

Getting Started With Microsoft Publisher

Purpose: How to use Microsoft Publisher

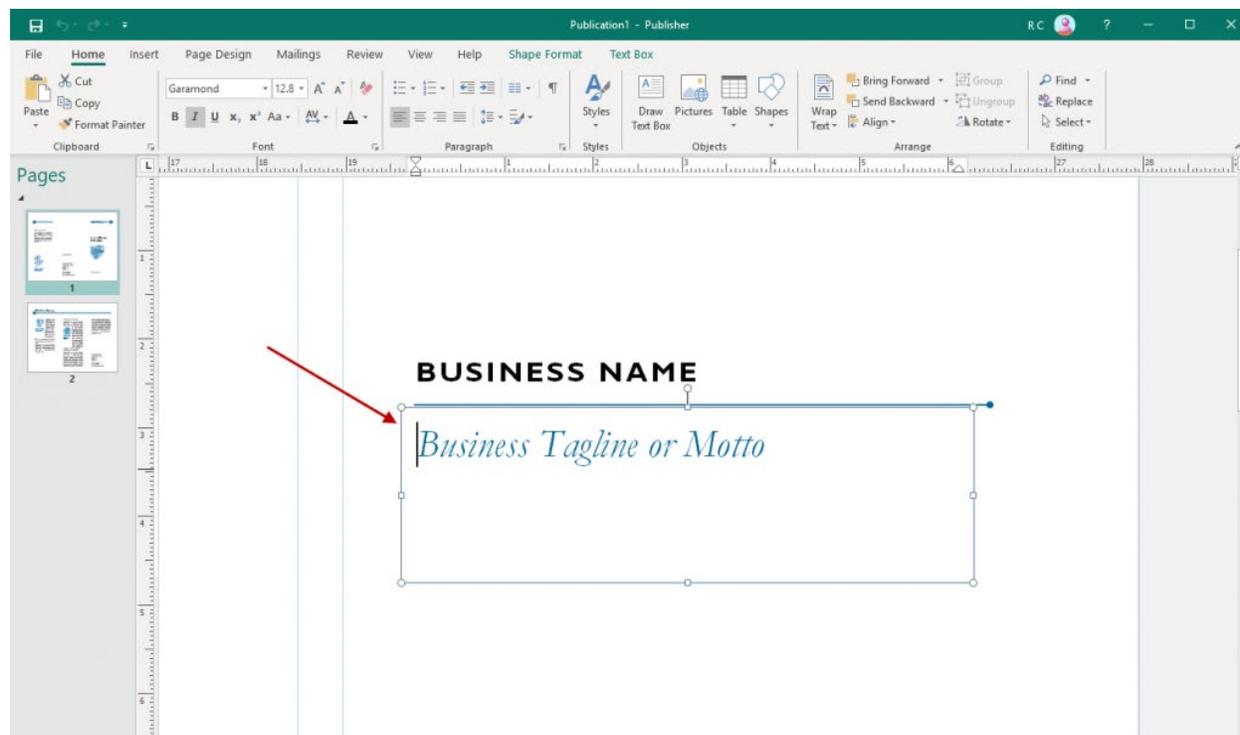
Before you start getting your hands dirty, there are a few basics you need to know. Because MS Publisher deals with all kinds of layouts, objects, formats and content, it doesn't work exactly like you're used to in MS Word. Below is a quick guide on how to go about the basic stuff.

Working with Objects

You'll notice that in Publisher, everything will be formatted into movable "boxes". These are known as objects, and are outlined with a border with four white circles and four white squares.

This may seem weird at first, but these frame-like boxes allow you to group, edit, manipulate and move content around on the page more easily. Here are some ways you'll be working with objects frequently:

Adding text – To add text to your project, you work within the text boxes and can edit the text within the object directly. You can also add your own by going to the Insert tab and clicking on the **Draw Text Box** command, which lets you click and drag to create your own text object where you want it.

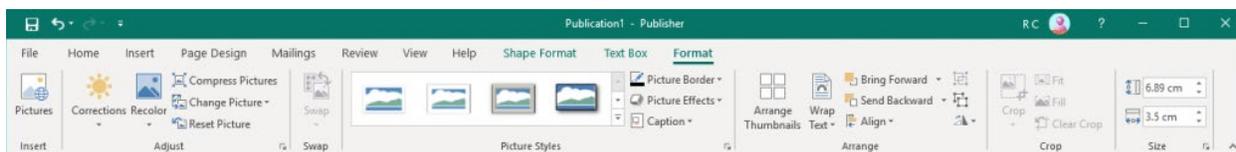


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Most of the templates in Publisher will offer up pre-made boxes and objects, so getting familiar with these is necessary.

These boxes usually contain dummy text which you can easily double click and edit, customizing the font, size, and color.

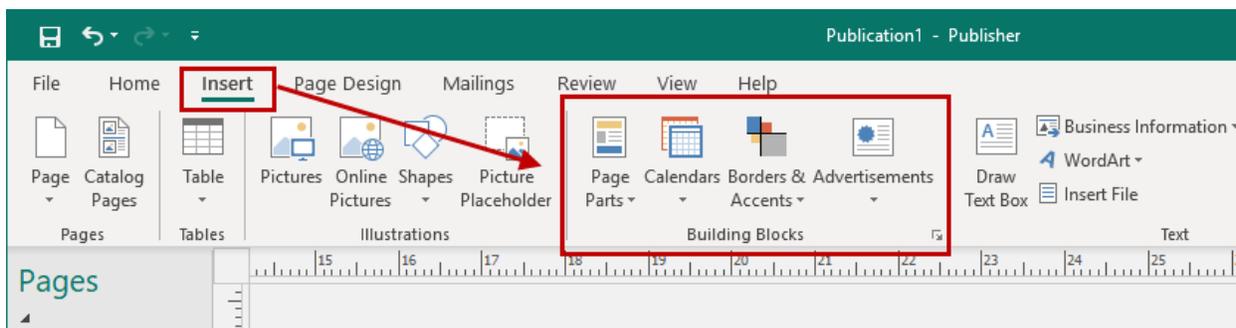
Adding pictures – Adding pictures to your content is as easy as clicking on **Home > Pictures**. You'll have options to insert pictures from a file, OneDrive or from a search on Bing. In addition, you have a number of options to format your picture in your publication.



Just head over to the **Format** tab when your picture is selected and you can start tailoring your images. To learn more about working with images, you can read Microsoft's [tips on working with images in Microsoft Publisher](#).

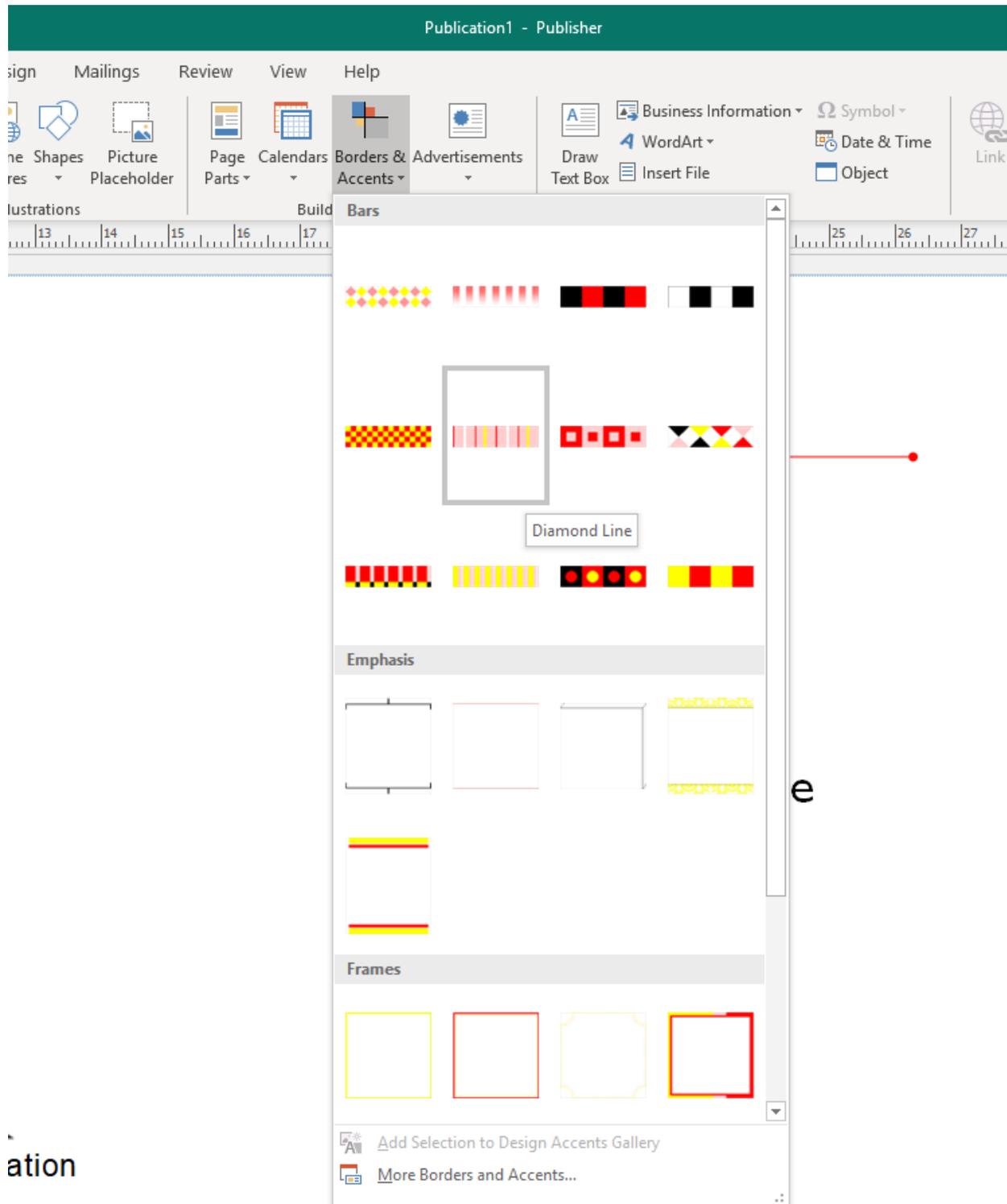
Using Building Blocks

Building blocks make it easier for you to build and customize your publication by giving you pre-made elements. You can find these under the Insert tab on the ribbon:



By exploring a few customizations, you can easily select an element you want and then click and drag to reposition and resize the element accordingly. It's an easy way to apply and manipulate reusable pieces of content.

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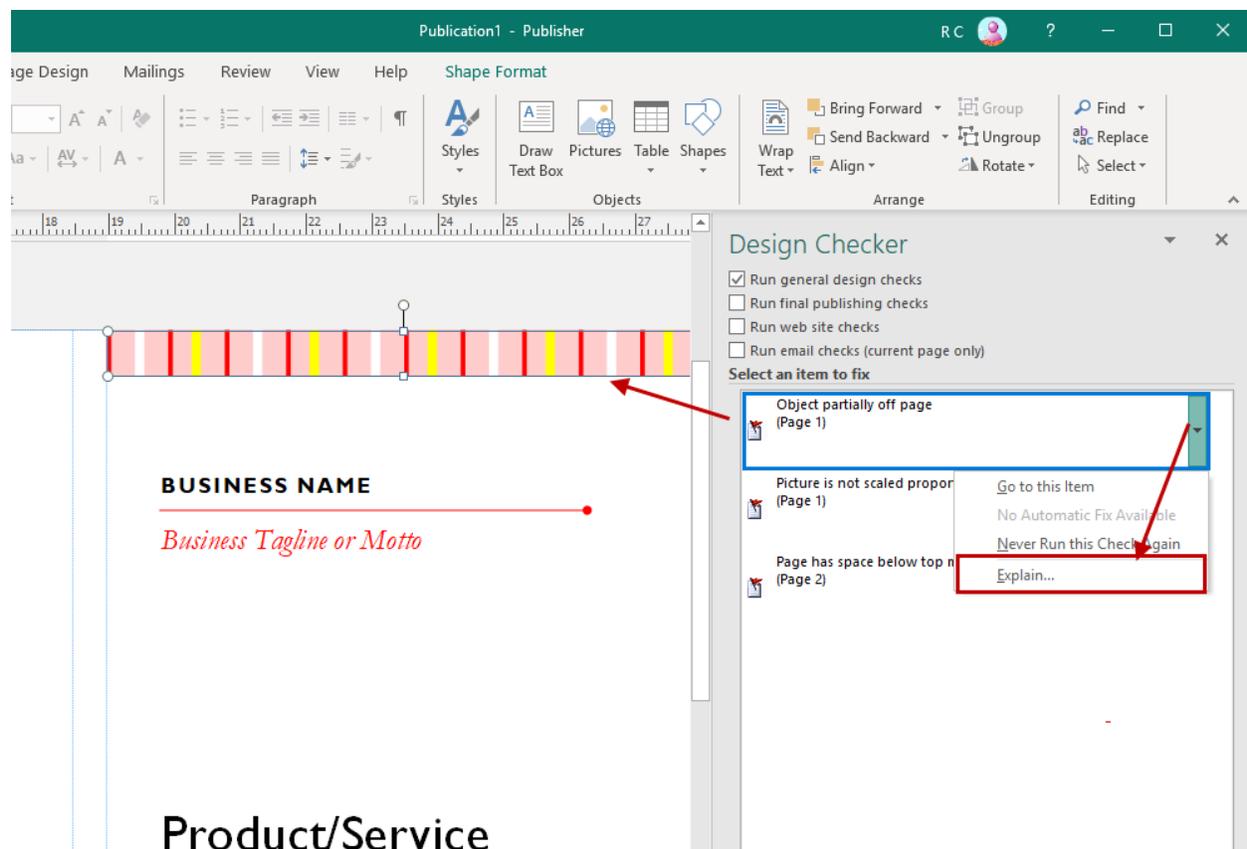


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You'll find this coming in handy when you want to add headings, borders, sections, accents, and advertisements. Microsoft Publisher has these building blocks built right in, but you can also create your own.

Using the Design Checker in Publisher

This is another feature you'll want to use when you're done putting your publication content together. The Design Checker is accessible via **File>Info>Design Checker**. It's a tool that reviews your final content for layout or design problems and it appears on the right hand side of the interface.



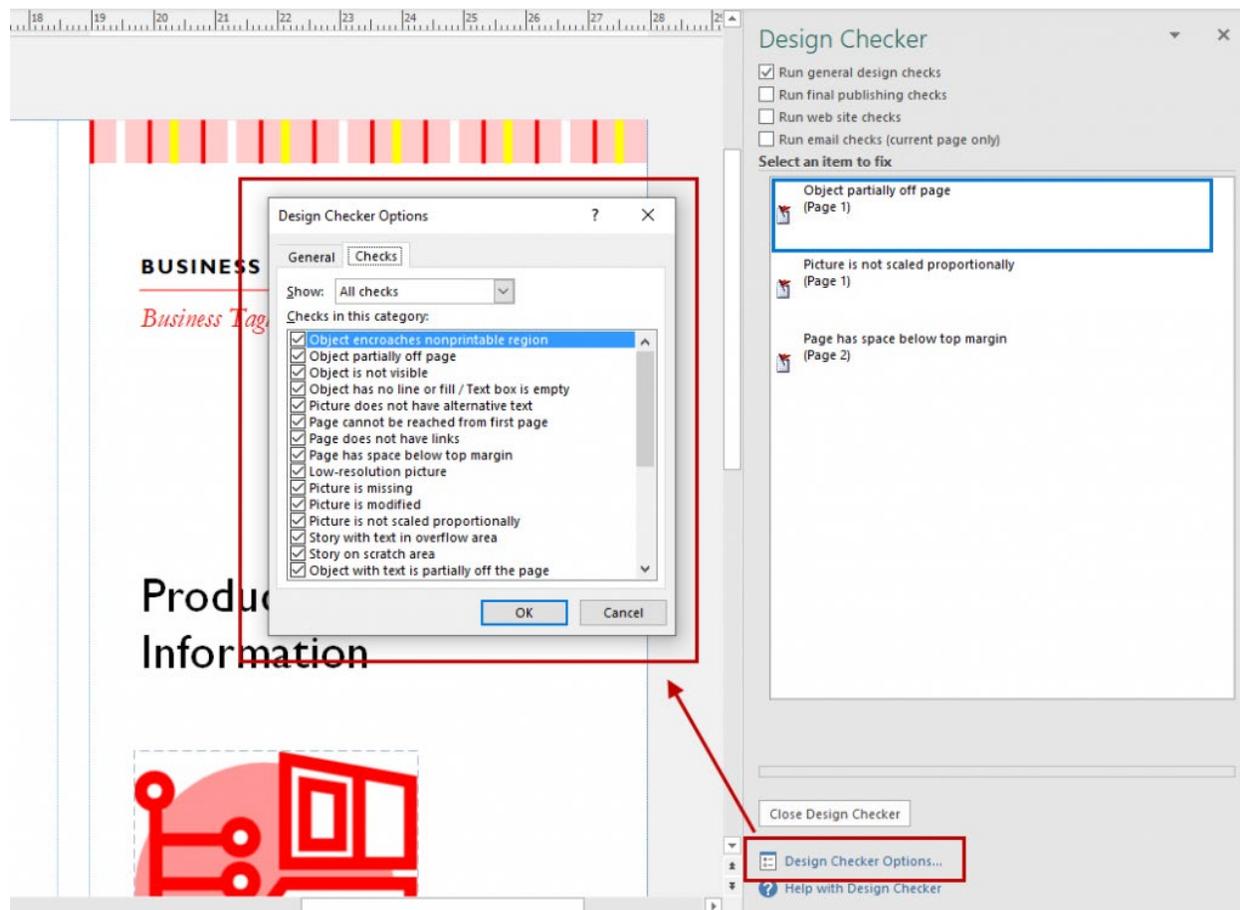
Think of this tool like your everyday spell checker, but for your publication content instead of textual typos.

The Design Checker reviews your content for a variety of design and layout problems, allowing you to catch and fix them before you finalize a print job.

And don't worry if you aren't a designer, the tool will provide you with explanations and suggestions on how to fix the problems it detects.

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You can also specify the types of problems the tool will look for by clicking on the **Design Checker Options** dialog box.



Printing up your Project

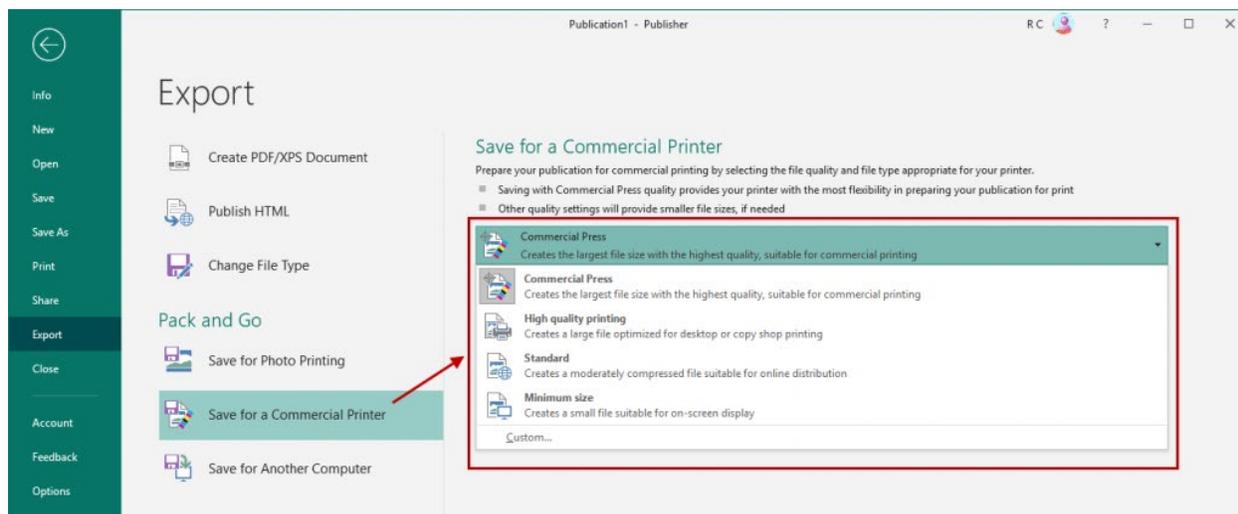
As an application geared towards creating digital content meant to be printed up, this will be another basic task you'll need to be familiar with. To print up your project, Microsoft Publisher has a few methods to help print your content.

There's the standard method that uses the Printer functionality which you're familiar with if you're printing a publication on your desktop printer. The only thing you'll need to do is ensure that you have the settings adjusted to print your content correctly on the size and type of paper you need. Do remember to save your project first, though, before you print!

In addition to your usual PDF and common file types, there is also the Pack and Go Wizard via **File>Export>Pack and Go**.

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This method will give you options on how to save your file for different printing purposes – even for a commercial printer – so you don’t have to worry about the technical details of formatting and settings. The Wizard will do that for you. You simply decide which option is best for your needs:



Knowing how to work your way around with the above basics will let you work easily with any type of layout or project you’re working on.

Microsoft Publisher Tutorials

Now that you know a bit more about how Microsoft Publisher works, it’s time to try your hand at it. In addition to some templates, we collected a few Microsoft Publisher tutorials to help you quickly get started:

- [How to create a newsletter](#)
- [How to make greeting cards and invitations](#)
- [How to make a two-column publication](#)
- [How to create an organization chart](#)

So, armed with the basics, you’re now ready to start creating professional looking content for publishing without the hefty price tag.

Let us know in the comments what other questions you have for working with your digital content and how MS Publisher worked for you.