



SKOKIE
PUBLIC
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Microsoft Publisher 2016 for Beginners

Hannah
Digital Literacy Specialist



What is Publisher?

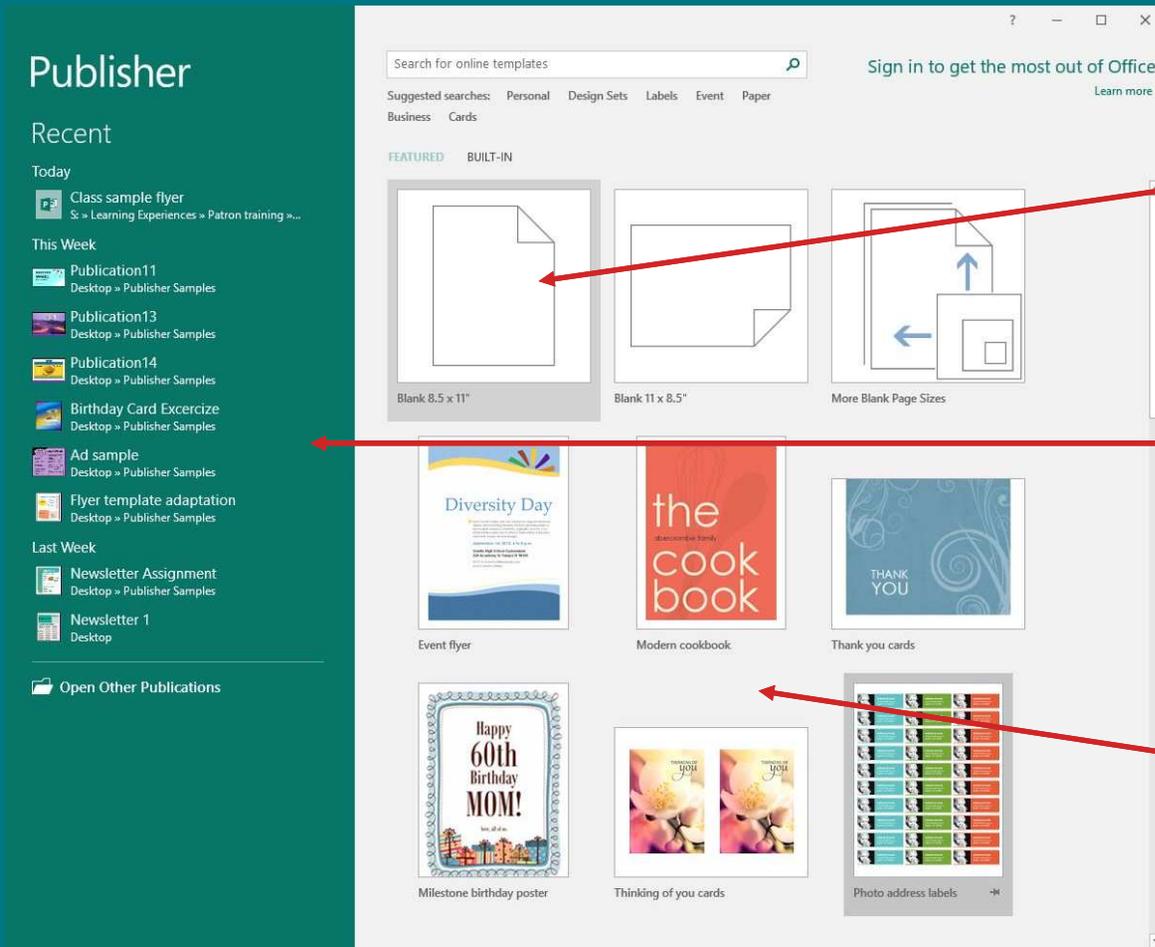
- A desktop publishing program
- Can be used to create a variety of documents
 - Newsletters
 - Cards
 - Brochures
 - Certificates
 - Flyers
 - Business cards
 - Many more!



How is Publisher different from other MS Office programs?

- Publisher is an **object based** program—you move objects around the workspace to produce a publication.
- A program like MS Word is **linear**—you type letter after letter, word after word, paragraph after paragraph to produce a document.

When you open Publisher...

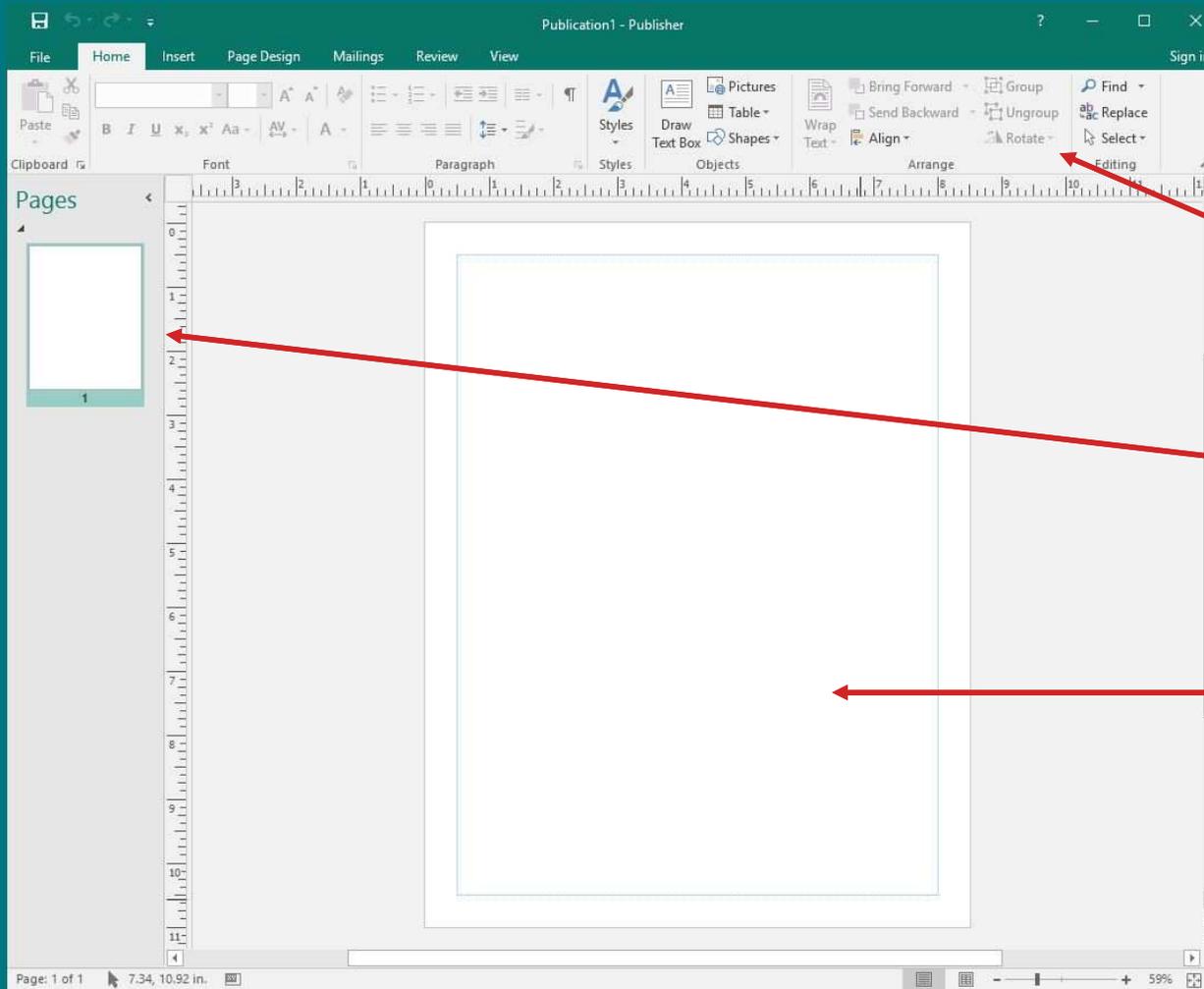


To open new blank document

To open a recent or saved file

To open a template

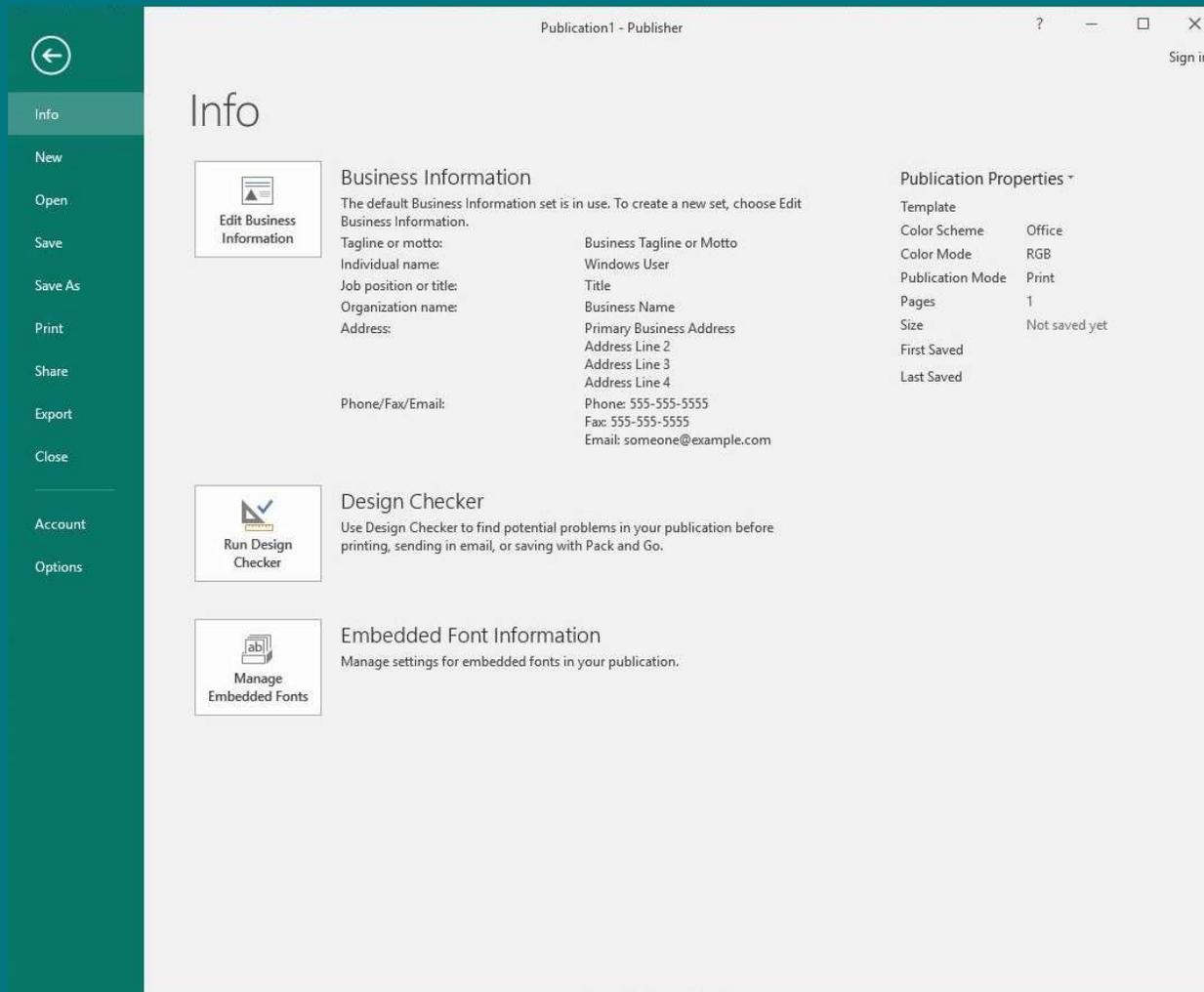
The Publisher Workspace



The Ribbon

Page View

The Workspace



In the File Menu you can also:

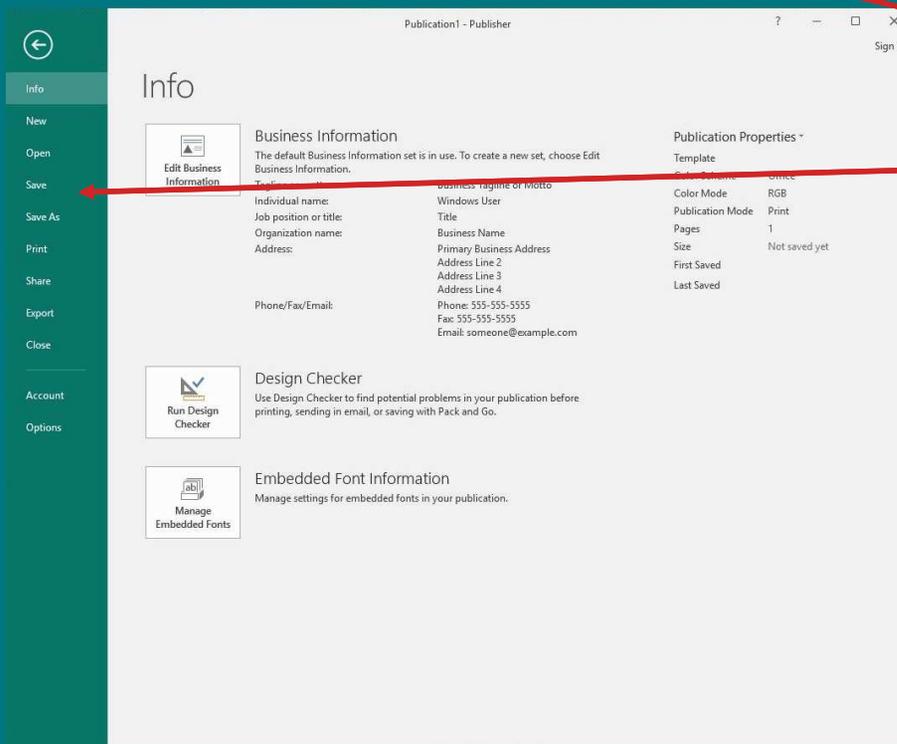
- Enter business or personal information
- Open a new document
- Save
- Print
- Export to email
- Change Publisher settings
- See handout for more detailed information.

Save your Publication



There are several ways to save your Publisher document.

1. Click the save icon in the top left corner.
2. Click File and Save or Save As
3. Use the keyboard shortcut "Control S"

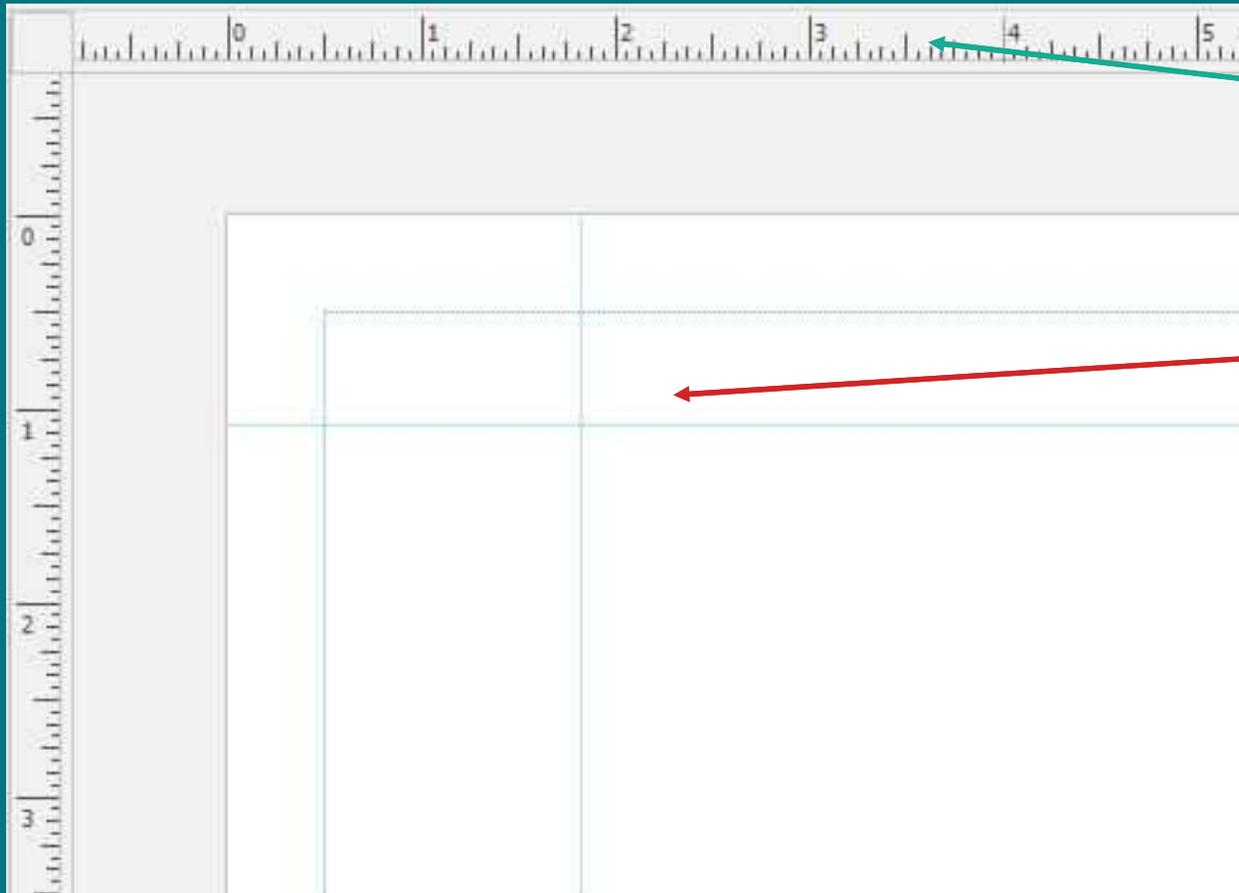




Quick Ribbon Tour

- Home Tab
- Insert Tab
- Page Design
- Mailing—we won't use this in class today
- Review
- View
- Contextual tabs
 - Text Box Format
 - Picture Tools Format
 - Drawing Tools Format

Rulers and Guides



Rulers

Guides



To learn about and practice adding and editing objects in Publisher we will work on recreating this flyer (for an imaginary event).

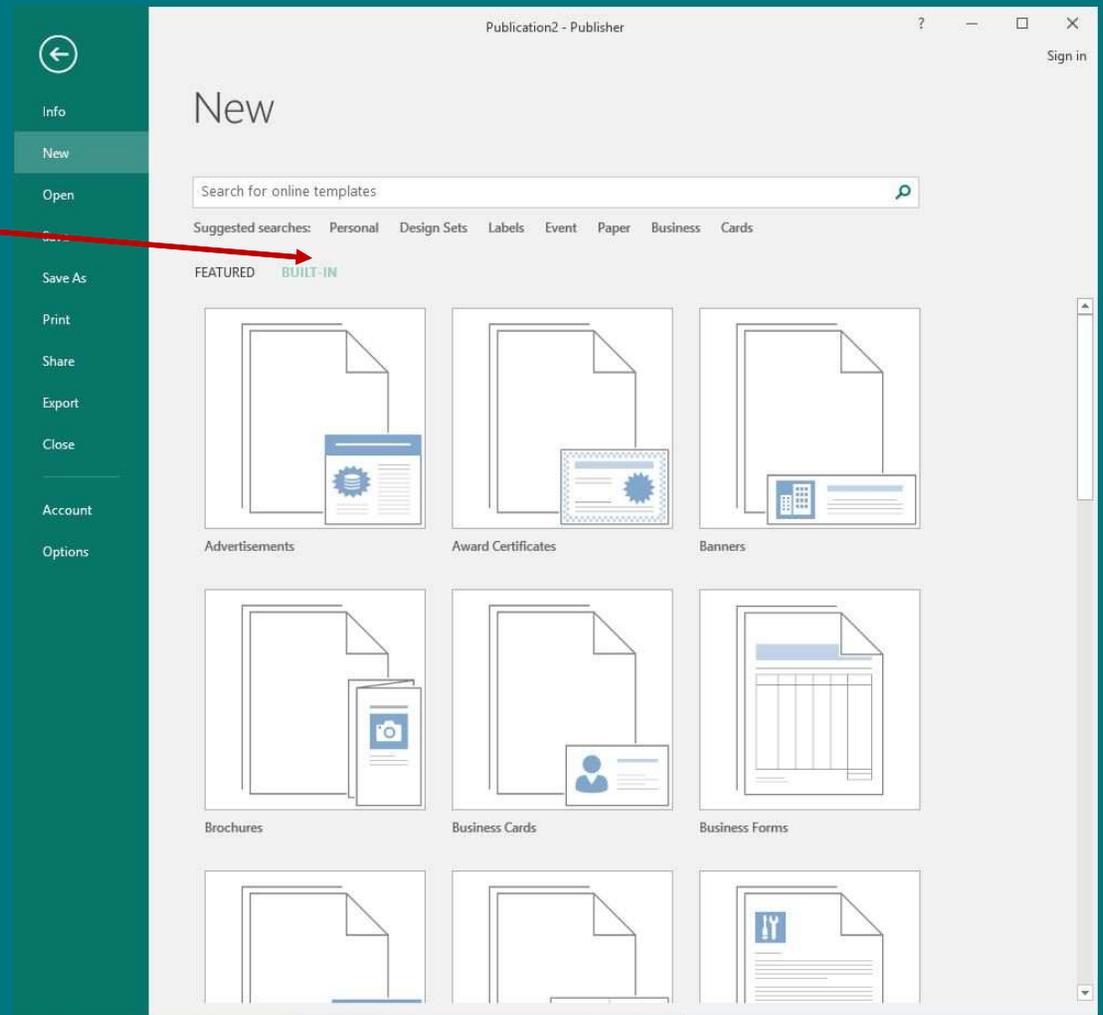
We'll cover:

- Text Boxes and editing text
- Inserting, manipulating and editing images
- Word Art
- Shapes

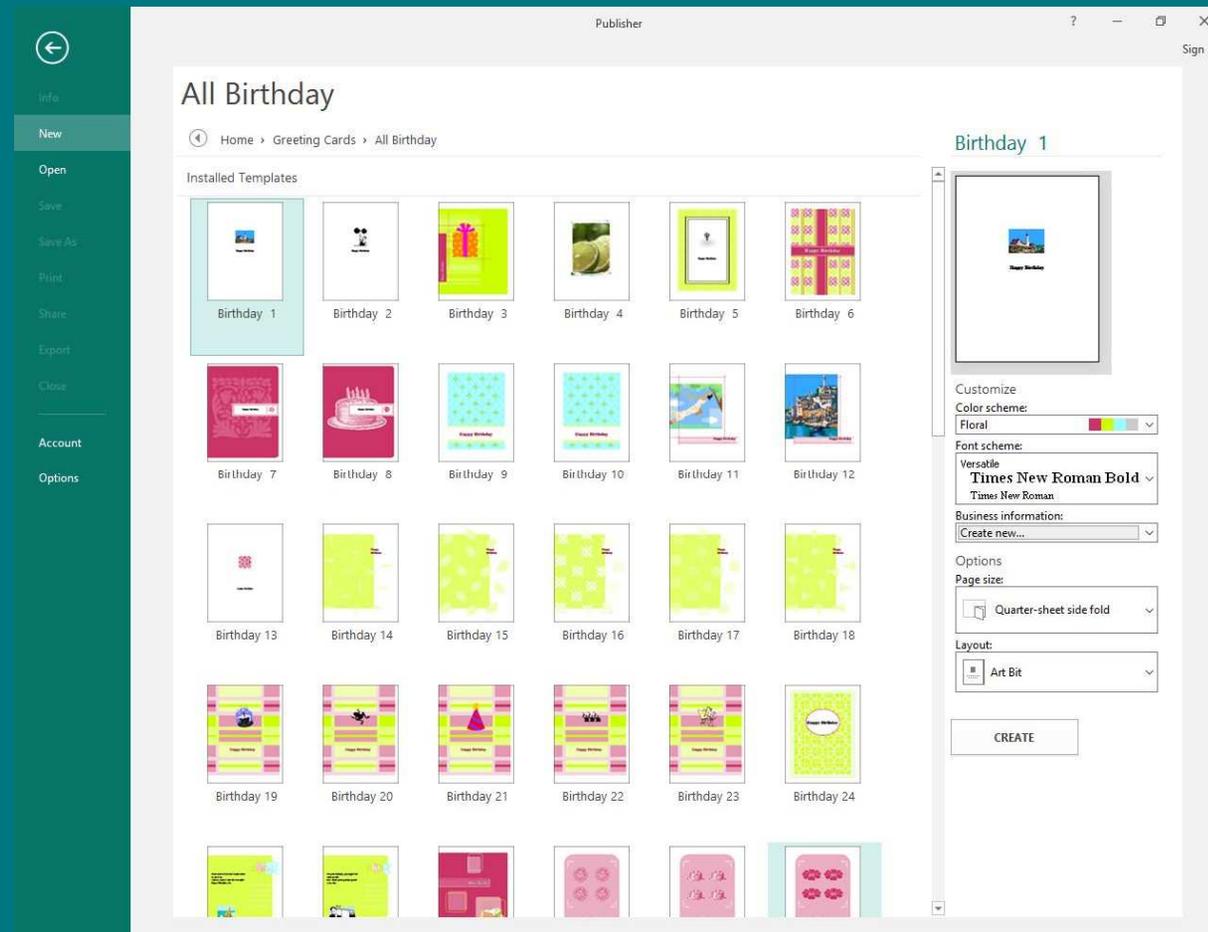


Getting started with Templates

- First, let's switch over to the fill list of **built-in** Publisher templates.
- Scroll through and select "Greeting Cards"
- Select "Birthday Cards" and Template 3



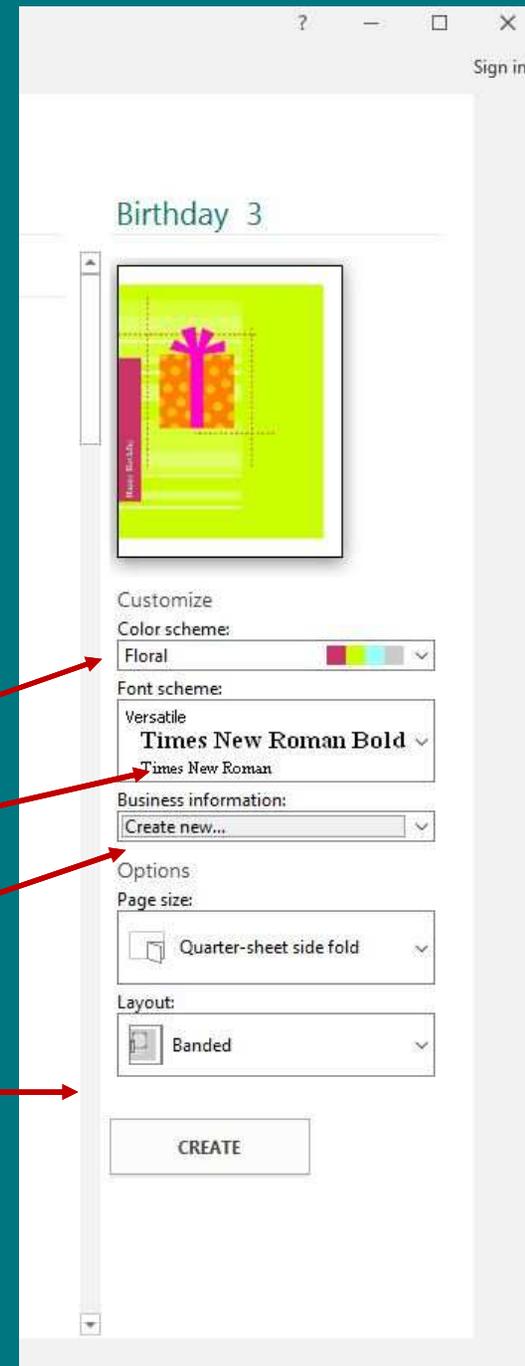
Why use templates in Publisher?



- Publisher comes with a wide variety of **built-in** templates.
- Templates provide a place to start if you are new to designing publications or if you are in a hurry.
- You can even create and save your own template.

Adapting Templates

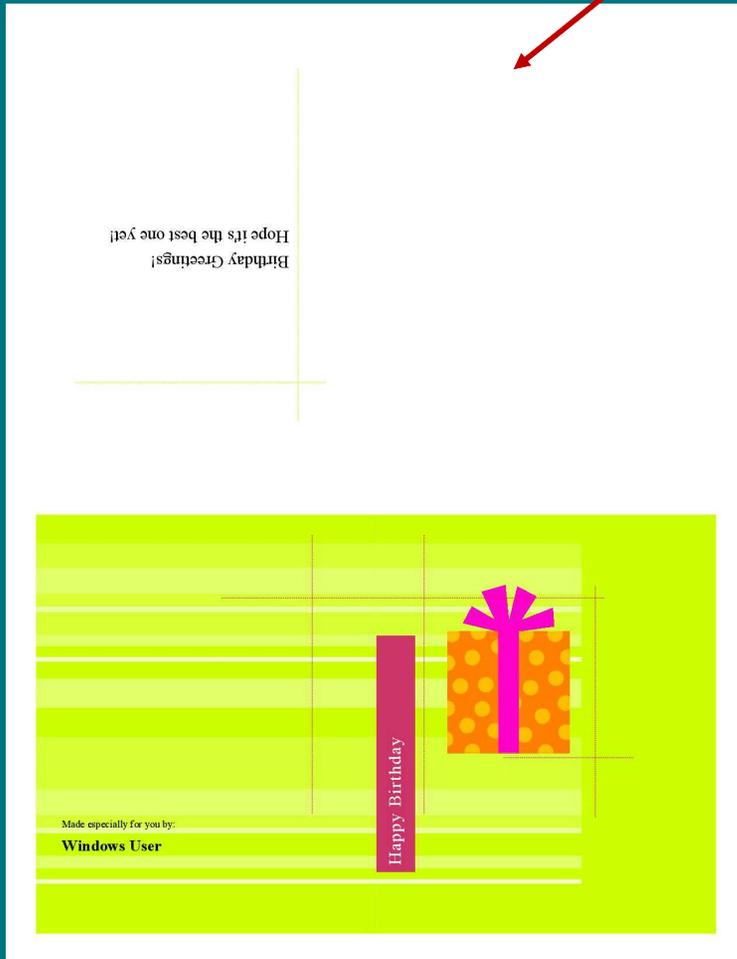
- You have several options to adapt a template before you start:
- Choose a pre-set color scheme
- Change the font for the whole publication
- Insert your personal or business information
- Layout and page size options





Birthday Card Template Activity

Original template and Adapted template





Business card template activity

Business Name

Primary Business Address
Address Line 2
Address Line 3
Address Line 4

Phone: 555-555-5555
Fax: 555-555-5555
Email: someone@example.com

Windows User

Title


Organization

Skokie Public Library

5215 Oakton Street
Skokie, Illinois 60077
Address Line 4

Phone: 847-673-7774
Email: tellus@skokielibrary.info

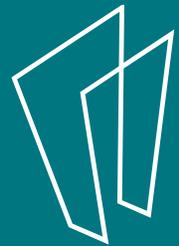
**Learning
Experiences**

Tech Help Desk


Skokie Public
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Want to learn more?

- MS Office Website
<http://tinyurl.com/msofficepublisher>
- <https://www.gcflearnfree.org/publisher2010/>
- Lynda.com (login via library website) search for:
“Publisher 2016 Essential Training”
- Gale Courses (login via library website) search for:
“Introduction to Microsoft Publisher 2013”
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