UFHealth
INFORMATION TECHNOLOGY TRAINING

Office

Intro to Publisher

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Intro to Publisher

1.0 Hour

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Updated: 12/13/2020

Microsoft Publisher

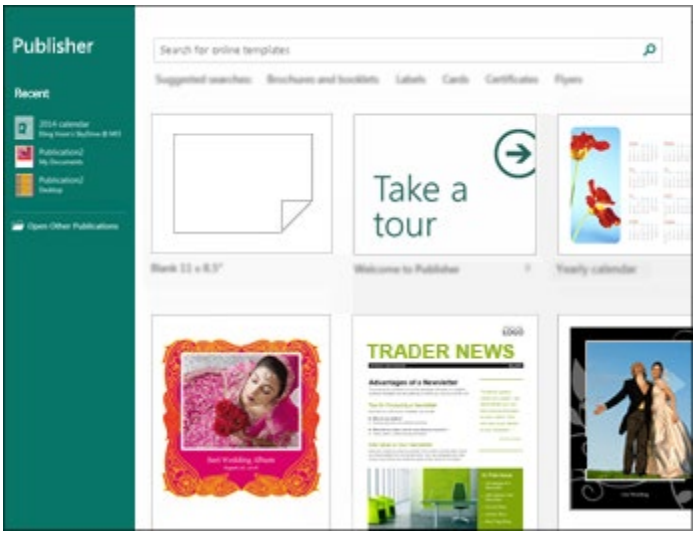
Modified from Publisher Help

Publisher is a great app for creating visually rich, professional-looking publications without investing lots of money and time in a complicated desktop publishing application.

You can make simple things like greeting cards and labels, or more complex projects like yearbooks, catalogs, 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.



Click **File** > **New**, and choose one of the **Featured** templates, and click **Create**.

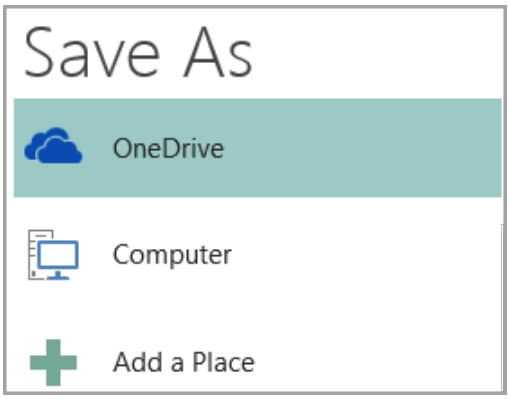
To use one of the templates installed in Publisher, choose **Built-in**, scroll to click the category you want, choose a template, and click **Create**.

To find a template on Office.com, use the **Search for online templates** box to find what you need. Enter "newsletter," for example, scroll to a template you like, and click **Create**.

Save your publication

Save your publication the first time by following these steps:

- Click **File** > **Save As**.
- In **Save As**, choose where you want to save your publication.
- **OneDrive** is a free Microsoft service that provides password-protected online file storage.
- **Other Web Locations** includes websites you've used recently, and a **Browse** button to save your publication to any website you have access to.
- **Computer** includes any folder on your computer.
- **Add a Place** lets you add an online location to save your publication.
- 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

Modified from Publisher Help

Click **Home** > **Pictures**.

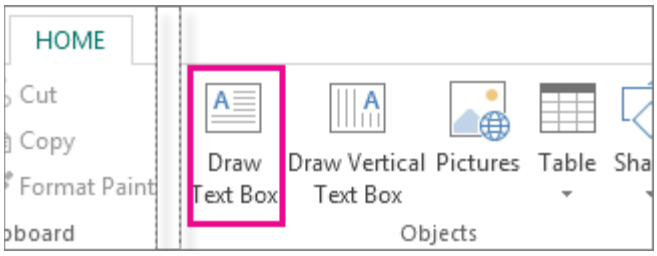
Use the options in the **Insert Pictures** dialog box to find the picture you want to use.

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, but you can also add your own text boxes.

First: Add a text box

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



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.

Second: 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.

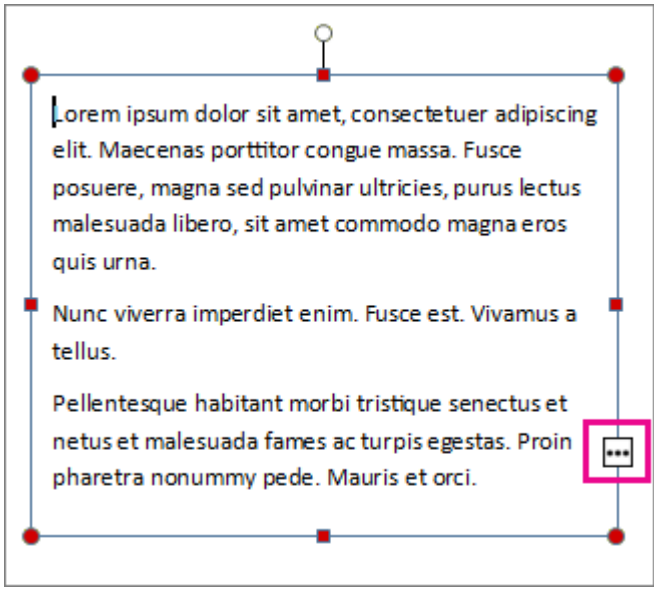
Create a new text box.

Click the overflow indicator and your cursor becomes a pitcher.

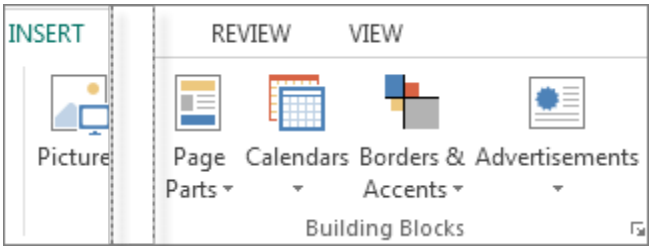
Move to the new text box and click.

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



Building blocks are reusable pieces of content such as headings, calendars, borders, and advertisements. Publisher has built-in building blocks, or you can create your own.

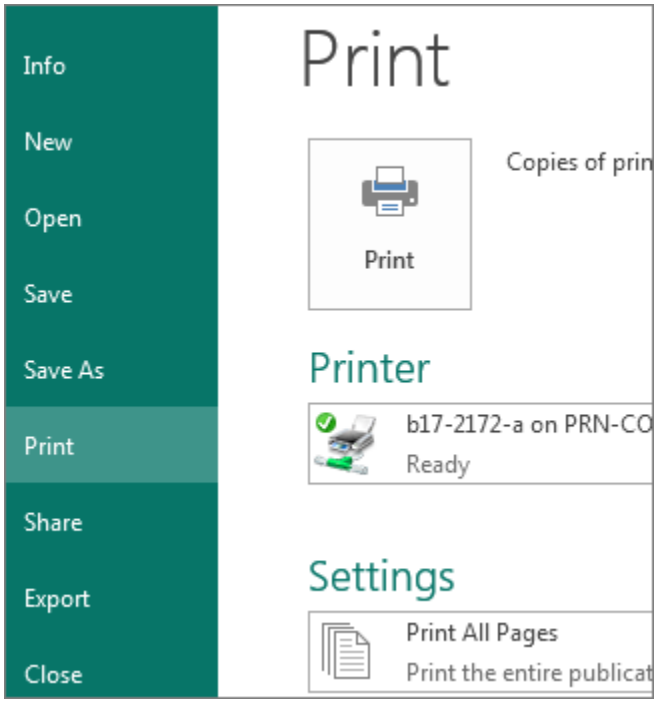
In the **Page Navigation** pane, select a page in your publication.

On **Insert** > **Building Blocks**, pick a building block gallery.

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

Click a building block.

Print your publication



Click **File** > **Print**.

Under **Print**, enter the number of copies to print in **Copies of print job** box.

Make sure the correct printer is selected.

Note: *The properties for your default printer are automatically entered for you.*

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.

Structure the page with layout guides

Use layout guides to organize text, pictures, and other objects into columns and rows so that your publication has an ordered, consistent look.

Layout guides help you maintain the alignment of objects, such as pictures, text boxes, and tables. When enabled, the layout guides give you visible guidance to align objects on the page.

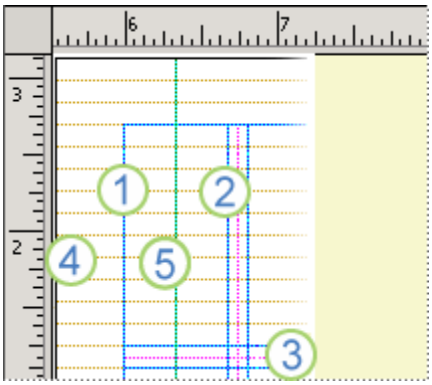
Modified from Publisher Help

Shapes, Pictures, Text Boxes, Tables, WordArt, and Grouped objects can align using their edges or their midlines. Tables can also align using their gridlines. As you drag or resize an object over a layout guide, the edges, midlines, and (in the case of tables) gridlines will briefly stick to the guide giving you an indication of the guides location.

Modified from Publisher Help

Layout guides include margin, column, row, and baseline guides.

1. Margin guides
2. Column guides
3. Row guides
4. Baseline guides
5. Ruler guides



You can use layout guides to create a grid on a master page. This grid appears on every page in your publication where that master page is used.

Find more information about ruler guides in the Show or hide rulers article.

Set up your publication to print on facing pages (like a book)

- Click **Page Design** > **Guides** > **Grid and Baseline Guides**.
- Click the **Margin Guides** tab.
- Under **Master Pages**, select the **Two-page master** check box.
- Under **Margin Guides**, enter the amount of space that you want for the page margins in the **Inside**, **Outside**, **Top**, and **Bottom** boxes.
- **Set up the column and row guides**
- Click **Page Design** > **Guides** > **Grid and Baseline Guides**.
- Click the **Grid Guides** tab.
- Under **Column Guides**, enter the number of columns that you want in the **Columns** box, and then enter the amount of space that you want between the columns in the **Spacing** box.
- Under **Row Guides**, enter the number of rows that you want in the **Rows** box, and then enter the amount of space that you want between the rows in the **Spacing** box.
- Click **OK**.
- Create text boxes for the columns by clicking **Insert** > **Draw Text Box** and then dragging inside the columns that are defined by the layout guides.

Set up the baseline guides

Baseline guides help you to align text that is not linked between several text boxes in columns. You can turn the text alignment on or off by selecting or clearing the Align text to baseline guides check box (Home > Paragraph Settings > Indents and Spacing tab).

Note*: You must have a text box selected to access the Indents and Spacing tab.*

- Click Page Design > Guides > Grid and Baseline Guides.
- Click the Baseline Guides tab.
- Under Horizontal Baseline, enter the amount of space that you want between baselines in the Spacing box.
- To view the baseline guides in your publication, click View, and then select the Baselines check box.
- In the Offset box, enter the amount of space you want between the first baseline guide and the top margin.

  Note*: The offset is measured from the top margin, not the top of the text box.*

Transparent Images

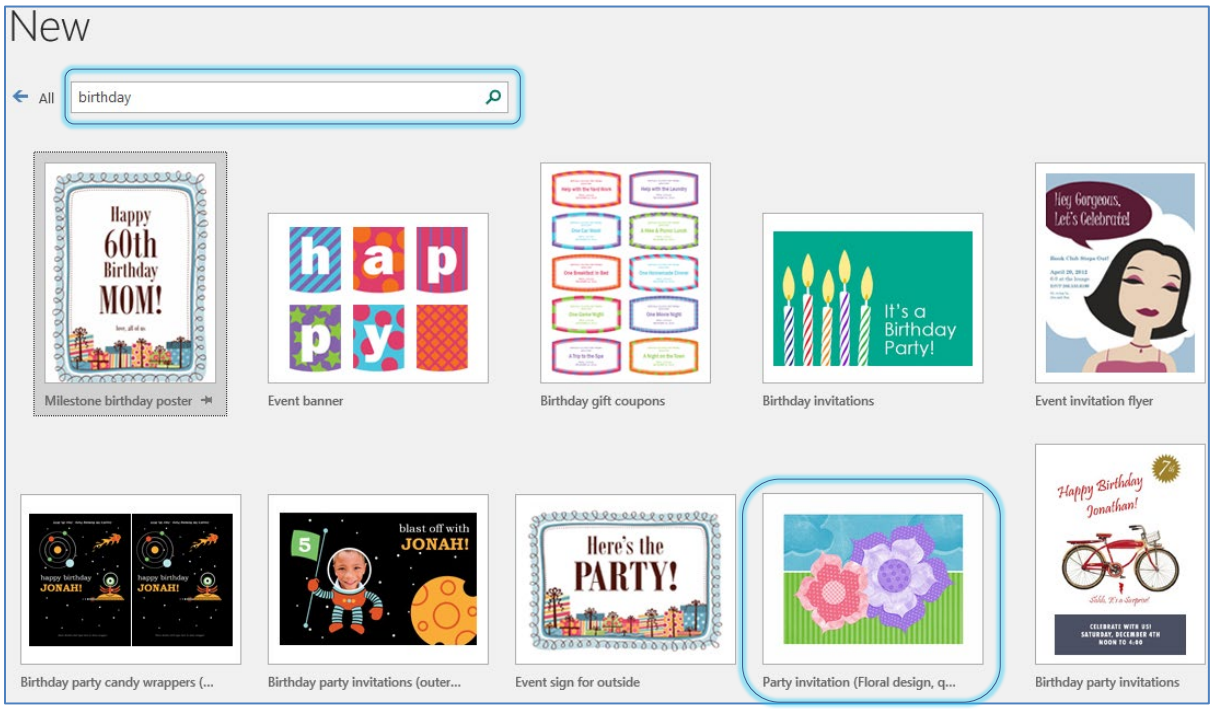
If you plan to overlap your images, be sure to use the keyword "**transparent**" in your search.

If an image does not have a transparent background you can find a "set transparent color" option on the **Format** tab, under the **Recolor** menu. Click on the option, then click on the space you want to be "transparent".

However, it can get awkward. Look at the two cows below. The first one came in transparent, the second one came in with a white background that I set transparent. Look at the outline of the cow, do you see how choppy it appears? It would probably be okay with a white background, but it's better if you can find a transparent image.

Class Exercise 1 – Invitation (Modify template)

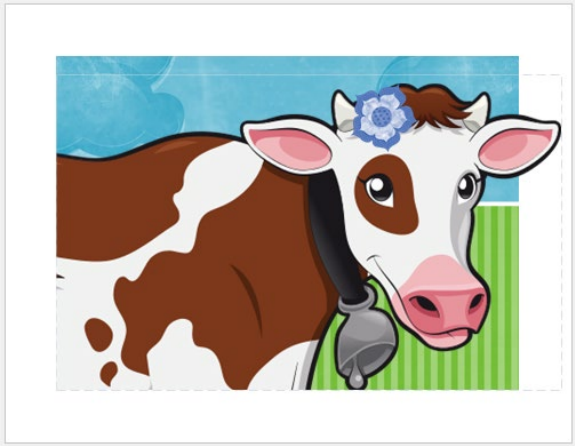
1. Open Publisher
2. In the search bar type Birthday, press Enter, or click on the search button
3. Notice the large variety of publications you can create.
   - Posters, Banners, Gift Coupons, Invitations, Flyers, Wrappers, Event Signs…



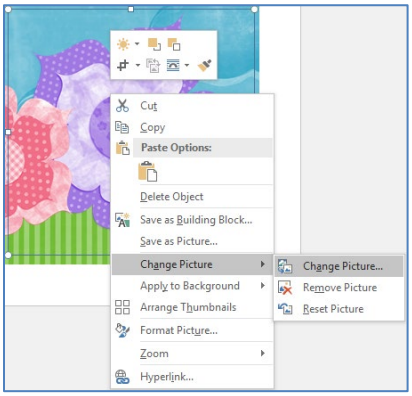
4. Select the Party Invitation (Floral Design)
   a. If you don't see it on the list, open the FlowerInvite.pub in the class files.

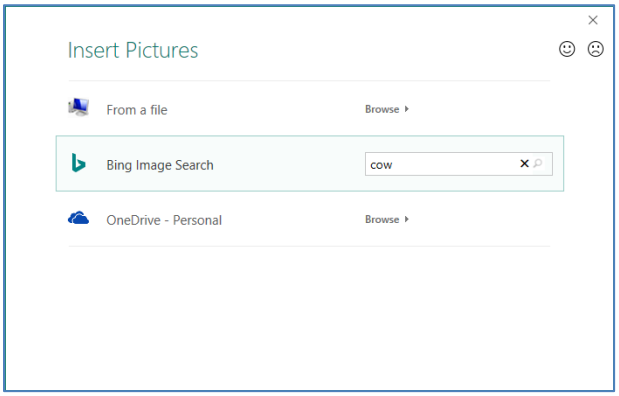
5. Click **Create**
   - If this is the first time you've used this template, it may take a little while to download.

Modify the front

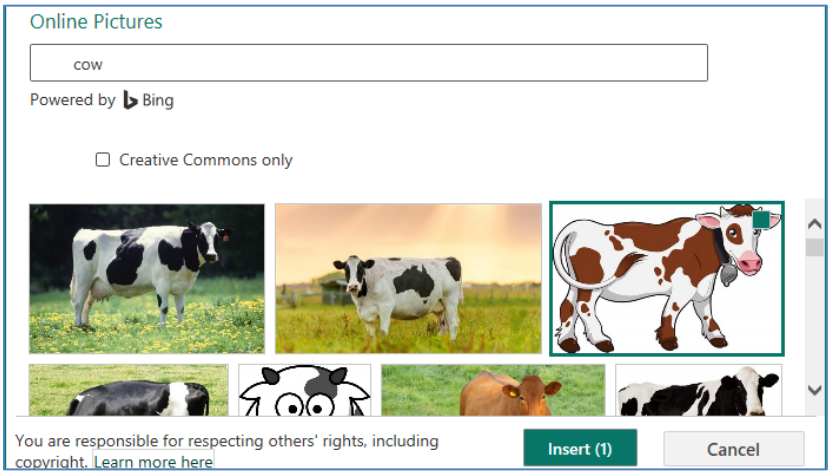


1. Right-click on the larger (purple) flower
2. From the **Change Picture** menu, choose **Change Picture…**
3. In the Bing Search, type Cow. Press enter or click the search button

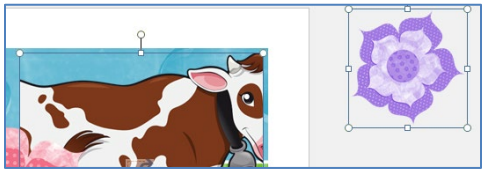


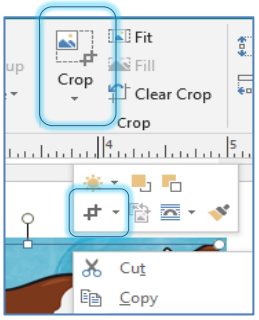


4. Click the Creative Commons option for free use images
5. Choose the cow you desire and click **Insert**



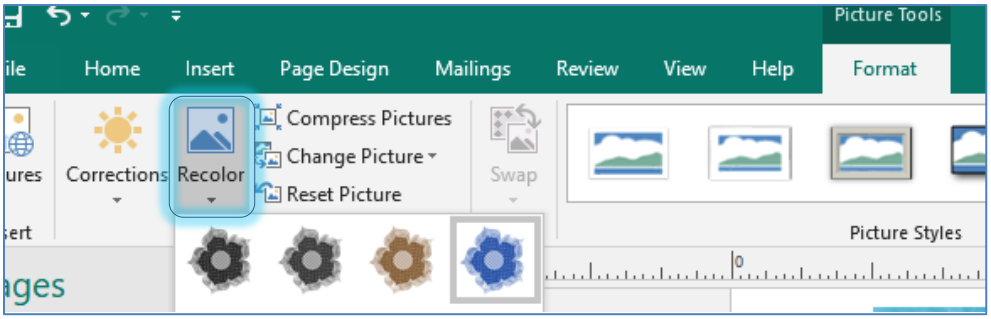
6. ***Note:*** Since you're replacing an existing picture, you may see the original pop out.





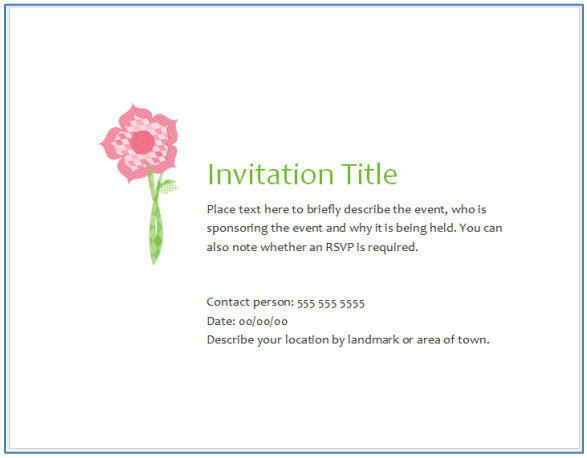
7. Click in a blank area to drop all the selected objects.
8. Click on the cow. Either from the right-click menu, or the Picture Tools Format menu, choose the Crop tool.
   - You can tell the crop tool is on because the sizing handles will appear as flat black guides.
   - Drag the new crop handles to change how much of the cow shows
   - Click in the middle of the cow and drag her around until she fits in the shape
   - To resize, look for the white dots.
   - If you get frustrated, click out of the image. Take a breath, and start again.

9. Click on the pink flower
10. Resize so it's small, and place it on the cow's head.
11. If desired, use the **Recolor** option on the Picture Tools Format tab

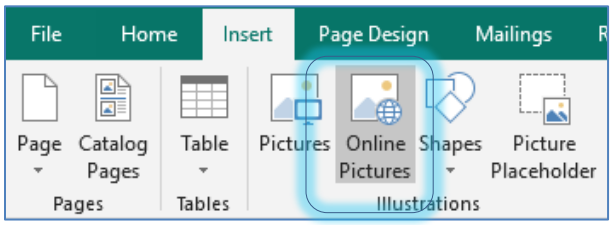


12. Delete the remaining flower, or find somewhere to place it on the invitation cover.

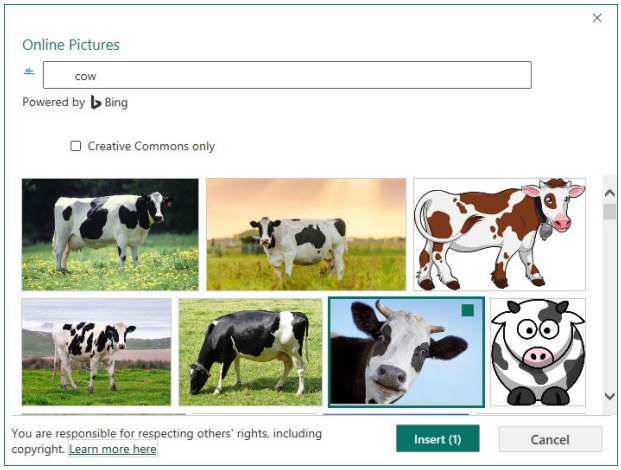
Modify the inside



1. From the Page Navigation Pane, on the left, click on page 2/3
2. Delete the flower and the stem
3. From the Insert tab, choose Online Picture
   - If you're using Office 365 you may need to open the Picture menu to find the Online option.

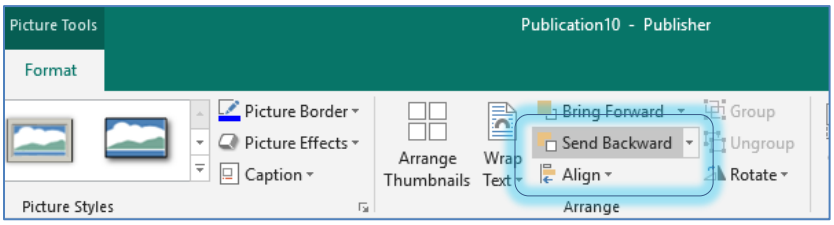


4. Search for Cow, choose the image you want, click **Insert**



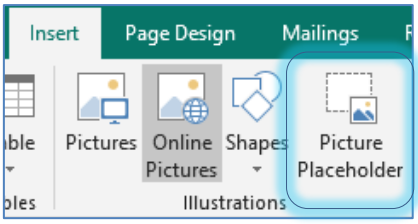
5. From the Picture Tools Format tab, choose Send Backwards to put the cow behind the text

6. Center the cow
   - If needed, click on the cow
   - From the Picture Tools Format tab, choose Align, Center
     - If the options are greyed out, choose **Relative to Margin Guides**
     - You'll have to open the menu again to choose center



7. Modify the text box.
   - Click inside to change the text
   - If needed, click in the text to see the boundary.
   - Use the resize handles in the corners and on the sides (white boxes)
   - Grab the edge and drag to move around
     - You can use the arrows to move the box, but make sure you've clicked on the edge to select the box, not the text.
8. Insert the party hat
   - From the Insert tab, choose Online Picture
   - In the search bar, type **Party Hat Transparent**
     - The **Transparent** is really important so we can see around the hat
     - Use the resize handles to make it an appropriate size
     - Use the rotation handle at the top to spin the hat to the correct angle
       - That's the long line at the top of the image

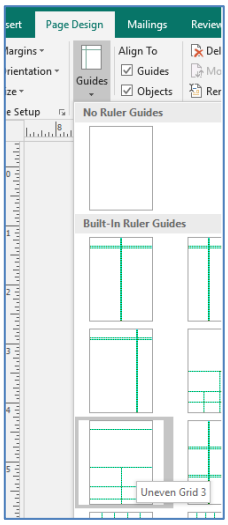
Modify the back



1. Click on page 4 in the navigation pane on the left.
2. From the Insert tab, choose Picture Placeholder
   a. This should give you a place holder in the center middle of the page
3. Click on the Picture in the new Placeholder
4. Browse online pictures for Cow Bell
5. Find one you like and click Insert

Close and Save!

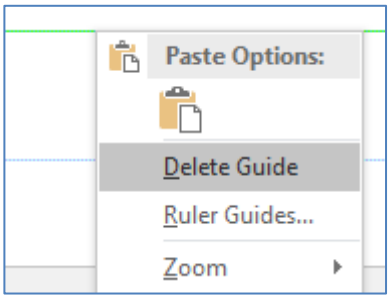
Class Exercise 2 – Flyer (Create new)



1. Open the **Publisher** file **CowPuns.pub**
   - This is a new 8.5 x 11" publication. I have added text boxes outside the page so we can have text to work with in this file.

Page Design

1. On the Page Design tab, open the Guides menu
2. Choose Uneven Grid 3
   - If you **don't** see the gridlines, Click Gridlines on the View tab
3. Right-click on the bottom two gridlines (not the margin line) and choose **Delete Guide**



4. Fit the title "30 Cow Puns That'll…" and the source into the title area defined by the grid.
   - Resize the text boxes to fit the space
   - Click inside, press Ctrl-A to select all, change the font size
     - Keyboard Shortcuts to resize font: Ctrl <, Ctrl >, Ctrl [, and Ctrl]
5. Fit the "Cows are on the top of our list…" text box into the second spacing of the grid.
   - If the sizing handles are Red, your box is not large enough.

6. Fit the "There are so many moooves we…" text box into the bottom left section.
   - Align the box along the bottom and adjust the width so it fits
   - Move the guide above down to be even with the top of the text box.
     - Hover over the guide until the mouse changes to arrows and drag the guide

7. Insert an online picture of a cow
   - Use the resize handles and cropping tool to get the cow to fit into the section.
   - Use the Picture Tools Format tab to change the picture
     - Borders, shadows, perhaps a preset Picture Style

30 Cow Puns That'll Amoooose

Source: https://www.wildernesspets.com/cow-puns

Cows are on the top of our list when it comes to our fave livestock! So we had to come up with a list of puns for our fellow homesteaders to use when they're chatting with friends and family. Before we dive into our list, we wanted to share a fact that we think everyone should have on their radar. Is a cow different than a heifer?

Quick fun fact about cows vs. heifers:

Cow: a mature female bovine that has given birth to at least one or two calves. Colloquially, the term "cow" is also in reference to the Bos primigenius species of domestic cattle, regardless of age, gender, breed or type. However, for most people who work with or raise cattle, this term is not used in the same reference as previously noted.

Heifer: a female bovine (often immature, but beyond the "calf" stage) less than 1 to 2 years of age that has never calved. Such females, if they've never calved beyond two years of age may also be called heiferettes.

Here are amoosing (oh yes, pun totally intended) cow puns you can regale your friends with. They might never forgive you.

There are so many moooves we made with this list of animal puns. Some cow jokes we loved made the top of the list and others we moved down to the bottom, but they are all still funny cow puns! You don't have a cow? Hoping to move to a home with greener pastures? Dairy cows are beautiful and it will be nice to watch out your window.

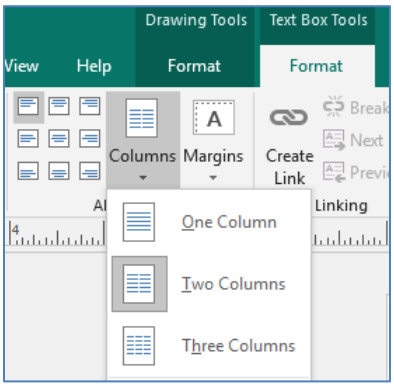
Hopefully, our fun fact also taught you the difference between a cow and a heifer. We also hope you were amoused by these 30 puns.

Think you've heard some of these puns before? You might have a case of déjà moo.

One day, you'll find yourself in a conversation with the perfect opening for one of these bad puns. And, holy cow, when you do, let 'er rip.

Rest assured, it will be udderly satisfying.

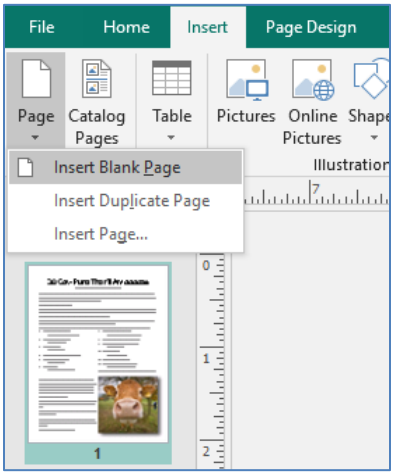
Formatting Text Boxes



1. Move the list of puns into the space on the page.
2. Resize the box to fill the area.
   - Text will not fit

Columns

1. On the Text Box Tools, Format tab, choose Columns
2. Choose 2 Columns

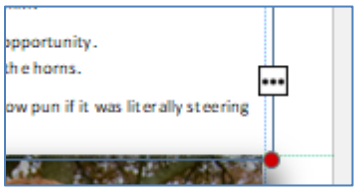


New Page

1. From the **Insert** tab open the **Page** menu and choose **Insert Blank Page**
2. Return to the first page and select the list of puns

Linking

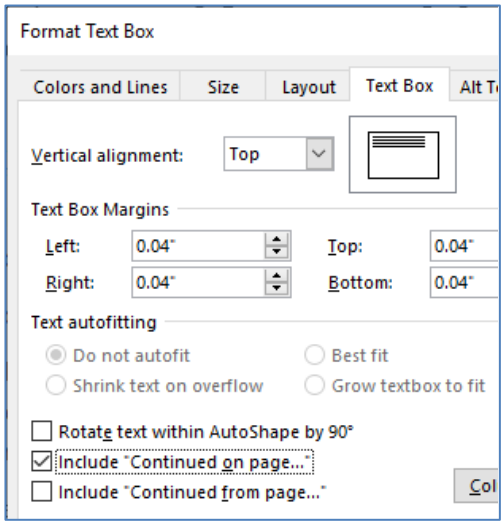
1. Click on the ellipsis (…) showing in the bottom right of the text box.



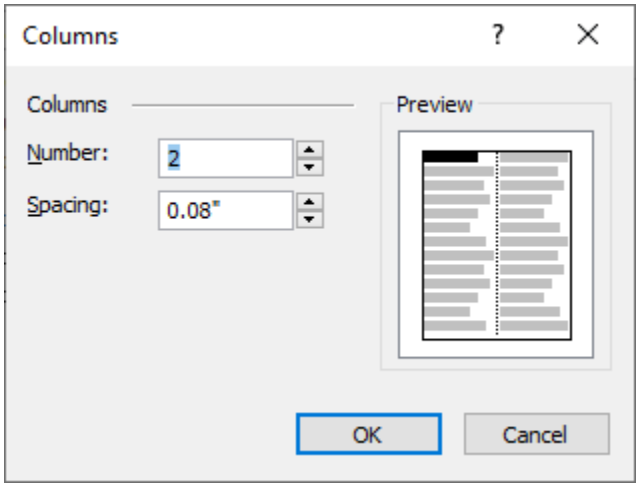
   - The mouse will turn into a little pitcher. When you move it away from the text box, it will look like it's trying to pour its contents.
2. Return to the blank Page 2
3. Click in the upper left corner to "pour" the text into that location.
4. Resize the text box so it fits the margin guides on the page, and is tall enough for the sizing handles to turn white. This indicates all the text is showing.

Continued Message

1. Return to page 1
2. Right-click in the Pun list
3. Choose **Format Text Box**
4. On the Text Box tab, choose **Include "Continued on page…"**
5. Click OK
6. Return to page 2
7. Right-click in the Pun list

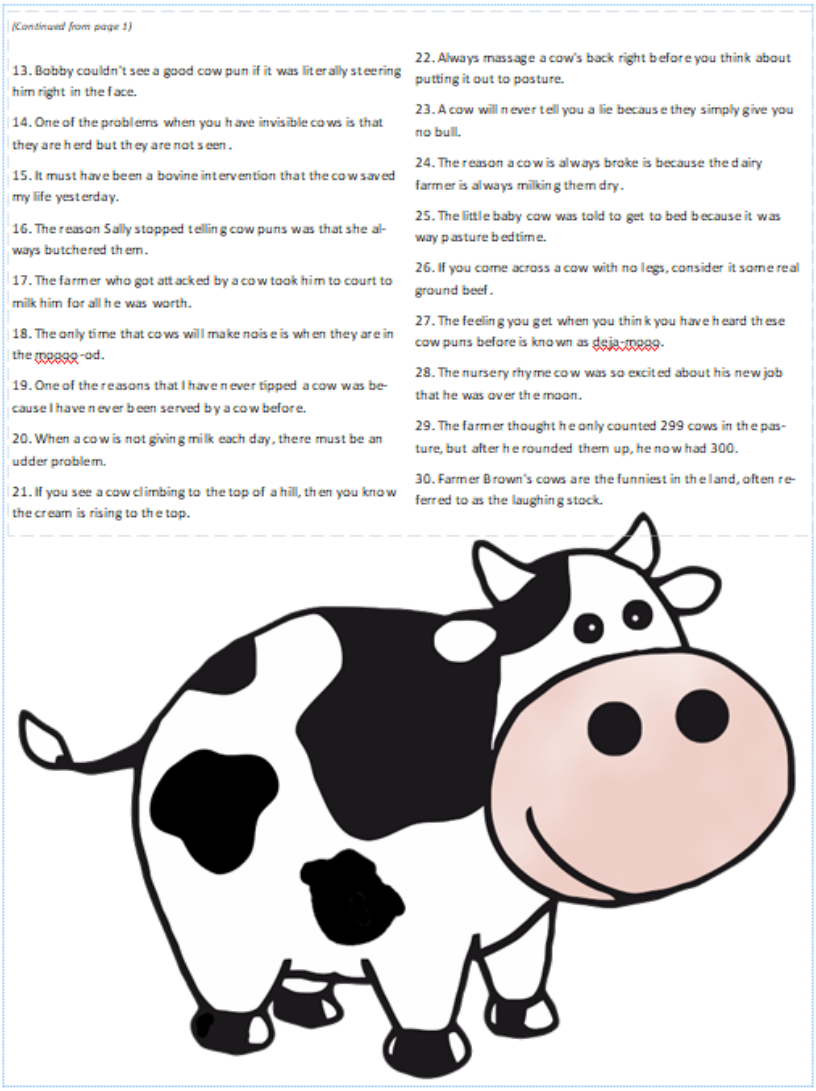


8. Choose **Format Text Box**.
9. On the Text Box tab, choose **Include "Continued from page…"**
10. Click on the **Columns** button
11. Set the text box to have **2** columns
12. Click Ok until the windows are closed.



Format

1. Resize text box until the columns are fairly even
   - If needed, add a line break (Shift-Enter) at the bottom of the first column.
2. Insert a cow picture at the bottom of the page
   - If needed, send the cow backward to appear behind the text



(Continued from page 1)

13. Bobby couldn't see a good cow pun if it was literally steering him right in the face.

14. One of the problems when you have invisible cows is that they are herd but they are not seen.

15. It must have been a bovine intervention that the cow saved my life yesterday.

16. The reason Sally stopped telling cow puns was that she always butchered them.

17. The farmer who got attacked by a cow took him to court to milk him for all he was worth.

18. The only time that cows will make noise is when they are in the moooo-od.

19. One of the reasons that I have never tipped a cow was because I have never been served by a cow before.

20. When a cow is not giving milk each day, there must be an udder problem.

21. If you see a cow climbing to the top of a hill, then you know the cream is rising to the top.

22. Always massage a cow's back right before you think about putting it out to pasture.

23. A cow will never tell you a lie because they simply give you no bull.

24. The reason a cow is always broke is because the dairy farmer is always milking them dry.

25. The little baby cow was told to get to bed because it was way pasture bedtime.

26. If you come across a cow with no legs, consider it some real ground beef.

27. The feeling you get when you think you have heard these cow puns before is known as deja-moo.

28. The nursery rhyme cow was so excited about his new job that he was over the moon.

29. The farmer thought he only counted 299 cows in the pasture, but after he rounded them up, he now had 300.

30. Farmer Brown's cows are the funniest in the land, often referred to as the laughing stock.