Microsoft Publisher Quick Reference

Microsoft Publisher is a desktop publishing program. It is also called a layout program. It is designed to allow you to quickly and easily design and lay out newsletters, brochures, calendars, signs, posters, booklets, etc.

When the Microsoft Publisher program starts, you are presented with the Microsoft Publisher Catalog that contains a series of ready-made templates for a wide variety of different types of documents. There are three sections to the catalog: Publications by Wizard, Publications by Design, and Blank Publications. In each of these templates, you are presented with a document that has a number of design items already set. These items include things like paper size and orientation, font styles and colors, graphic images or graphic image locations, layout considerations, etc. These templates make it easy to simply insert your information into a document and have a completed, professionally designed document ready in a short time. You choose which document you want and begin entering your data.

In the Publications by Wizard section of the catalog you are presented with a series of designs by document type. Once you choose a wizard, you will be presented with a series of questions to answer and the final result will be a document ready for you to complete. In the Publications by Design section, you are presented with a series of specially designed publications all with the same settings. The Blank Publications section of the Gallery provides a simple set of document types with no decorations.

Basic Concepts
1. Everything on the page is put in some type of frame.
   Each document has a background page and an objects page. Anything on the background page will show up on every page. Items on the objects page only show on that page.
2. Background pages can be one page only or there can be a right and left page.

How do I start a document?
1. Start Microsoft Publisher
2. Click one of the three tabs – Publications by Wizard, Publications by Design, Blank Publications
3. Click one of the categories
4. Click a specific design that meets your needs
3. Click the Start Wizard button (Publications by Wizard or Publications by Design) or the Create button (Blank Publications)
Microsoft Publisher Toolbar

- Pointer Tool
- Text Frame Tool
- Table Frame Tool
- WordArt Frame Tool
- Picture Frame Tool
- Clip Gallery Tool
- Line Tool
- Oval Tool
- Rectangle Tool
- Custom Shapes Tool
- Hot Spot Tool
- Form Control Tool
- HTML Code Fragment Tool
- Design Gallery Tool

What is a layout guide?
A layout guide is a blue line that shows you where to place information. It is not a margin, simply a visual guide for placing frames. Use these guides to determine where and what size to place frames such as text frames, picture frames, WordArt frames, etc.

How do I set the layout guides?
1. Click **Arrange, Layout Guides** on the menu bar
2. Set the Margin guide and Grid Guides as needed
3. Click the **OK** button

How do I remove the Layout Guides?
1. Click **Arrange, Layout Guides** on the menu bar
2. Set the number of columns in the **Grid Guides section** to 1
3. Change the Margin Guides is desired
4. Click the **OK** button

What are margin guides?
A margin guide is a pink line that shows where the margins of the page lie. Remember, these are not actual margins as in a Microsoft Word or other document, they are simply guides for knowing where the margins of the page are to allow placing different types of information on the page.
How do I create a folded booklet or newsletter from scratch?
1. Start Publisher
2. Click the Blank Publications tab
3. Click the Book Fold option
4. Click the Create button
5. Click the Yes button to automatically create a booklet with 4 pages
6. Default paper size is 8.5x11 inches. To change the paper size, click File, Print Setup and change the size in the Paper area
7. The default paper orientation is Portrait. To change the paper orientation, click File, Page Setup and select the Landscape checkbox in the Choose an orientation area (Note: The program will automatically change the width and height values to their maximum values. You may changes these as desired. These values set the physical size of the page, they do not acts as margins for the page.)
8. Click the OK button
9. At this point a booklet is created with layout guides of 1 inch top, bottom, left, and right. To changes these guides
   A. Click Arrange, Layout Guides on the menu bar
   B. Set the margins as desired (Setting the margins to .5 inch will give significantly more room on the page to work.)
   C. Set the number of grid guides as needed (1 column and 1 row is standard)
   D. The Create Two Backgrounds with Mirrored Guides checkbox is checked by default. You should leave this option checked if you want to print the document on facing pages like a book or folded brochure.
   E. Click the OK button

How do I insert text into a document?
First, you must insert a text frame into the document. Once the text frame is inserted, you can insert text by typing directly into the text frame or by inserting a previously created file of text such as a Microsoft Word document.
1. Click the Text frame tool on the Publisher Toolbar (Note: The mouse pointer will turn into a crosshair pointer.)
2. Move the mouse pointer to one corner of where the text frame will be drawn, click and drag to draw a text frame
3. To resize the text frame, place the mouse pointer over one of the frame handles until you see a two-headed arrow, click and drag until the desired size is reached
4. To move the text frame, place the mouse pointer over one edge of the box until a four-headed arrow and a moving van symbol appears, click and drag to move the text frame to the desired location
5. Insert text by typing directly into the text frame or inserting a previously created text file.
   A. Click **Insert, Text file** from the menu bar
   B. Navigate to the desired location, click the desired file, and click the **OK button**
   C. If the text is too large for the text frame, a window will appear asking if you want to use autoflow. If you click the **Yes button**, the program will either flow text into the next frame on the document or if there are no other frames, a window will appear asking if you want Publisher to automatically create a text frame. If you click the **Yes button** a text frame will be created and the text automatically flowed into the frame. If you click the **No button**, the Autoflow command will be cancelled and you must create a text frame and connect the two frames manually. If you clicked the **No button** the first time, you must either adjust the size of the current text frame to fit the text or manually connect the text to another frame.

**How do I connect two text frames so text will flow from one frame to the next?**

1. Create two text frames
2. Insert text into first text frame (The Text in Overflow indicator \[\[\]\] will appear at the lower right-hand corner of the text frame.)
3. Click **Tools, Connect Text Frames** on the menu bar
   (Note: The Connect Frames toolbar \[\[\]\] will appear.)
4. Click the **Connect Text Frames icon** on the Connect Frames toolbar
   (Note: The mouse pointer changes to a pitcher.)
5. Move the mouse pointer over the text frame where the text should flow
   (Note: As the mouse pointer moves over a text frame into which the text can flow, the mouse pointer changes into a pitcher pouring the text into the frame. The connected text frame can be on any page of the document.)
6. Click the text frame
   The text will automatically flow into the connected frame.
   This process can be repeated for as many text frames on as many pages as needed.

**How do I get Publisher to automatically insert “Continued from” and “Continued on” messages into the connected text frames?**

1. Right-click a connected frame (either the beginning or ending frames)
2. Click **Change Frame, Text Frame Properties** from the pop-up menu
3. Place a check mark in the “Include “Continued on page…” checkbox or the “Include “Continued from page…” checkbox or both if necessary
4. Click the **OK button**
   --OR--
1. Click a text frame
2. Click **Format, Text Frame Properties** on the menu bar
3. Place a check mark in the “Include “Continued on page…” checkbox or the “Include “Continued from page…” checkbox or both if necessary
4. Click the **OK button**

**How do I remove the “Continued on” or “Continued from” messages from a text frame?**
1. Right-click a connected frame (either the beginning or ending frames)
2. Click **Change Frame, Text Frame Properties** from the pop-up menu
3. Remove the check mark from the “Include “Continued on page…” checkbox or the “Include “Continued from page…” checkbox or both if necessary
4. Click the **OK button**

--- OR ---

1. Click a text frame
2. Click **Format, Text Frame Properties** on the menu bar
3. Remove the check mark from the “Include “Continued on page…” checkbox or the “Include “Continued from page…” checkbox or both if necessary
4. Click the **OK button**

**How do I force text to go to the next connected frame?**
1. Click at the point where the text should go to the next frame
2. Press **Ctrl-Enter**

**How do I delete a text frame, picture frame, etc.?**
1. Click the item to be deleted (handles will appear around the object)
2. Click **Edit, Delete Object** on the menu bar

**How do I create columns in a text frame?**
1. Select the desired text frame in which columns will be added
2. Click **Format, Text Frame Properties** on the menu bar
3. Set the number of columns desired
4. Set the desired distance between the columns
5. Click the **OK button**

**How do I force text to go to the next column?**
1. Click at the point where the column is to break
2. Press **Ctrl-Shift-Enter**
How do I add a border to a frame?
1. Select the desired frame
2. Click *Format, Line Border Style, More Styles…* on the menu bar
3. Click the *Line Border tab*
4. Set the thickness and color and sides to have that thickness
5. Repeat Step 3 for as many sides as needed
6. Click the *OK button*

How do I add border art to a frame?
1. Select the desired frame
2. Click *Format, Line Border Style, More Styles…* on the menu bar
3. Click the *Border Art tab*
4. Select the desired border art
5. Set the border size
6. Set the border color
7. Set the Stretch option
8. Click the *OK button*

How do I create a custom border art?
1. Select the desired frame
2. Click *Format, Line Border Style, More Styles…* on the menu bar
3. Click the *Border Art tab*
4. Click the *Create Custom button*
5. If you want to use a picture not in the Clip Art gallery, uncheck the “Use Clip Gallery to choose picture” checkbox
6. Click the *Choose Picture button*
7. Navigate to the pictures desired for the border and click the *Insert button*  
   *(Note: The picture should be small and simple. A .gif format line drawing type picture works best. If the file size is too big, you will probably get an out-of-memory error.)*
8. Type a name for the border and click the *OK button*
9. Set the size, color, and stretch options
10. Click the *OK button*

How do I set a fill color for a frame?
1. Select the desired frame
2. Click *Format, Fill Color* on the menu bar
3. Select a color
   *(Note: There are several options for select a color or fill effect. See the Microsoft Word Graphics Quick Reference for more instructions on setting these options.)*
4. Click the *OK button*
How do I specifically set the size and position of a frame?
1. Click the desired frame
2. Click **Format, Size and Position** on the menu bar
3. Set the size and position options as desired
4. Click the **OK Button**

How do I print a booklet?
1. Click **File, Print** on the menu bar
2. Click the **Advanced Print Settings button**
3. Be sure the **Print Crop Marks checkbox** in the Printer’s marks area is checked
4. Click the **OK button** on the **Print Settings window**
5. Click the **OK button** on the **Print window**

How do I insert a picture into a document?
1. Insert a picture frame into the document to hold the picture
2. Click **Insert, Picture** on the menu bar
3. Select the type of picture to insert
4. Navigate to the picture and click the **Insert button**
   *(Note: The picture will be inserted into the frame and sized to fit the frame.)*

How do I change the text wrapping around a picture frame?
1. Select the desired frame
2. Click **Format, Picture frame Properties** on the menu bar
3. Select ** Entire frame** or **Picture Only** radio button
4. Click the **OK button**

How do I change how close text can come to a picture frame?
1. Select the desired frame
2. Click **Format, Picture frame Properties** on the menu bar
3. Set the **Left, Right, Top, or Bottom** margins as needed
4. Click the **OK button**

How do I rotate a frame (text, picture, Word Art, etc.)?
1. Select the frame to display the handles
2. Click **Arrange, Rotate or Flip** on the menu bar
3. Click **Rotate Right** or **Rotate Left** to rotate the frame 90°
   -- OR –
   A. Click **Custom Rotate** to rotate the frame more precisely
   B. Click the appropriate rotate icon to rotate in 5 degree increments
      -- OR –
      Type the appropriate angle and click the **Apply button** to see the results
4. Click the **Close button** when the desired angle is achieved
How do I rotate a frame manually?
1. Select the desired frame
2. Hold the Alt Key and position the mouse pointer over a handle until you see the Rotate pointer
3. Click and drag while holding the Alt key until the desired angle is reached

How do I insert a Word Art?
1. Select the word Art tool
2. Click and drag to create a Word Art frame
   (Note: An Enter Your Text Here window appears.)
3. Type the text for the Word Art frame and click the Update Display button
4. Close the Enter Your Text Here window with the X box
5. Make other changes on the Word Art toolbar as desired
6. Click somewhere on the document to get out of the Word Art frame

How do I change the characteristics of a Word Art?
1. Double-click a Word Art frame
   (Note: The Word Art toolbar will appear.)
2. Make the changes desired on the Word Art toolbar

Word Art Toolbar

How do I create a table?
1. Click the Table Frame tool
2. Click and drag to draw a frame
   (Note: A Create Table window will appear)
3. Set the number of rows and columns for the table
4. Select a table format (if desired)
5. Click the OK Button

How do I insert a clip art into a document?
1. Click the Clip art Gallery tool
2. Click and drag to create a Clip Art frame
   (Note: The Clip Art Gallery window will appear.)
3. Select and insert the clip art desired
4. Close the Clip art Gallery (the clip art will be inserted sized to fit)
What does the Design Gallery tool do?
   The Design Gallery contains items such as mastheads, pull quotes, sidebars, decorative items, picture captions, etc. These are commonly used to dress up a document, draw attention to important points in the text, etc.

How do I insert a Design Gallery object?
1. Click the Design Gallery tool
2. Select the Design Gallery object desired and click the Insert Object button
3. Move and size the object as desired