

Publisher Basics

Adding a Blank Page

Click on Insert tab, Page (click on arrow) and insert page.

or

Right click on the blank page on the left of the screen (Page Navigation area) and choose insert page.

Show Boundaries

In order to show the outline of the text boxes, you need to turn on the boundaries. Click on the View tab and put a check mark in the “Boundaries” box.

Creating a Text Box

1. Click on Insert tab; draw text box.
2. Click and drag to create box.

Creating Columns

1. Follow the directions above to create a text box.
2. Create two or three text boxes next to each other as large as you need them for your text.

Linking Text Boxes

1. Click on the first text box; choose the text box tools tab.
2. Click on Create Link.
3. Move your mouse to the second box where you would like to dump the text and click.
4. If you would like to “link” a third box, repeat the steps above starting with the second text box and dumping it into the third text box.
5. When you type in one box and run out of space, you simply continue typing and it will spill into the next box.

Text Box Tools

Only appears when you have selected a text box. It will appear as a purple tab.

- Text Direction – You can change your text so it appears in a vertical direction within your box.
- Create Link – This button allows you to link two text boxes together
- Break – Breaks the link between your text boxes.
- Next/Previous – Will show you which text boxes you are currently linked to.

Using Guide Lines

Since Publisher uses text boxes, it is helpful to have guide lines to use when lining up the boxes. These lines will appear as you move the text box to help you line everything up.

Inserting a Picture

1. Click on Insert tab.
2. Click on Picture.
3. Navigate to the picture you have saved.
4. Click on the picture and click Insert.

5. Resize as needed.

Inserting Clip Art

1. Click on Insert tab.
2. Click on Clip Art.
3. Search for a picture.
4. Double click on picture to insert.
5. Resize as needed.

Inserting Word Art

1. Click on Insert tab.
2. Click on Word Art.
3. Choose a style.
4. Type in text.
5. Resize as needed.
6. The Word Art Tools tab will open when you have selected the word art and you can customize it with these tools.

Inserting a Comic or Puzzle

1. You may want to use the Snipping Tool in Accessories to clip out only your comic and save it.
2. Save the comic or puzzle as a jpeg in your picture folder.
3. Click on Insert tab.
4. Click on Picture.
5. Navigate to the jpeg you have saved.

Inserting a Building Block

Building Blocks allows you to insert page parts, calendars, borders & accents, and advertisements. These are pre-installed templates that you can customize with your information.

1. Click on Insert tab.
2. Click on one of the building blocks.
3. Choose the template you would like to use.
4. Click to insert it.
5. Customize with your information.

For Borders or any other item that covers other text boxes:

1. Right click on the border.
2. Choose Order
3. Choose Send to Back

I have a box with three dots next to my text box, what do I do?

You have run out of room for the text within that box and some of the text is not showing.

1. You can simply resize your text box by pulling the corner down until all your writing appears.
2. You can resize your fonts to a smaller font size to fit within the space.
3. You can "link" another text box to that text box for the text to spill into.