CHAPTER 1   GETTING STARTED WITH PUBLISHER

INFOCUS

Microsoft Publisher is used to create a range of **publications** such as flyers, business cards, calendars and greeting cards.

Publisher is designed to make it easy for anyone to create professional publications. It includes a range of **templates**, **designs** and **blank publications** that can be used as the basis for your publication. All you need to provide is content.

In this session you will:

- ✓ gain an understanding of **Publisher**
- ✓ learn how to start **Publisher**
- ✓ gain an understanding of the **Publisher Start** screen
- ✓ learn how to create a new blank publication
- ✓ gain an understanding of the **Publisher** screen
- ✓ gain an understanding of how **Publisher** works
- ✓ learn how to use the ribbon
- ✓ learn how to show and collapse the ribbon
- ✓ gain an understanding of the **Backstage** view
- ✓ learn how to access the **Backstage** view
- ✓ gain an understanding of the status bar
- ✓ learn how to exit safely from **Publisher**.

UNDERSTANDING PUBLISHER 2013

Effective communication through the medium of the printed word is enhanced by appealing, thoughtfully laid-out and well-presented documents. In the past, skilled craftsmen were given the task of preparing newsletters, creating brochures, developing advertisements and the like. Today much of this work is accomplished using the computer and a variety of software packages.

Publisher 2013 Overview

Expensive desktop publishing packages, such as *PageMaker*, *Ventura*, *Quark Xpress*, and *InDesign* are used to create elaborate and sophisticated documents in a fraction of the time that it took to create similar documents manually in the past.

However, these packages require a high degree of skill and expertise to operate effectively. Using them for the social club flyer, the quick product advertisement or the company price list may be difficult and inefficient – but more importantly, result in unnecessary expense in both production and time.

Publisher can best be described as an intermediate version of the more powerful desktop publishing software packages. While it lacks some of the sophistication of the other packages, it still embodies most of the features. The real advantage of it lies in the fact that it is easier to use if you want to create simple publications.

Uses For Publisher

Publisher is ideal for home, small business and even corporate use. Here are just some of the possible uses for Publisher:

- Product flyers
- Price lists
- Notices
- Bulletins
- Covers for manuals
- Invitations
- Posters
- Company forms (e.g. invoices, stationery, order forms etc.)

- Travel itineraries
- Product specials
- Newsletters
- Press releases
- Letterheads
- Personalised greeting cards
- Emails
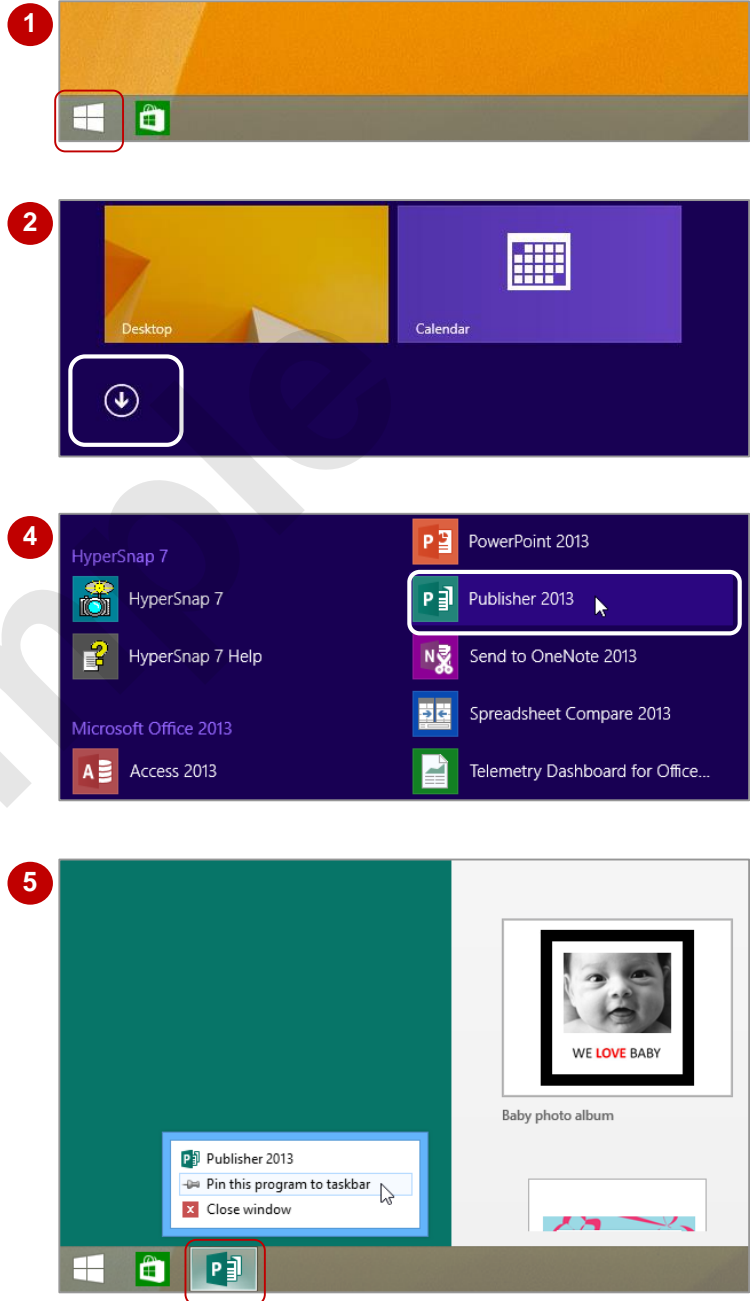- Photo albums

STARTING PUBLISHER

To create or edit a publication, the first thing you must do is start Publisher. If your computer uses Windows 8.1, it will default to either the desktop or the *Windows Start* screen, depending on the technology you are using. If the desktop appears by default, you may need to access the *Windows Start* screen to open Publisher, unless you have previously created a shortcut icon on the desktop.

Try This Yourself:

Before you begin, ensure your computer is turned on and the Desktop is displayed…

1 If there is no *Publisher* icon in the taskbar at the bottom of the screen, click on the *Windows* icon in the taskbar, as shown, to display the *Start* screen

2 Move the mouse pointer to display the white *down arrow* icon in the bottom left corner of the *Start* screen, as shown

3 Click on the arrow to display the *Apps* view

Let's open Publisher from here…

4 Locate the *Microsoft Office 2013* apps, then click on *Publisher 2013*, as shown, to open Publisher with the Publisher *Start* screen displayed

5 Right-click on the Publisher icon in the taskbar to display a menu of options, as shown, then select **Pin this program to taskbar**

You can now click on this icon to open Publisher from the desktop. This icon will remain in the taskbar unless you remove it…

6 Repeat step **5** but select **Close window** to close Publisher

7 Click on the Publisher icon in the taskbar to open *Publisher* again

1

2

4

HyperSnap 7	PowerPoint 2013
HyperSnap 7	Publisher 2013
HyperSnap 7 Help	Send to OneNote 2013
Microsoft Office 2013	Spreadsheet Compare 2013
Access 2013	Telemetry Dashboard for Office…

5

WE **LOVE** BABY

Baby photo album

Publisher 2013
Pin this program to taskbar
Close window

For Your Reference…

To *pin Publisher* to the *taskbar*:

1. From the *Windows Start* screen, click on the white down arrow icon to display the *Apps* view
2. Locate and right-click on *Publisher 2013*
3. Select **Pin this program to taskbar**

Handy to Know…

- If your computer displays the *Start* screen rather than the desktop by default, you can type the name of the application you wish to open directly into the *Start* screen to display the *Search* pane, then simply click on the application's name that appears in the *Search* pane.

UNDERSTANDING THE START SCREEN

Most times you open Publisher, a *start* screen will display. From this initial screen, you can choose what kind of publication you want to work with. You can choose to work with one of your most recently accessed files, open a publication that has already been created and saved, find online templates, or create a new publication using the available templates.
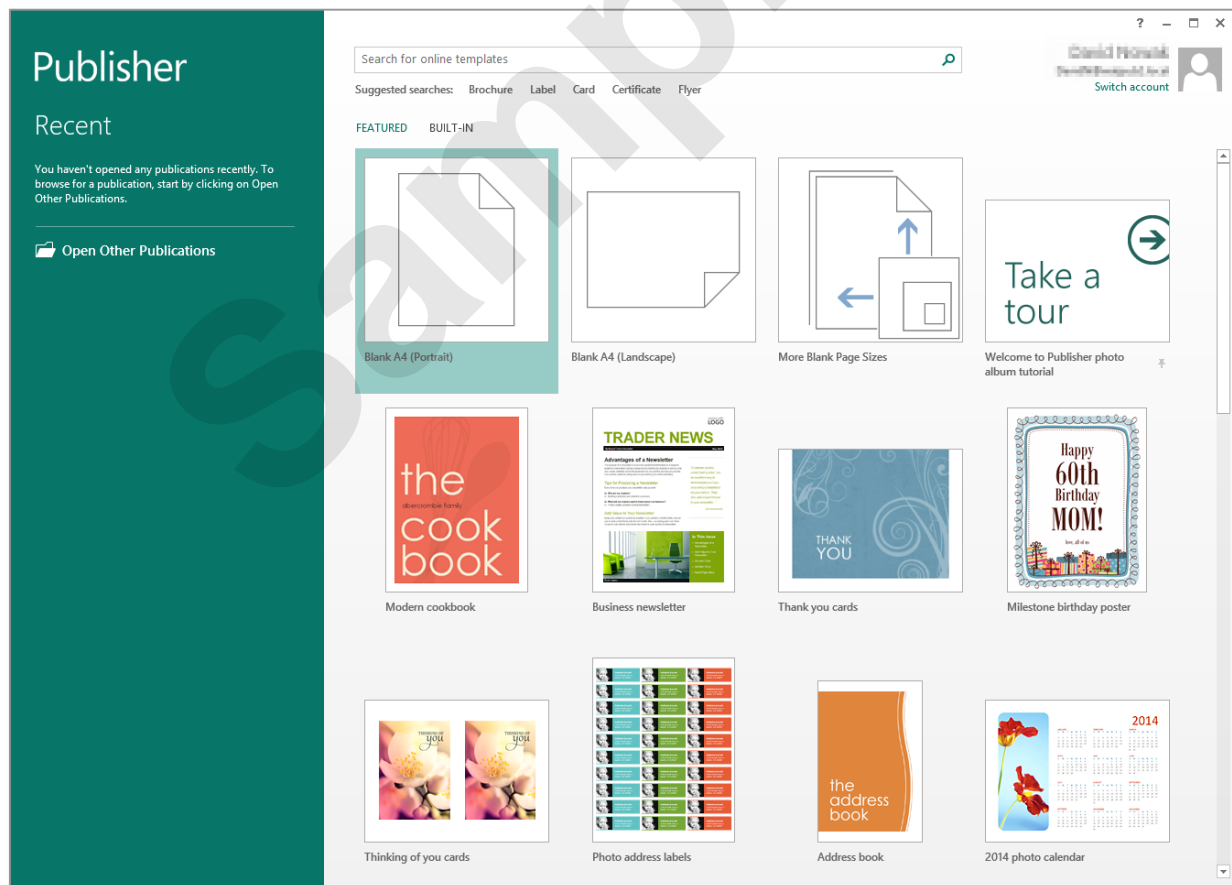
Microsoft Publisher 2013 Start Screen

The Microsoft Publisher 2013 *start* screen is very helpful if you want to quickly access files you have worked on recently or create a new publication based on one of the available templates, including the default *Blank A4 (Portrait)* publication template.

If you have already worked on a publication or several publications in Publisher, a list of recent files will display below *Recent* in the green pane to the left of the screen. If you haven't worked on any publications yet, you can still open existing publications by clicking on the link, *Open Other Publications*, located below *Recent*. This lets you open an existing file that has been saved to your computer or OneDrive.

The main pane of the Publisher *start* screen displays thumbnail previews of available templates you can use to create a new publication. It also contains the search for online templates box.

Templates are layouts that have already been created which you can customise to suit your needs and then enter relevant content. If you want to start with a clean slate you can choose from one of the *Blank* publication templates, but you'll probably find you'll prefer to work with templates that contain pre-existing layouts most of the time as it saves time and effort.

In the top right corner of the screen you'll see information about the account you've used to sign into *Windows* as well as *Help*, *Minimise*, *Restore Down*, and *Close* tools.

The Publisher *start* screen will only display when you launch the *Publisher 2013* application directly – that is, by clicking on the Publisher tile on the *Windows 8.1 Start* screen, clicking on the application in the *Apps* view or in the search pane, or clicking on the taskbar icon if the application has been pinned to the taskbar.

Publisher 2013 can also be started in *Windows 8.1* by double-clicking on a Publisher publication in *File Explorer*. When this occurs Publisher 2013 will start with the publication open on the screen and the *start* screen shown above will be bypassed.

CREATING A NEW BLANK PUBLICATION

Files created in Publisher are called *publications*. All publications created in Publisher are based on a template. A template defines the basic layout of a publication. To start a simple publication from scratch, choose a blank template. Blank templates come in a range of different sizes, enabling you to choose a size that suits your requirements from the start.

Try This Yourself:

Before starting this exercise, ensure Publisher has started and the Publisher start screen is displayed...

1 View the variety of templates available on the *Publisher start* screen

2 Ensure *FEATURED* is selected in the main pane, as shown

3 Click on *Blank A4 (Portrait)*

A new blank publication will open. Notice that the publication is automatically assigned a temporary name, which is displayed in the title bar
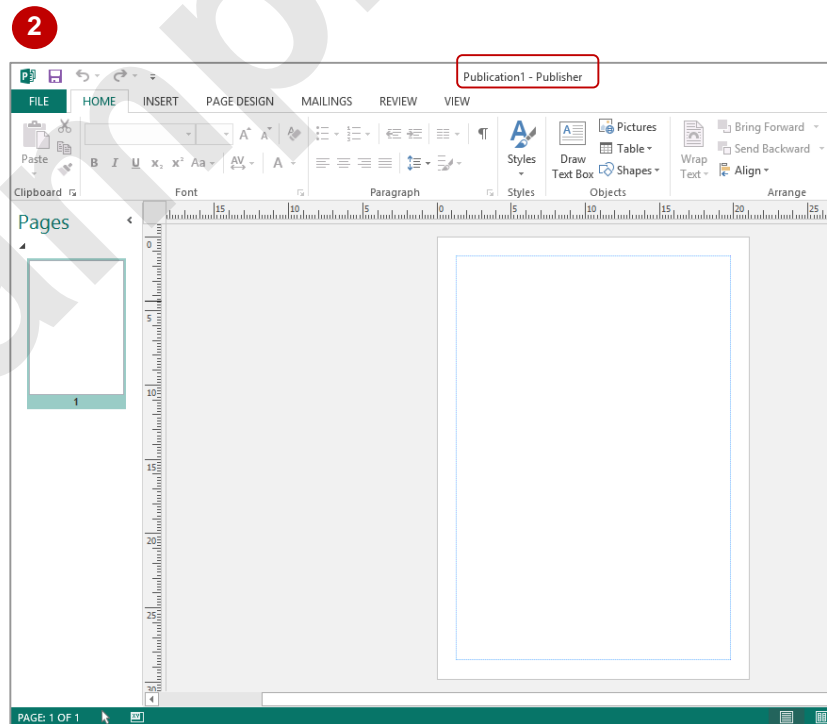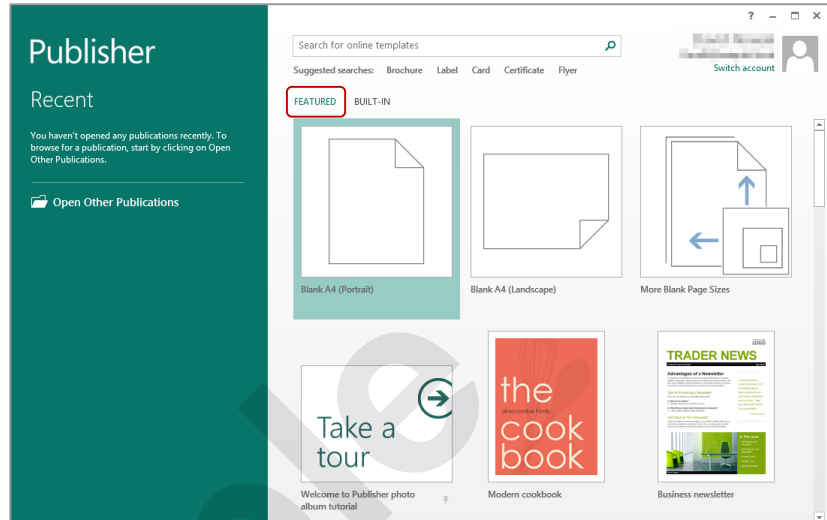
For Your Reference…

To *create* a *blank publication*:

1. Open *Publisher* so that the *Publisher start* screen is displayed
2. Ensure *FEATURED* is selected in the main pane
3. Click on one of the *Blank* templates in the list of templates

Handy to Know…

- If you already have a publication open and want to create a new one, click on the *FILE* tab to open the *Backstage* view, click on *New*, then select a *Blank* template.

- You can use the keyboard shortcut Ctrl + N to display the Publisher *start* screen.

THE PUBLISHER 2013 SCREEN

The Publisher screen is the area that you use to create and modify your publications. Whether you use a template or a blank publication, you will use this screen to make changes to your publication. The screen is made up of several key components, which are described on this page. Some of these components, such as the ribbon, are common to all Office 2013 applications.

Dialog box launcher
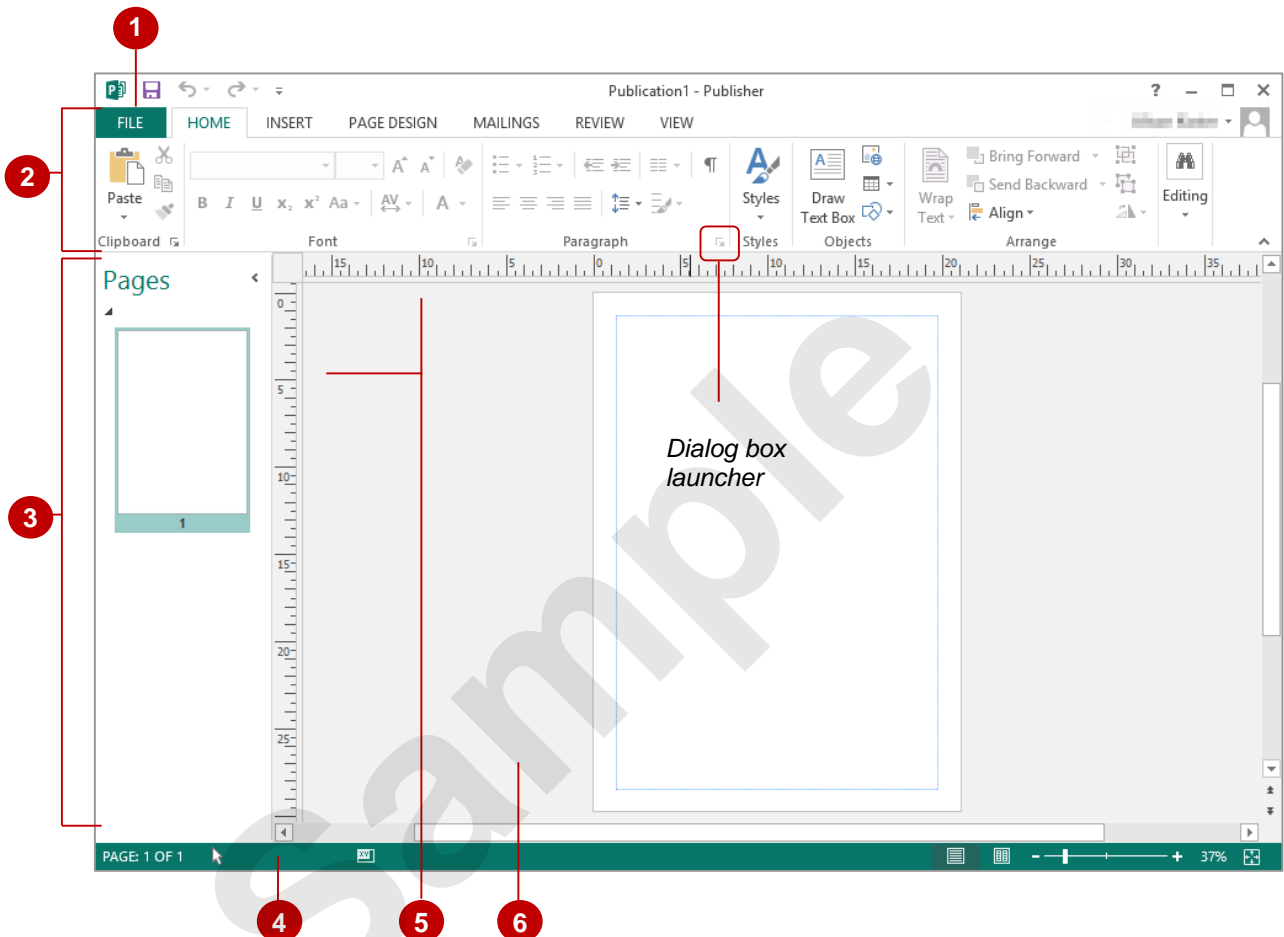
1 The **FILE** tab is used to access the **Backstage** view which contains file management functions, such as saving, opening, closing, printing, sharing, and so on. There is also information contained here such as your document **Properties**. **Options** are also available so that you can set your working preferences for Publisher.

2 The **ribbon** is the tabbed band that appears across the top of the window. It is the control centre of Publisher. You use the **tabs** on the ribbon to access the **commands** that are categorised into **groups**. Some groups have a **dialog box launcher** icon in the corner, which you can click on to display a dialog box with more commands and options.

3 Each of the pages in your publication is represented by a thumbnail in the **Pages** navigation pane. When you click on a page's thumbnail in this pane, Publisher displays the page in the publication window. These thumbnails can also be used to reorder the pages in a publication.

4 The **status bar** provides feedback about what you are doing on the screen. For example, if you are drawing a text box, the status bar will display the coordinates and size of the box. The status bar also contains the **View** buttons and the **Zoom Slider**, which are used to change the view or to increase/decrease the zoom ratio for your publication.

5 The **rulers** along the top and down the left side of the publication window allow you to measure horizontal and vertical page dimensions so that you can place objects with precision.

6 The **publication window** displays the current page of the publication and the surrounding **scratch area** or working area, which can be used for temporary placement of objects.

HOW PUBLISHER 2013 WORKS

The Publisher screen has three key areas. The data you type is placed on a page. The data can be manipulated using commands on the ribbon. The page is part of a larger entity known as a publication or file, and changes to the file are controlled in *Backstage* view. These key components are described on this page.

The Page

If you create a new blank publication, it will appear as a blank *page* in the publication window and the *Pages* navigation pane will display on the left side of the screen.

You can also create a new publication from a template, such as this business newsletter shown to the right. As with a blank publication, the page with the template on it will appear in the publication window with the *Pages* navigation pane on the left. Specific information will appear by default on the page, and you can edit it or add your own data as desired.
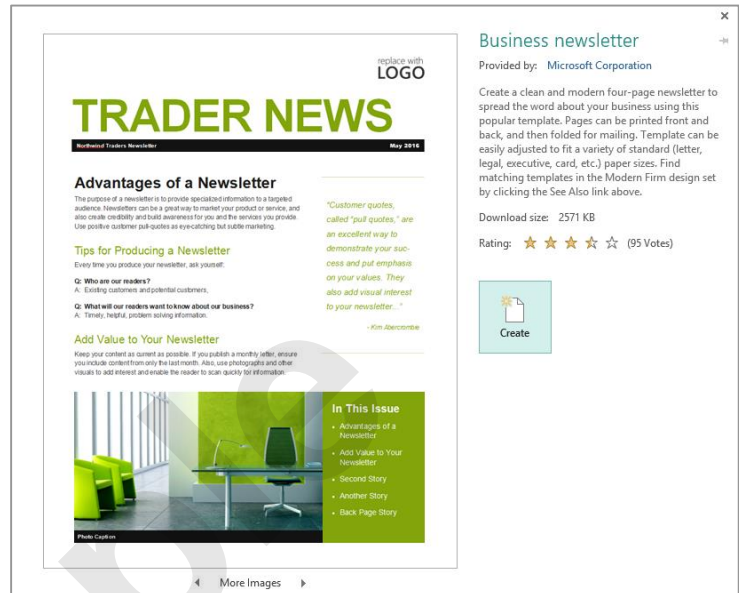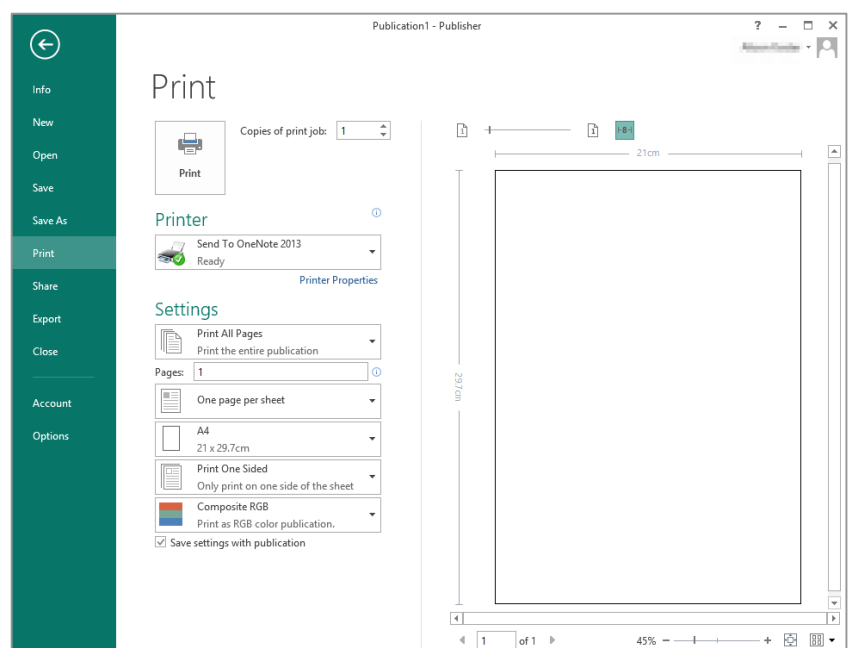

The Ribbon

When you need to do something with the data on a page, such as format it, colour it, move it, copy it, and much more, you'll find all of the relevant commands on the ribbon. The ribbon has the commands organised thematically using a series of tabs across the top.
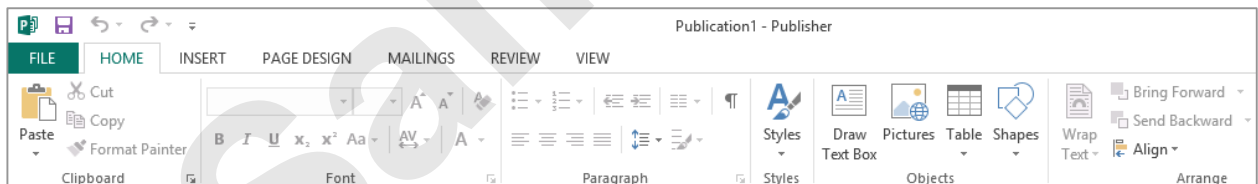
Backstage View

When you want to do something with your publication, such as save it so that you can access it again later, print it, share it with a colleague, or send it to your boss, you will need to access the *Backstage* view of Publisher. The *Backstage* view is accessed using the *FILE* tab on the ribbon. Rather than displaying commands on a ribbon, *Backstage* occupies the entire screen and has a series of options down the left side which allow you to perform a number of operations. In our sample to the right, the *Print* option is active, and that is why you can see a preview of the publication and a number of print-related options on the screen.

USING THE RIBBON

The ribbon is the command centre for Publisher. It provides a series of *commands* organised into *groups* that are placed on relevant *tabs*. Tabs are activated by clicking on their name to display the command groups. *Commands* are activated by clicking on a button, tool or gallery option. Everything you could possibly want to do in Publisher will be found somewhere on this ribbon.

Try This Yourself:

Before starting this exercise ensure Publisher has started and you have a blank publication open…

1 Examine the *groups* of commands on the *HOME* tab

These are the most commonly used commands...

2 Click on the *INSERT* tab

The commands on this tab are used to create pages, tables, illustrations, building blocks, headers and footers, text objects and links, and to add things such as apps and media to your publication...

3 Click on *Shapes* in the *Illustrations* group to display the *Shapes gallery*

This gallery includes a huge range of shapes...

4 Click on each of the tabs and examine the commands

Some of these open 'dialog boxes'...

5 Click on the *PAGE DESIGN* tab, then click on *Change Template* in the *Template* group to open the *Change Template* dialog box

6 Click on **[Cancel]**, then click on the *HOME* tab
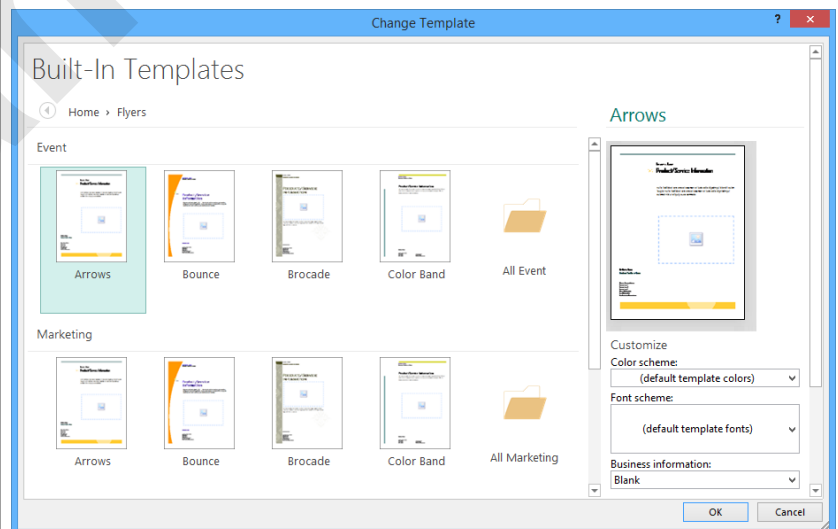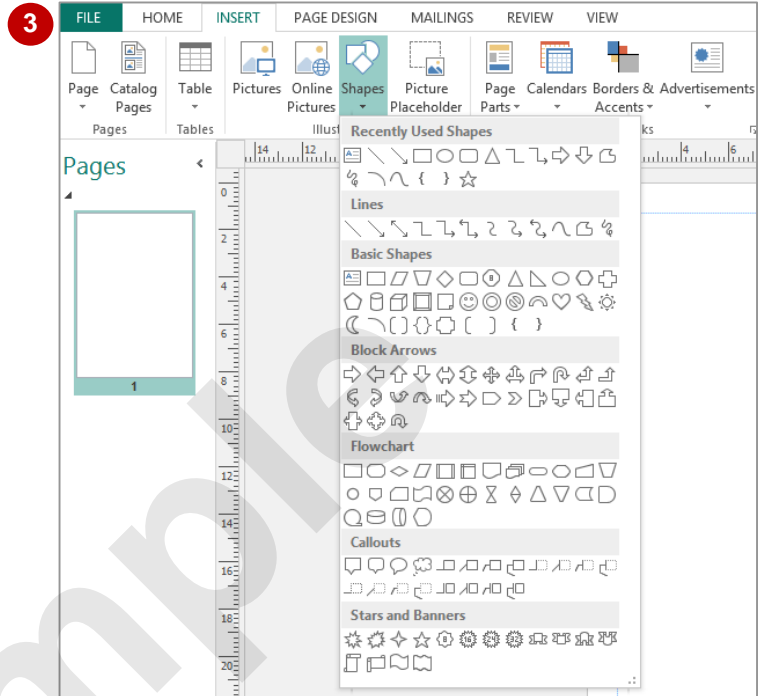
For Your Reference…

To *use* the *ribbon*:

1. Click on a *tab* to display the *commands*
2. Click on a *button* to activate a *command*, display a *gallery* or display a *dialog box*

Handy to Know…

- Additional tabs, known as contextual tabs, appear on the ribbon in specific circumstances. For example, if you insert a picture, the *PICTURE TOOLS: FORMAT* tab will appear. This provides quick access to all of the tools you may need to modify and work with a picture.

SHOWING AND COLLAPSING THE RIBBON

The ribbon, valuable as it is, does occupy a reasonable amount of space. To maximise your working space you can minimise the ribbon so only the tabs are visible, minimise it as a once-off operation or have it constantly minimised and display the commands only briefly when a tab is selected.

Try This Yourself:

Before starting this exercise ensure Publisher has started and you have a blank publication open…

1 Click on **Collapse the Ribbon** in the bottom right corner of the ribbon, as shown

*Though the tabs remain visible, the rest of the commands are hidden…*

2 Click on one of the ribbon tabs

The ribbon, including the tabs and commands, will display temporarily …

3 Click anywhere in the publication to hide the ribbon commands again

Now let's display the ribbon with tabs and commands permanently…

4 Click on one of the ribbon tabs, then click on **Pin the ribbon** in the bottom right corner of the ribbon, as shown
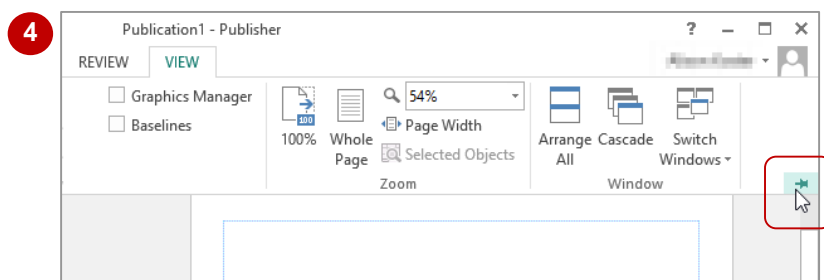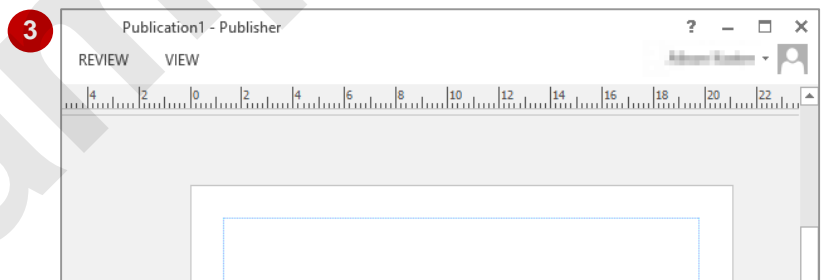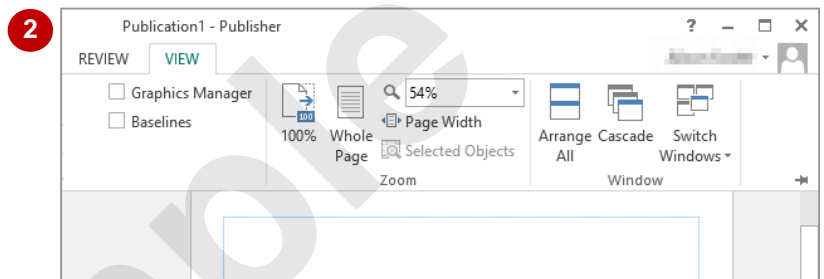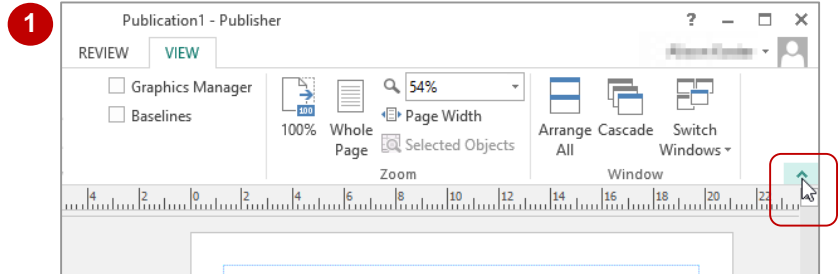
For Your Reference…

To **hide** the **ribbon**:

- Click on **Collapse the Ribbon** in the bottom right corner of the ribbon

To **display** the **ribbon**:

- Click on **Pin the Ribbon** in the bottom right corner of the ribbon

Handy to Know…

- If you wish to quickly collapse the ribbon to display only the tab names, you can either press `Ctrl` + `F1`, or double-click on any tab except for the **FILE** tab. These functions can also be used to expand the ribbon again.

UNDERSTANDING THE BACKSTAGE VIEW

The ribbon lets you work on the content in a publication so that you can add more content, format it, insert pictures into it, copy it, and much more. The *Backstage* view, which is accessed using the *FILE* tab, lets you do something with the file you create. You can save it for later use, print it on paper, send it via email, and more.
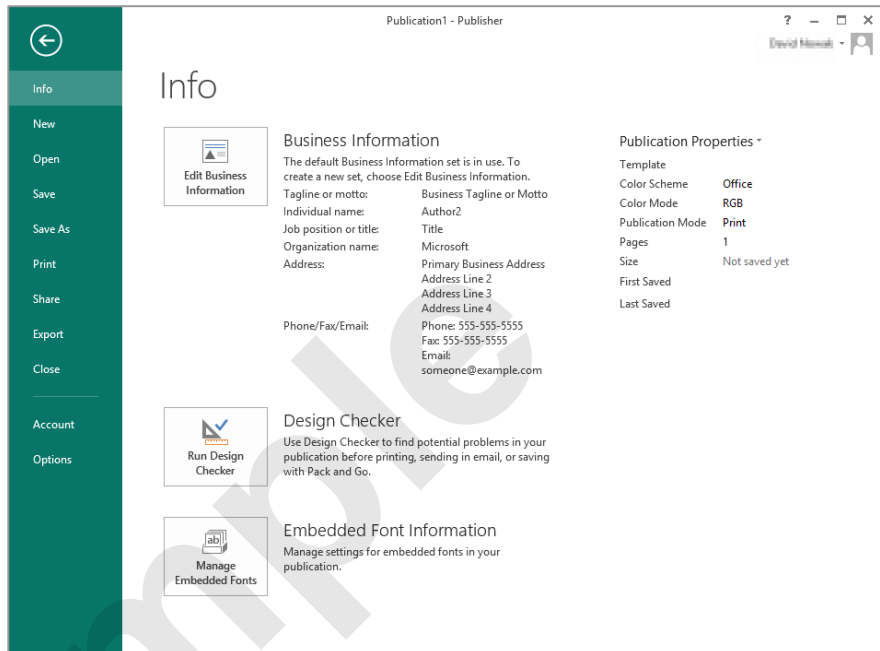
The Backstage View

The *FILE* tab on the ribbon is not a normal tab – as you can tell by the fact that it is coloured. Clicking on the *FILE* tab launches a mini-program within Microsoft Publisher known as *Backstage* view. *Backstage*, as it's known for short, occupies the entire screen.

To the left of the *Backstage* is a navigation pane which is made up of *tabs*. These tabs provide you with access to various operations, such as printing, saving and sharing. They can also provide you with information about your publication such as the file size.

Clicking on one of these tabs displays a range of options associated with the particular operation.

The whole underlying purpose of *Backstage* is to let you protect your data, share it with others, and provide you with valuable information about your publication. Depending on what type of publication it is and what has been done to it, different information may display when the *Info* tab is selected.

Backstage Tabs

The *Backstage tabs* provide more options for working with a publication:

|	
Info	Provides status information about the current publication and lets you manage versions and permissions.
New	Lets you create a new publication and provides access to a gallery of inbuilt templates as well as ready access to a range of online templates.
Open	Provides a list of recent publications as well as the option to search through your Computer, OneDrive or other place, to find what you are looking for.
Save	Saves your current publication (if already saved to a location) or prompts you to save to a location.
Save As	Allows you to name your publication and save it to a location.
Print	Lets you print the current publication and preview it.
Share	Lets you share your publication with other people via email, as a PDF or XPS.
Export	Allows you to publish as PDF, XPS or online, or change the file type of your publication, as well as options for saving and printing.
Close	Closes your current publication.
Account	Contains product and user information.
Options	Presents you with a range of options which assist in the creation and editing of your publication.
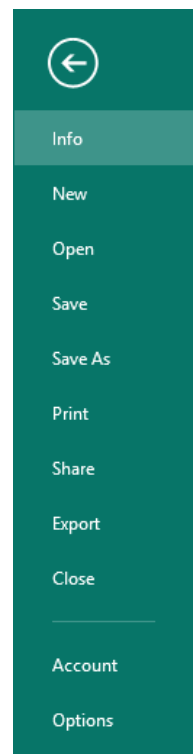
ACCESSING THE BACKSTAGE VIEW

The **Backstage** view provides you with options for working on your publications and key information about the status of Publisher. It is usually accessed by clicking on the **FILE** tab to the left of the ribbon, but it can also appear when keyboard shortcuts for specific commands are used.

Try This Yourself:

Before starting this exercise ensure Publisher has started and you have a blank publication open…

1 Click on the **FILE** tab to display the **Backstage**

2 Ensure **Info** is selected in the left green pane to view information relating to your publication, such as the **Properties**

3 Click on **Print** to see the printing options

A preview of how the publication will print will appear…

4 Click on **Account** to see the account options and product licensing information

5 Click on the **Back** arrow at the top of the green pane to close **Backstage** and return to the publication
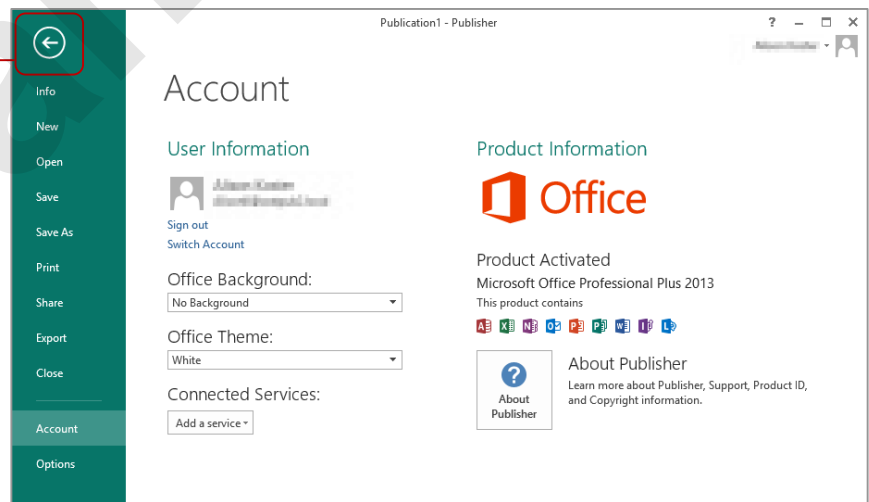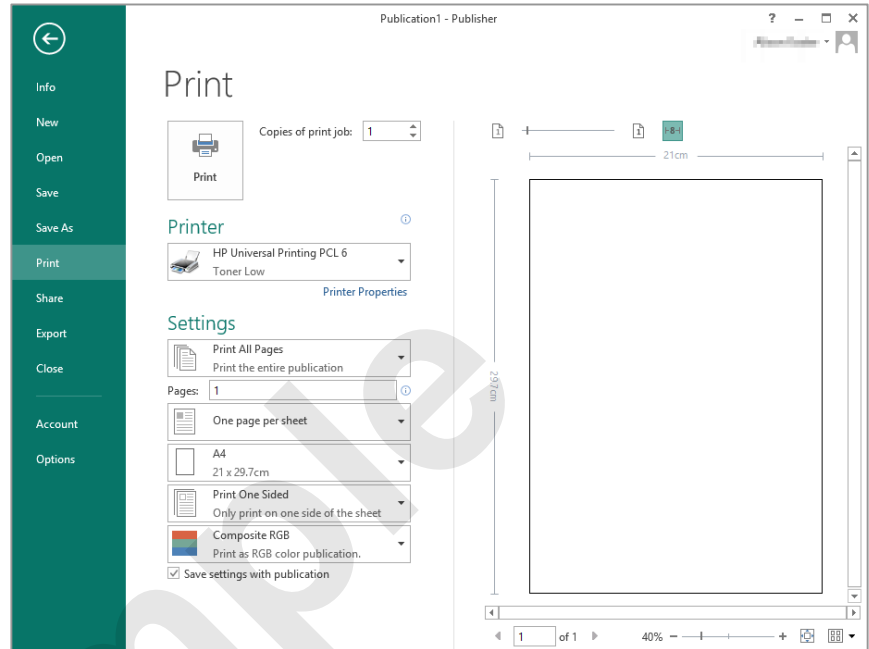
Back arrow

For Your Reference…

To **access** the **Backstage**:

1. Click on the **FILE** tab
2. Click on the desired tab in the green pane to the left of the screen

Handy to Know…

- You can close the **Backstage** by pressing `Esc`.

UNDERSTANDING THE STATUS BAR

The *status bar* is the bar across the bottom of the Publisher window. It is a useful aid that displays information such as the current page number and details about a selected object. It also lets you zoom in and out of the page. The status bar includes tools that can change the publication view. You can customise the status bar to change the information that is shown.
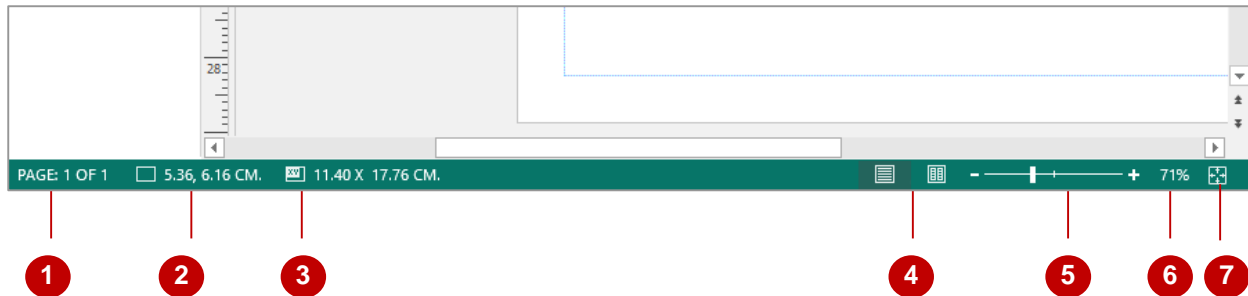
1	*Page Number*	The *page number* indicates how many pages are in the publication, and which page is currently being displayed. You can click on the page number to open and close the *Pages* navigation pane.
2	*Object Position*	The *Object Position* displays the current location coordinates of the object that is currently selected. Clicking on the *Object Position* will open the *Measure…* dialog box, which allows you to modify the measurements of the selected object. If no object is selected, the *Object Position* will display the current location coordinates of the mouse pointer.
3	*Object Size*	The *Object Size* displays the size of the currently selected object. As with *Object Position*, clicking on *Object Size* will open the *Measure…* dialog box.
4	*Layout Tools*	The *Layout* tools allow you to change the way you view the publication. You can choose to view the publication either as a *Single Page* or as a *Two-Page Spread*.
5	*Zoom Slider*	The *Zoom Slider* indicates the current zoom level, where the centre mark indicates 100%. You can either drag the marker to the left or right, or click on a specific point on the slider to set a zoom percentage. You can also click on the plus or minus symbol at either end of the slider to *zoom in* or *zoom out*.
6	*Zoom Level*	This button displays the current zoom percentage. If you click on the button, the *Zoom* dialog box will appear so that you can select a specific zoom percentage.
7	*Show Whole Page*	Clicking on *Show Whole Page* sets the zoom so that the entire current page is visible in the window.

What appears on the status bar can vary greatly. Don't be alarmed if the one on your screen doesn't exactly match the example shown above.

One way you can change your status bar is by right-clicking on the status bar itself and from the shortcut menu selecting any additional tools you may want to add to it.