



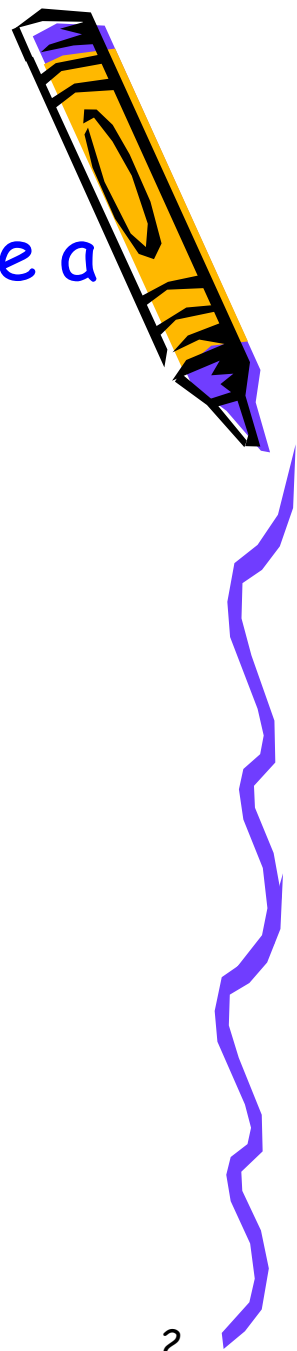
The Exciting World of Microsoft Office Publisher

A RGCCISD Presentation

What is Publisher?

Publisher is a program designed to create a wide range of pre-designed publications such as:

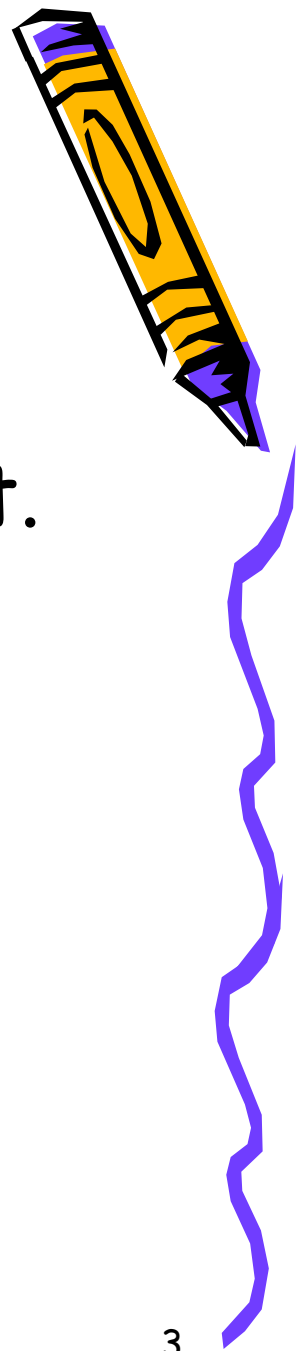
- business cards
- postcards
- flyers
- gift certificates
- resumes
- catalogs
- web sites



Microsoft Publisher

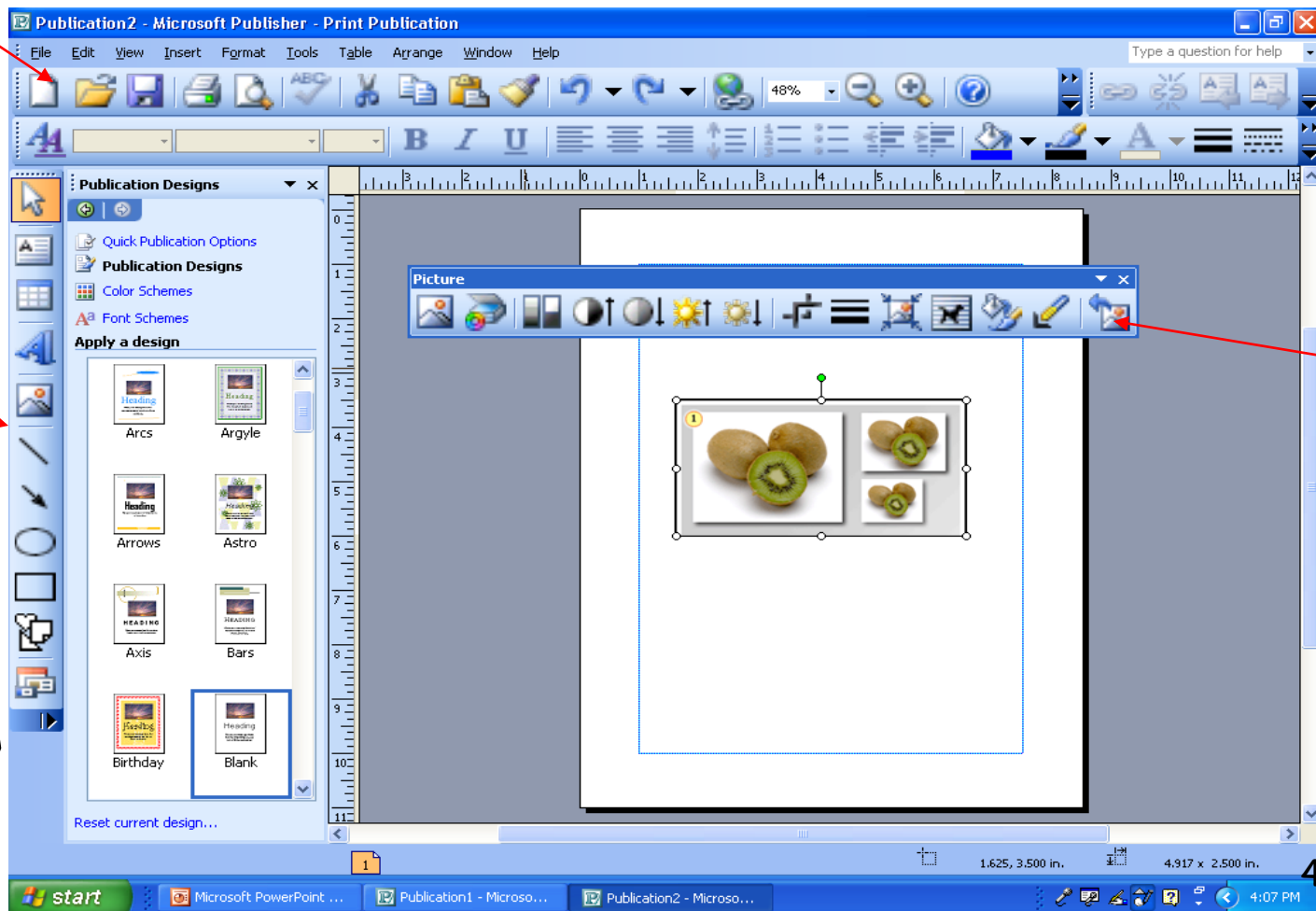
Publisher offers:

- a variety of pre-designed publications to get you started fast.
- All publications are composed of independent text and picture elements that give you unlimited flexibility in page layout.



Toolbars

Help you execute color change, size, font, styles, text boxes, etc.



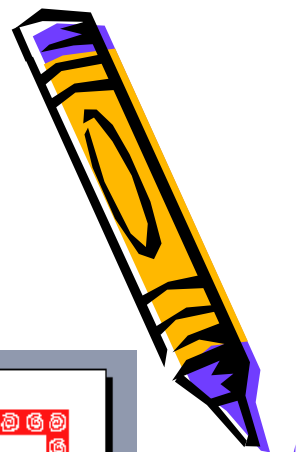
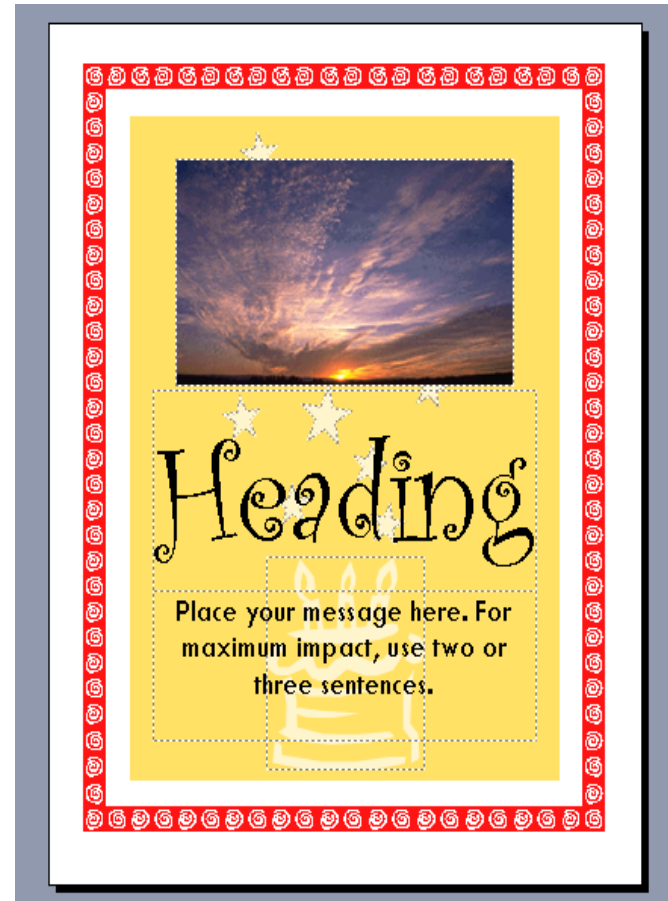
How to Start

- select a blank format or a pre-designed publication
- replace the text and pictures with your own information
- you can also change the color scheme and font scheme
- delete or add elements, and make any other changes you want to the publication

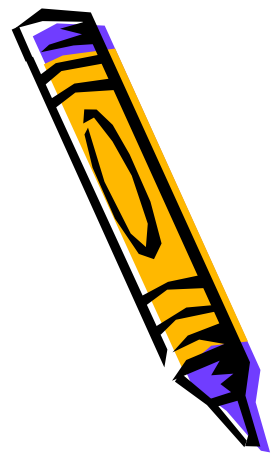


For Example, an Invitation

- Contains 5 independent elements that can be manipulated independently to add information desired.
 - Border
 - Picture
 - Heading
 - Text box
 - Background

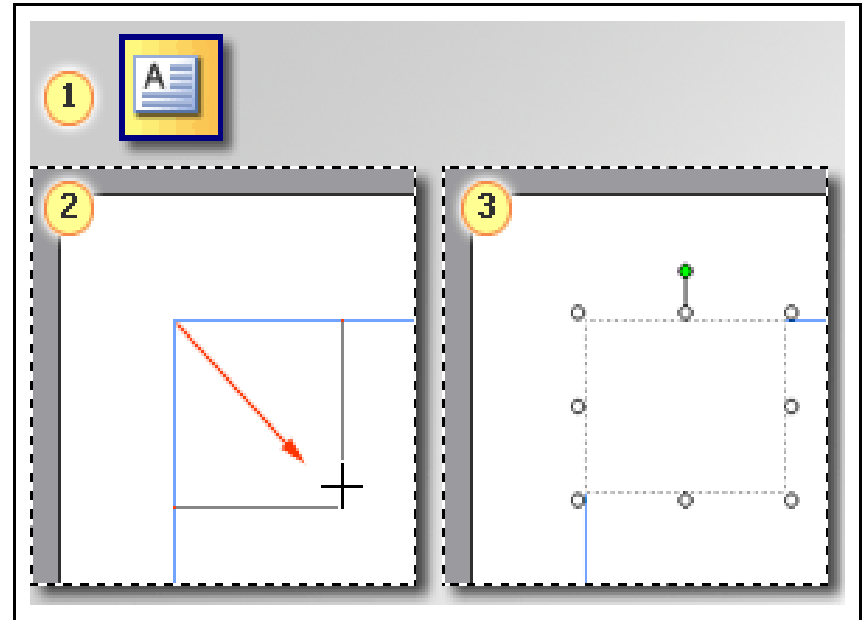


Adding Text



To add a new text box you would:

- Click the **Text Box** tool on the **Objects** toolbar. (By default, when you open Publisher, the **Objects** toolbar extends vertically along the left side of the Publisher window.)
- Drag to create a rectangle on the page.
- Type your text in the resulting text box (surrounded by round handles).

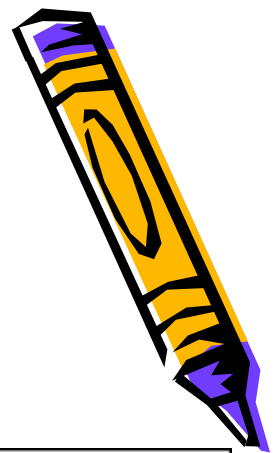


Text Boxes

- These three text boxes demonstrate how much freedom you have to customize the appearance of text and text boxes.



Adding Graphics (Pictures)



Picture

Image (photo or clipart)

Line

Shape

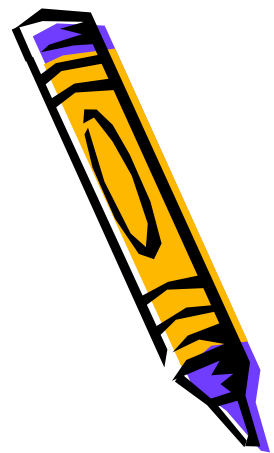
Graph

Graphic Format

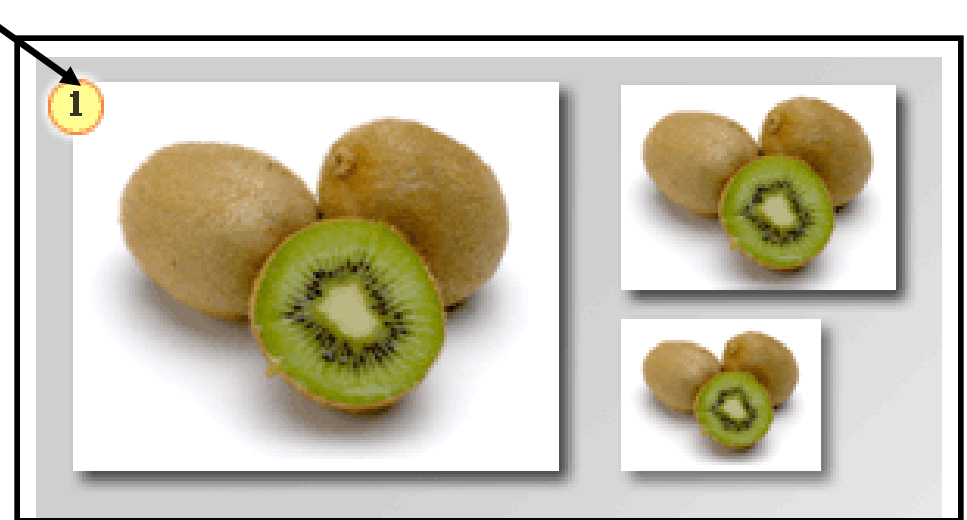
- Graphics Interchange Format (GIF),
- Joint Photographic Experts Group (JPEG),
- Bitmap (BMP),
- Windows Metafile Format (WMF),
- Tagged Image File Format (TIF),
- Portable Network Graphics (PNG).



Re-Sizing Pictures



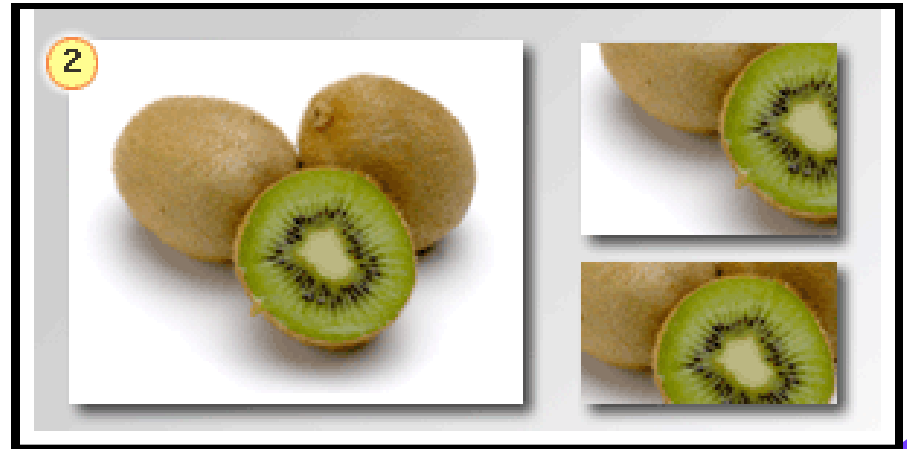
- Resizing changes a picture's dimensions by making it larger or smaller.



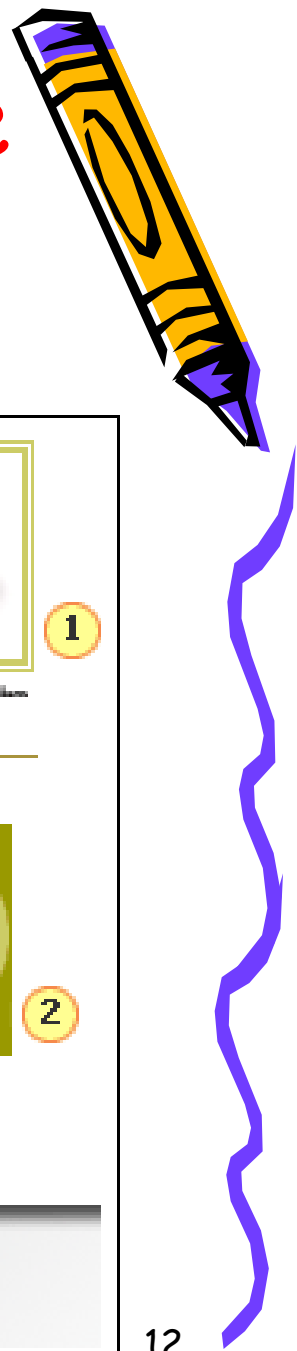
Cropping Pictures



- Cropping trims parts of a picture away to remove unwanted portions or emphasize the portion that remains.



Change A Picture's Appearance



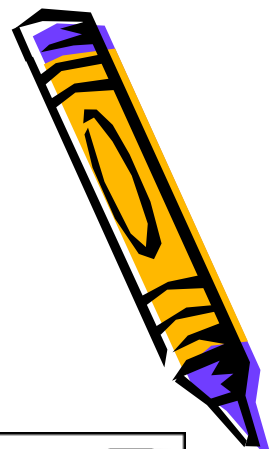
- Publisher allows you to change a picture's appearance by
- Adding borders
- Changing colors
- Adding/changing backgrounds

Example 1: A picture of an avocado with a green border and a yellow background.

Example 2: A picture of a whiteboard on a tripod with a green background.







Text Wrapping



1. **Top and Bottom** Text stops at the top of the picture's frame and continues after the bottom of the frame.
2. **Tight** Text wraps around the outline of the picture itself rather than around the frame.
3. **Square** Text wraps around the frame rather than around the picture itself.
4. **None** Text remains behind picture.



<p>dolore magna aliquam volutpat.</p>  <p>1 Ut wisi enim ad mini mut risi ut aliquip ex ea commodo</p>	<p>Ut wisi enim ad mini muterat ad inverniam, quis vel sed nostrud te exerci qui tation eros et adio ulla moor per suscipit lobortis nisl ut a liquip ex ea commodo</p>  <p>2</p>
<p>Ut wisi enim ad mini ad muterat inverniam quis vel nostrud te exerci qui tation eros adio ulla moor per suscipit lobortis nisl ut a</p>  <p>3</p>	<p>Ut wisi enim ad mini muterat ad inverniam, quis vel sed nostrud te exerci qui tation eros et adio ulla moor per suscipit lobortis nisl ut a</p>  <p>4</p>

Word Art



Allows to create attractive, colorful, and 3-D text.

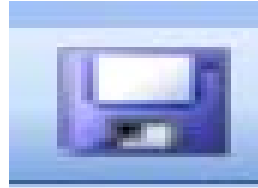


WordArt



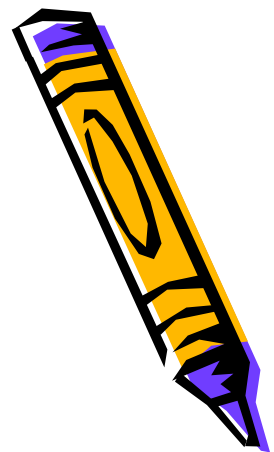
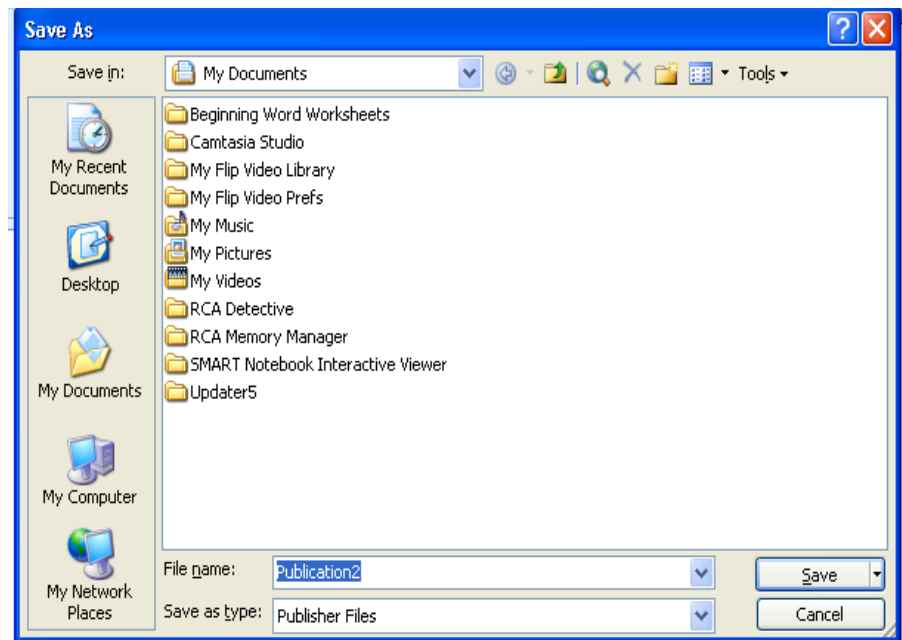
Save

- Click on Save Icon



- Select folder or device to which you want to store your document to

- Click *Save*



Print

- Go to File menu
- Select *Print*
- Click *OK*

