file).

Creating New, from a selected object type requires having the application present on your computer.

Create from File, click the Browse button and locate the file and then click Open to insert the file. Enable the Link to file option to have a link maintained between the original file and the one embedded into your document. This allows changes to be reflected in your document. Click OK.



Formatting Drawing Objects

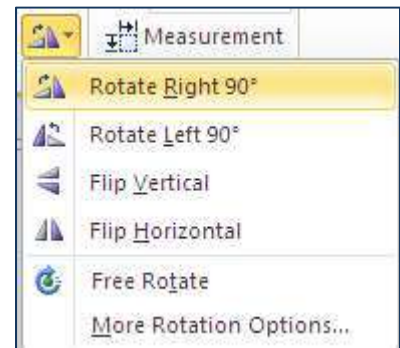
Fill colors, borders, shadows and even 3-D effects can be applied to all drawing objects created in Microsoft Publisher.

To begin formatting *click* on the object, this opens the on-demand Drawing Tools Format tab. From this tab, you can apply fills, borders, shadows, 3-D effects, or even change the shape of the current object to another one.



For example, you could:

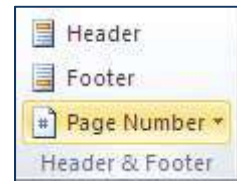
- *Click* on the object and then choose a different style from the group *Shape Styles*.
- *Apply* a shadow from the group *Shadow Effects*, and then extend that shadow by clicking on one of the four arrows in the same group.
- Apply a *3-D* effect by click on the commands down arrow.
- *Rotate* the object using the commands within the group *Arrange*.



The results are endless and you are only limited by your imagination.

Applying Page Numbers

To insert a page number, *click* on the command *Page Number*, in the group *Header and Footer* on the *Insert* tab. You may select from one of the choices displayed and the page number will be inserted in the selected position. In addition, page numbers may also be inserted in any text frame that was created with the text frame tool.



Note. As pages are added or deleted, all page numbers are updated automatically.

