GpL
Greenwood Public Library

Class Description
Publisher is a versatile desk-top publishing program that allows you to create a variety of eye-catching and effective publications.

In this class you will learn how to create a brochure for your business or organization.

Prerequisites: *Experience with Microsoft Word*

Creating a New Document
- To create a new document:
  - Click on the teal **File** tab
  - Click on **New**

- You'll see several layout options to choose from. We're wanting to create a brochure, so click on where it says **Brochures** in the Most Popular section.

- Just like in Word, you'll find that there are several template options to choose from.

- Go ahead and select a brochure template to work with.
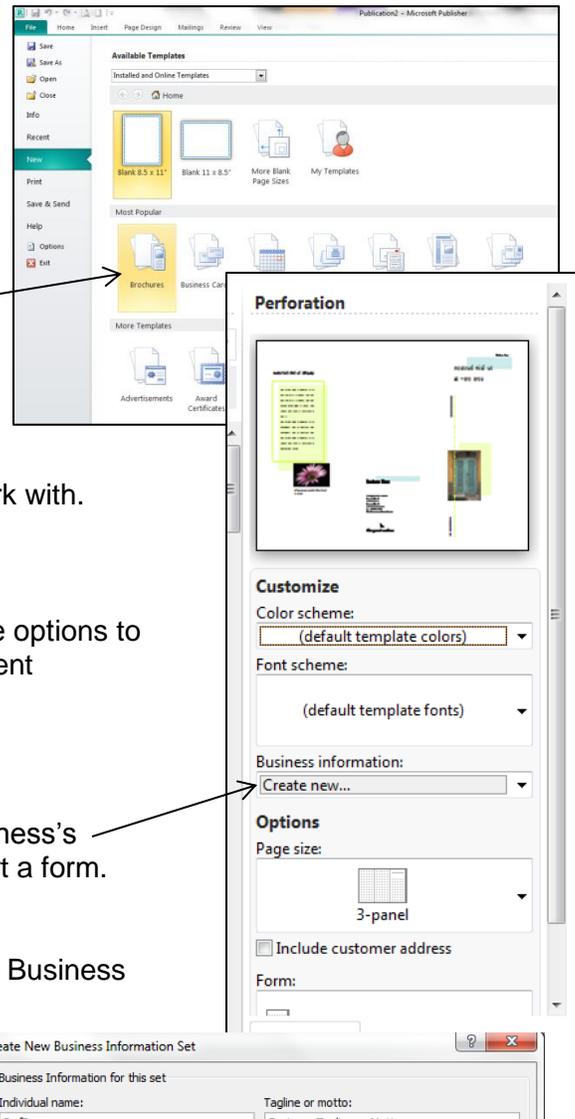
Customizing Your Brochure
- You'll notice on the right hand side that there are options to customize your template. You can choose different
  - color options
  - fonts
  - page sizes

- You are also given the option to insert your business's information, include a customer address or insert a form.

- **Business Information**
  - Click on where it says **Create new** in the Business Information drop down menu.
  - This will open up a box where you can input your company's information.
  - Go ahead and fill out whatever information you want to include on your brochure. Then hit **Save**.

- **Customer Address**
  - Just below the Page Size option, you'll find a check box for Including Customer Address. This will lay out the back of the brochure so that it can be used as a mailer.
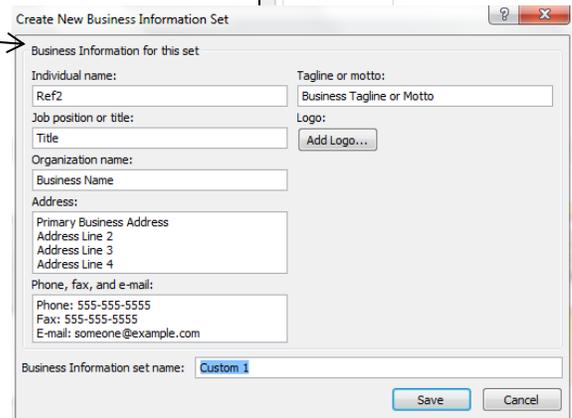
- **Insert a Form**
    - o Under the Form option, you are given a drop-down menu of different types of forms that you can add to your brochure.

- Once you have all of the settings set the way you want, click on **Create** to open up your brochure.

Formatting Your Brochure

Publisher is different from Microsoft Word, in that all items, including text are formatted in boxes. This set up can take some getting used to, but it also makes it easier to move images and text around to arrange them in the way that you want. This is what makes Publisher a better tool for creating graphic-heavy documents.

You should notice that when you click on an object, new tabs appear at the top. If you've worked with Microsoft Word, these tabs should look familiar to you.

Text Boxes

- When you click on text in Publisher, you'll find that a Purple Text Box Tools tab appears at the top. This tab has similar features to what you'll find in Microsoft Word. When you have a Text Box selected you are able to alter the text within the box.

- Just like in a Word document you need to insure that that you highlight whatever text you want to change.

- You can highlight an entire Text Box by clicking inside of it, then hitting **CTRL+A** for select all.

Connecting Text Boxes

- You have the option to connect text boxes. This allows your text to flow continually from one text box to the next.

- If you overfill a text box, you'll notice that a small box will appear on the bottom right of the text box.

- If you click on the box, your cursor will change to a pitcher. This means you can dump your overflow text to another text box. Simply click on the text box where you want the overflow to go to.

- Now, if you click in one of your connected text boxes and highlight all, both text boxes will be highlighted.
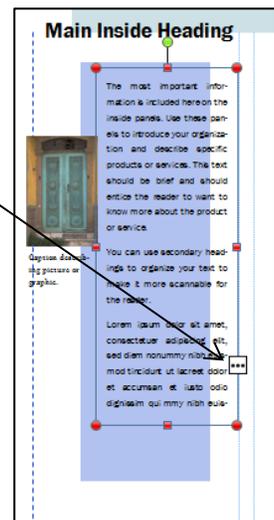
Drawing Tools
- When you click on an object, you'll notice that an orange Drawing Tools tab appears at the top. This tab is helpful when arranging items on your brochure.

- In the Arrange section, you have the option to bring an object forward on the page, or send an object backwards.

- Also, in the Arrange section, you can group 2 or more objects together.
  - Select the items you want to group, and then hit the **Group** button.
  - The items you've selected will now act like a single item.
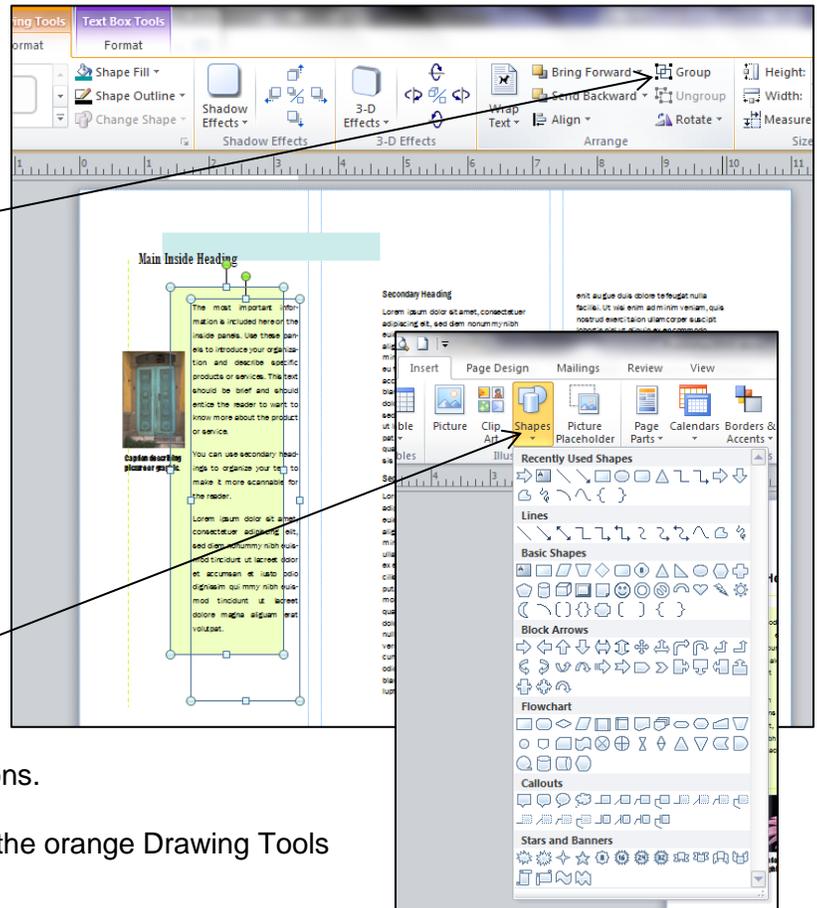
Adding Shapes
- Many Publisher templates include shapes.

- You can easily add your own shapes by going to **Insert,** then **Shapes.**

- A drop down menu will appear with several different shape options.

- You can edit your shapes under the orange Drawing Tools tab.

Picture Tools
- When you select an image, the pink Picture Tools tab will appear.

- This tab includes some of the same options that are found on the Drawing Tools tab, but also some options that are unique to pictures.

- **Crop**
  - Similar to Microsoft Word, you can crop images in Publisher.
  - Under the Picture Tools tab, click on the **Crop** option.
  - Move the black lines that appear around your picture, until only the area you want to show is selected.

- **Adjust Pictures**
  - Publisher gives you several options for adjusting a picture under the Picture Tools tab.
  - **Recolor** is useful if you want to print in black and white.
  - **Compress Pictures** is a great feature if the original images you're working with are very large. This will make your overall file size much smaller.

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- **Picture Captions**
  - o Publisher makes it easy to add captions to your photos.
  - o In the center of the Picture Tools menu, in the Picture Styles section, there is an option called Captions.
  - o You'll notice there are several style options to choose from.

Printing Your Brochure
- When your brochure is ready to print, click on the blue **File** tab then **Print.**

- You'll need to change your printer settings so that your brochure will print on both sides
  - o Click on **Printer Properties**
  - o Select the **Layout** tab
  - o Under **Print on Both Sides**, select **Flip on Short Edge**

Thank you for coming to Publisher: Brochure Basics!
Please fill out a class survey before you leave:
http://www.greenwoodlibrary.us/computersurvey.asp