

University of North Texas

## **Microsoft Publisher training course**

Harrowed Tale Ltd

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## Introduction

Microsoft Publisher is a fantastic piece of software that will make creating event advertisements easy. Because it is a Microsoft product, it comes bundled with the Microsoft Office suite that you get for free for just being a student. Follow this training guide to learn how to use Publisher to create an amazing advertisement for the next time you host an event!

## Microsoft Publisher shortcuts

Microsoft Publisher has some built-in shortcuts that allow you to do some operations quicker. There isn't a strict need to use them, but once you get used to using the shortcuts, the saved time can really pile up. The following table shows some common shortcuts and their effects.

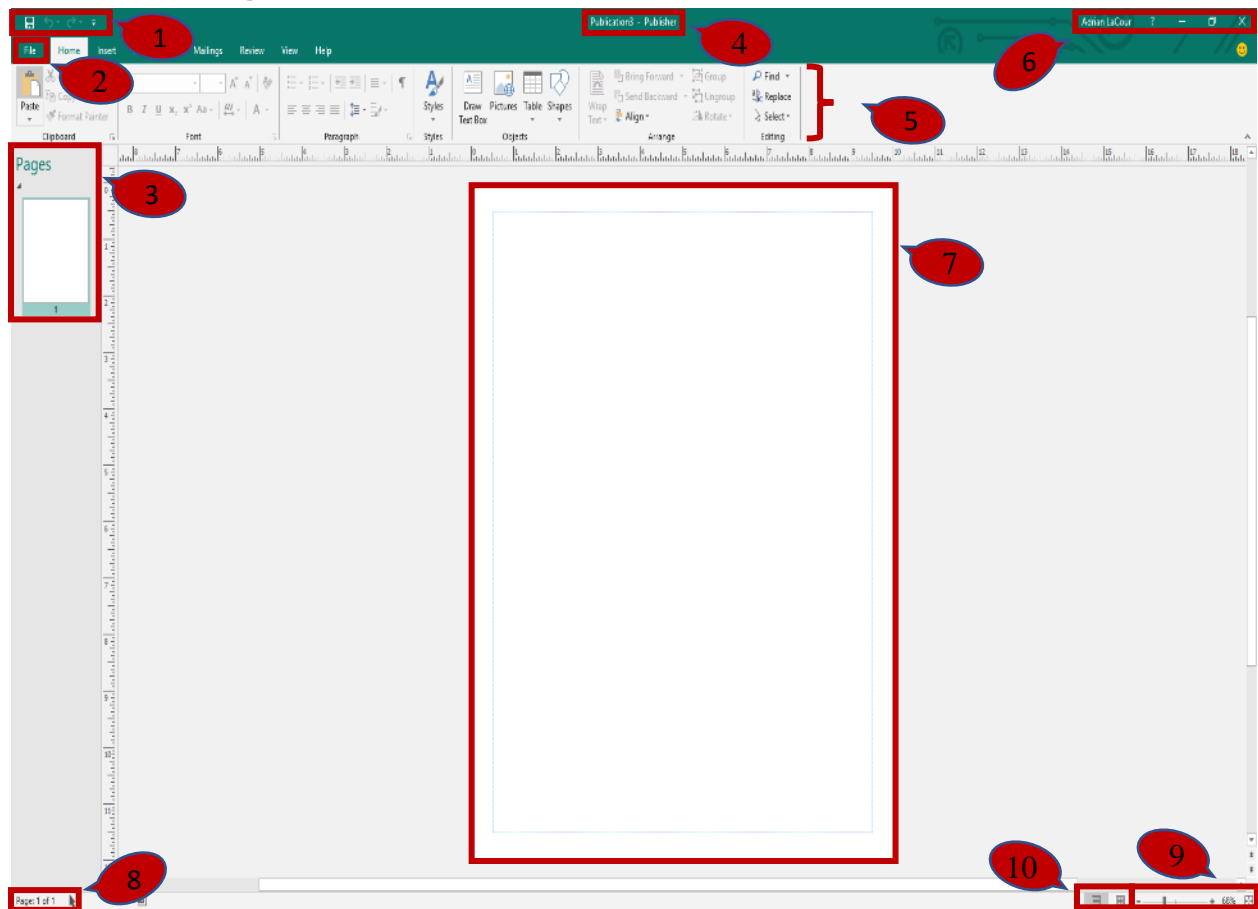
Keyboard keys	Effect
Ctrl + B	Bold text.
Ctrl + U	Underline text.
Ctrl + I	Italicize text.
Ctrl + Spacebar	Remove all highlighted text style formats.
Ctrl + Z	Undo typing.
Ctrl + Y	Repeat typing.
Ctrl + S	Save the file.
F12	Save the file as...
Ctrl + P	Print the file.
Ctrl + N	Open a new file.
Ctrl + O	Open a saved file.
Ctrl + ]	Increase highlighted text font size by 1 point.
Ctrl + [	Decrease highlighted text font size by 1 point.
F7	Check spelling.
Ctrl + Shift + C	Copy highlighted text formatting.

## Microsoft Publisher tips

Using a new program can be daunting, so having some tips in mind before you begin can make the transition easier. The following are some tips you can employ while creating your advertisement in Microsoft Publisher.

- **Select multiple objects for grouping:** To select multiple objects at once, hold **Ctrl** while you click each item you want grouped together. This will enable you to do things like resize all the objects at once or change multiple pieces of texts' fonts at once.
- **Fill up empty space:** If you feel that there is too much empty space in the page, don't be afraid to go ahead and increase the size of any images, increase font size, add a subtitle, or even add captions.
- **Check the print preview:** When you go to print, a print preview will be displayed. This will show how your page will be displayed with the printing margins considered, or if any items are hidden.
- **Changing page size:** The page size can be changed at any time by selecting the **Page design** tab and selecting **Size**. This allows you to change an already created page into a larger or smaller size. From there, you can resize all the objects to fit the new page size.
- **Send to background:** Publisher works with several layers, including the background and foreground. You can send a picture to the background by right-clicking it, selecting **Apply to background** and then **Fill**. This will allow you to place things over the picture, if you wanted to put text or shapes over it.
- **Using premade templates:** Premade templates can save you a lot of time when creating a page. While the base template can be a bit overused, the formatting that it brings is invaluable. An easy way to make it your own is to go through and change any pictures to your own, as well as change the formatting style. This will make short work of creating a new page with your own information.

## Understanding the Publisher screen

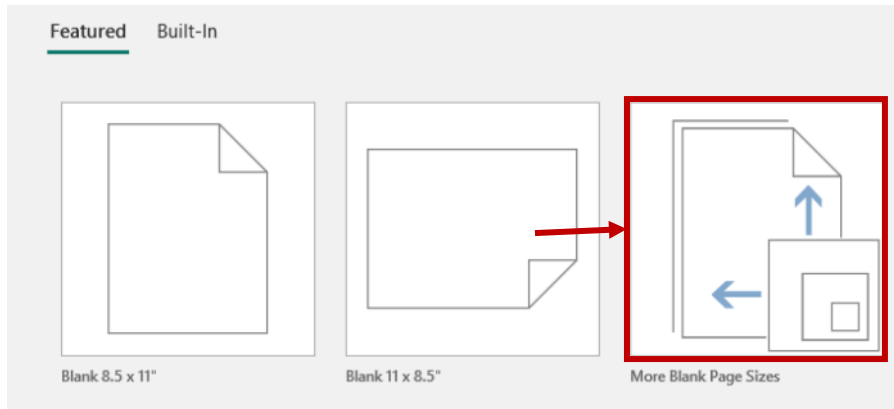


The Publisher program screen	
<b>1 Quick access toolbar:</b> Contains common commands, such as save and undo.	<b>6 Help/display options:</b> Contains buttons to Help, Minimize, Maximize, and Exit.
<b>2 File tab:</b> Contains basic file management commands.	<b>7 Page pane:</b> Displays a large view of the selected page. You can make edits to the page here.
<b>3 Thumbnails pane:</b> Shows thumbnails of all the pages, numbered in the order created.	<b>8 Status bar:</b> Displays information about your publication.
<b>4 Title bar:</b> Displays the program and the name of the current publication.	<b>9 Zoom slider:</b> Click and drag to zoom in or out of the page. Use + and – to do the same.
<b>5 Ribbon:</b> The Ribbon and its tabs contain buttons to execute commands.	<b>10 Page view:</b> Allows the ability to choose to view one or 2 pages at a time, in the page pane.

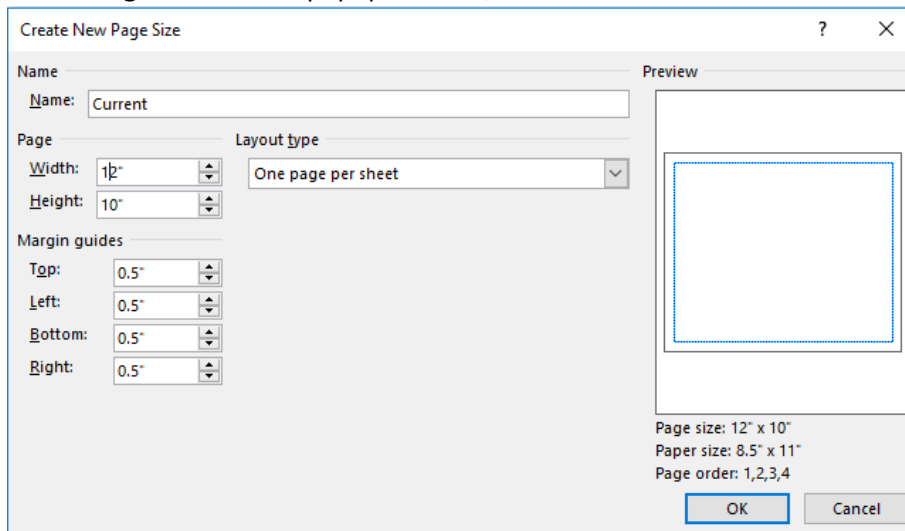
## Create a new page in Publisher

Creating a new, custom page is the first step to creating a dynamic advertisement. Not all advertisements will be the same size, so having the ability to customize it for use as flyers and posters makes Publisher invaluable.

1. Select **More blank page sizes**.



2. Under **Custom**, select **Create new page size**.
3. In the **Name** field of the popup window, enter: **My first advertisement**.
4. In the **Width** field of the popup window, enter: **12"**.
5. In the **Height** field of the popup window, enter: **10"**.



6. Select **OK**.
7. Double-click your new, custom page, under the **Custom** heading.

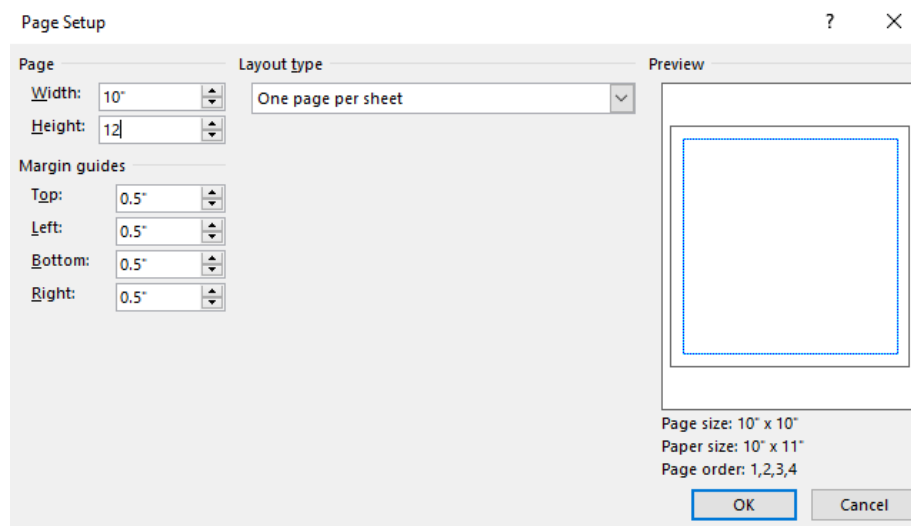
## Change the orientation in Publisher

Changing the orientation of a advertisement can allow you to customize a document depending on where you can hang it. For example, a poster can have a longer width than the standard longer height, in order to accentuate a landscape background.

1. In the top ribbon, select the **Page Design** tab.
2. Select the arrow to the right of **Page setup**.
3. In the **Width** field, enter **10"**.
4. In the **Height** field, enter **12"**.

This essentially turns the page into a portrait view, which is generally better for advertisements like we will be making.

5. Select **OK**.

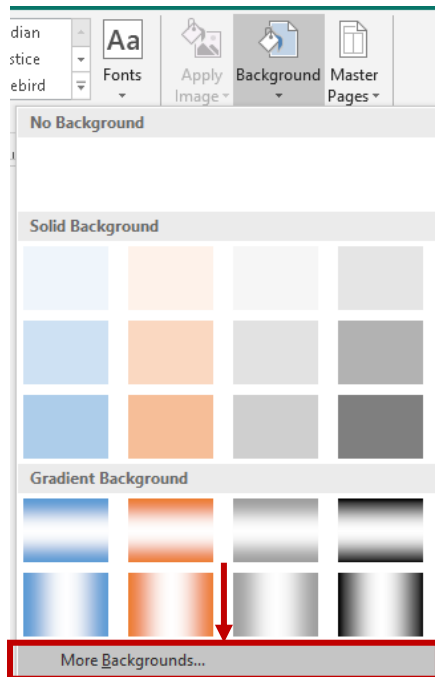




## Change the background in Publisher

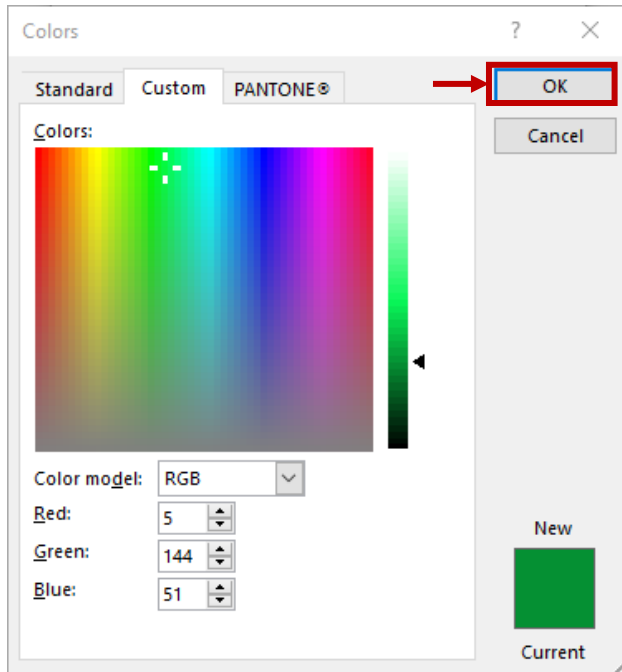
Now that you have your base page made, it's time to breathe some life into it by adding a background. Backgrounds don't have to just be a simple 1 tone of color plastered across the entire page. There can be a gradual gradient that crosses the page.

1. In the top ribbon, select the **Page Design** tab.
2. On the right side, select **Background**.
3. In the drop-down menu, select **More backgrounds**.



4. In the popup window, select **Gradient fill**.
5. Under **Gradient stops**, select the 1 of the 2 middle markers and select the rightmost button, with the x.
6. Repeat the previous step for the other middle marker.
7. Under **Color**, select the paint bucket, then select **More colors** from the dropdown menu.
8. Enter these values:
  - **Red:** 5
  - **Green:** 144
  - **Blue:** 51

This is the official UNT green.
9. In the **Colors** window, select **OK**.

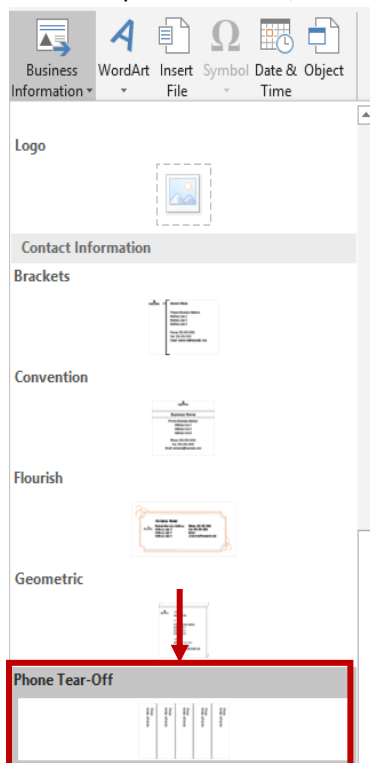


10. In the **Format background** window, select **OK**.

## Insert tear-offs in Publisher

Students see hundreds of advertisements each day, so making yours memorable will help make your event more successful. One way to do this is with adding some tear-offs into your advertisement, so that the students can tear off a bit of paper with information they can reference later.

1. In the top ribbon, select the **Insert** tab.
2. In the middle of the opened ribbon, in the **Text** section, select **Business information**.
3. In the drop-down menu, scroll down and select **Phone tear-off**.



4. Select and drag the tear-offs into the lower left of the page, until it aligns with the horizontal and vertical blue lines.
5. Select the tear-offs and select the right white square and drag it to the lower right edge of the page, until it stops you.
6. Highlight the text in one of the tear-offs and enter:

**Super awesome event**

**12/10/2018 5:00 - 7:00 PM**

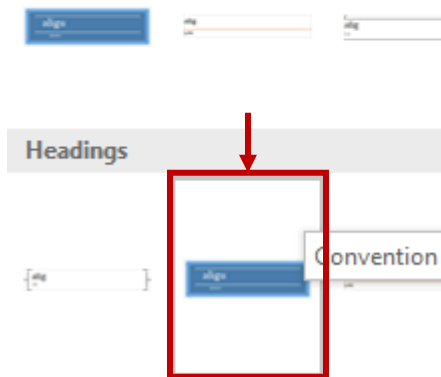
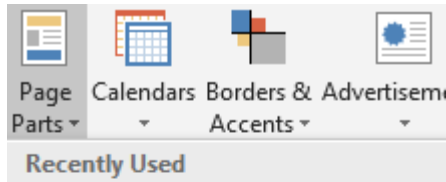
7. Copy the just entered text, and paste it into all the other tear-offs, replacing their old text.

Super awesome event 12/10/2018 5:00-7:00 PM	Super awesome event 12/10/2018 5:00-7:00 PM	Super awesome event 12/10/2018 5:00-7:00 PM	Super awesome event 12/10/2018 5:00-7:00 PM	Super awesome event 12/10/2018 5:00-7:00 PM	Super awesome event 12/10/2018 5:00-7:00 PM	Super awesome event 12/10/2018 5:00-7:00 PM	Super awesome event 12/10/2018 5:00-7:00 PM	Super awesome event 12/10/2018 5:00-7:00 PM	Super awesome event 12/10/2018 5:00-7:00 PM	Super awesome event 12/10/2018 5:00-7:00 PM	Super awesome event 12/10/2018 5:00-7:00 PM
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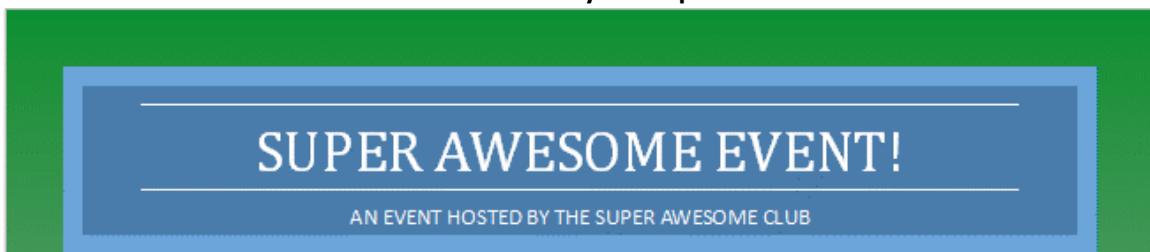
## Insert a heading in Publisher

Now it's time to add some information to grab the students' attention, and what better way to do that than a nice heading?

1. In the top ribbon, select the **Insert** tab.
2. In the middle of the opened ribbon, in the **Building Blocks** section, select **Page parts**.
3. In the drop-down menu, under **Headings**, select the second from the left heading, **Convention**.



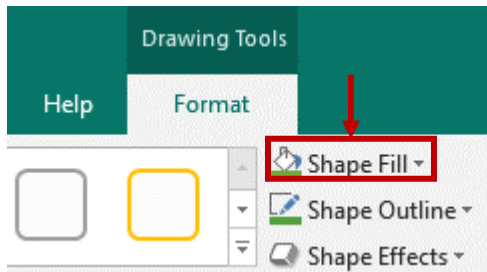
4. Select and drag the heading into the upper left of the page, until it stops you.
5. Select the heading and select the right white square and drag it to the upper right edge of the page, until it stops you.
6. Select **Title text** and enter **Super awesome event!**
7. Select **Subtitle text** and enter **An event hosted by the super awesome club.**



## Stylize a heading in Publisher

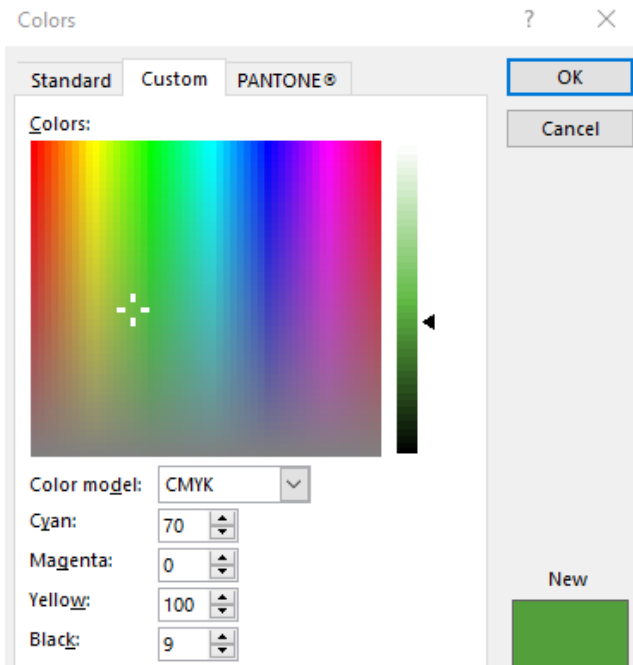
Now there's a nice heading with the event's name and basic information, but it would look even better if the color palette went with our UNT theme.

1. In the top ribbon, select the **Drawing tools format** tab.  
Make sure the box is selected, not the text.
2. In the middle of the opened ribbon, select **Shape fill**.



3. In the drop-down menu select **More fill colors**.
4. Under the custom tab, select the arrow in **Color model** and select **CMYK**.
5. Enter these values:
  - **Cyan:** 59
  - **Magenta:** 0
  - **Yellow:** 100
  - **Black:** 7
6. Select **OK**.
7. In the middle of the opened ribbon, select **Shape outline**.
8. In the drop-down menu select **More outline colors**.
9. Enter these values:
  - **Cyan:** 70
  - **Magenta:** 0
  - **Yellow:** 100
  - **Black:** 9
10. Select **OK**.

These are the official UNT secondary colors.



## Add a picture in Publisher

Adding a picture to your advertisements not only brings life to it, but also gives people a sense of the experience that they could have if they attend. Using a picture from previous events is fantastic, but in this instance, we will just add in a stock photo.

1. In the top ribbon, select the **Insert** tab.
2. In the left of the opened ribbon, select **Pictures**.
3. Navigate to your **Pictures** folder and select **Super awesome event picture**.
4. Select **Insert**.
5. Select the picture and then select the **Picture tools format** tab.
6. In the right of the opened ribbon, in the Height field, enter **4"**.
7. Select the picture and drag the picture to be in the center of the page.

Note: A dotted blue line will appear when the image is centered, and it will stop mouse movement for a short period of time.



## Add text in Publisher

We've got a good base for the advertisement, but adding in some information about the event will allow students to know what they are getting themselves into when they attend.

1. In the top ribbon, select the **Insert** tab.
2. In the middle of the opened ribbon, select **Draw text box**.
3. Draw the textbox between the heading and the picture, having the same width as the heading.
4. In the textbox, enter **Stop by for a good time to play some games, socialize, and get free pizza, drinks and t-shirts! Room 203 in the BLB from 5:00 - 7:00 PM.**
5. Highlight the new text and increase the text size to **26**, in the **Text box tools format** tab.



6. Draw a new textbox between the picture and the tear-off tabs.
7. In the textbox, enter **Need I say more?**
8. Highlight the new text and increase the text size to **26**, in the **Text box tools format** tab.
9. Highlight the new text and select **Center**.

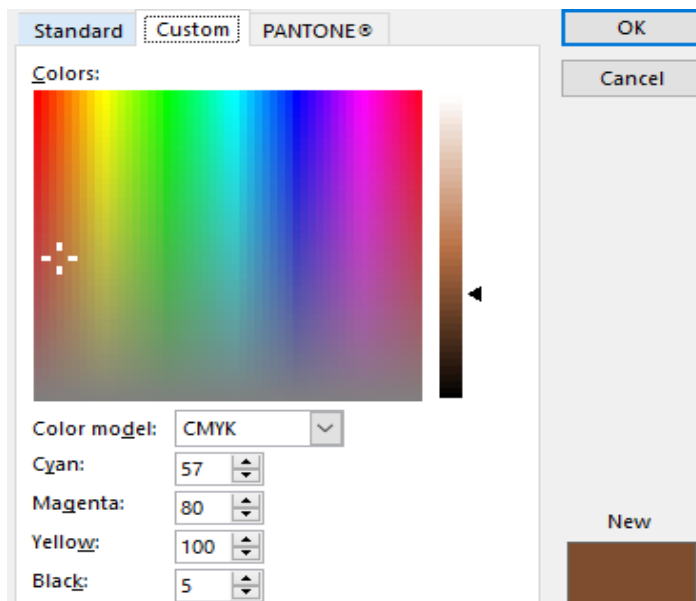




## Stylize text in Publisher

Having text is always nice, but keeping with a certain color pallet is important for a consistent theme.

1. Highlight the text in the top text box, and select the **text box tools format** tab.
2. In the middle of the opened ribbon, select **Text fill**.
3. In the drop-down window, select **More colors**.
4. In the popup window, select the **Custom** tab.
5. In the **Color model** field, select **CMYK**.
6. Enter these values:
  - **Cyan:** 57
  - **Magenta:** 80
  - **Yellow:** 100
  - **Black:** 5
7. Select **OK**.



8. In the middle of the opened ribbon, select **Text fill**, and in the drop-down menu select **More colors**.
9. Enter these values:
  - **Cyan:** 57
  - **Magenta:** 80
  - **Yellow:** 100
  - **Black:** 5
10. Select **OK**.

Stop by for a good time to play some games, socialize, and get free pizza, drinks and t-shirts! Room 203 in the BLB from 5:00 - 7:00 PM.



Need I say more?

## Add borders in Publisher

Adding in borders can help catch students' eyes as they are walking to class. With Publisher, you have a good variety of styles to choose from.

1. In the top ribbon, select the **Insert** tab.
2. In the middle of the opened ribbon, select **Borders & accents**.
3. In the drop-down menu, under **Bars**, select the left-most heading, **Argyle**.
4. Select the border that appeared in the middle of the advertisement, and drag it to the top left of the page.
5. Select the bottom-right circle around the border and drag it to the top right of the page.
6. Copy the current border by pressing **Ctrl + C**.
7. Paste the border by pressing **Ctrl + V**.
8. Drag the new border to the left of the page, just under the top border.
9. Select the bottom-right circle around the border and drag it to the bottom left of the page, stopping at the bottom of the tear-offs.
10. Repeat steps 6-10, but for the right side of the page.



Now that the borders are in the advertisement, it's time to change up the style to match our color pallet.

- [illegible]

## Print the advertisement in Publisher

The advertisement is now all done, and we just need to print it out. However, since the size of our advertisement is a bit unique, some of the print options must be adjusted.

1. In the top ribbon, select the **File** tab.
2. In the left tabs, select **Print**.
3. Under the **Settings** panel, select the option that says **Tiled**.
4. In the drop-down menu, select **One page per sheet**.
5. Under the **Settings** panel, select the option under the one you just changed.
6. From the drop-down menu, select **A3**.  
Since the page size is bigger, a larger paper size must be selected to print it on a single page.
7. Select **Print**.

