

School Technology Programs

Introduction to Microsoft Publisher

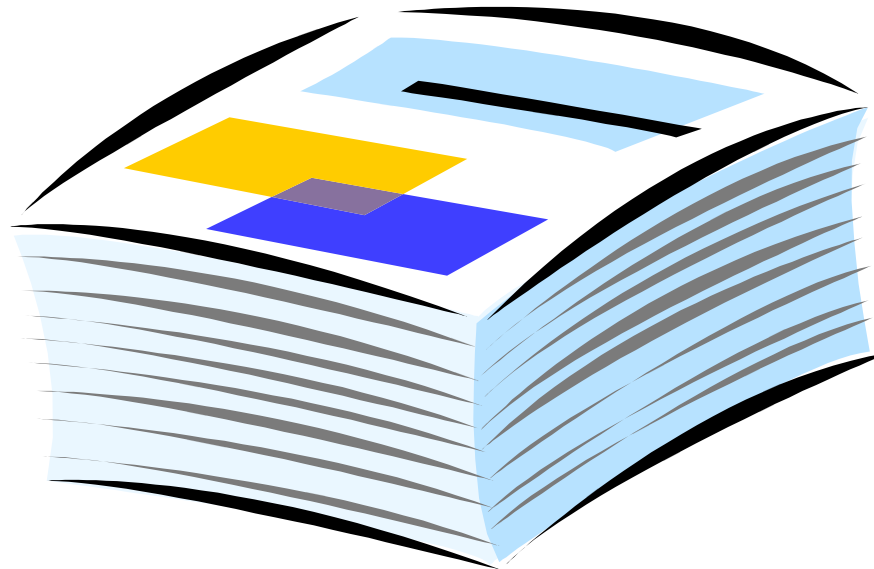


University Technology Partnership



Desktop Publishing

Desktop publishing software allows users to design and produce professional looking documents that contain both text and graphics.

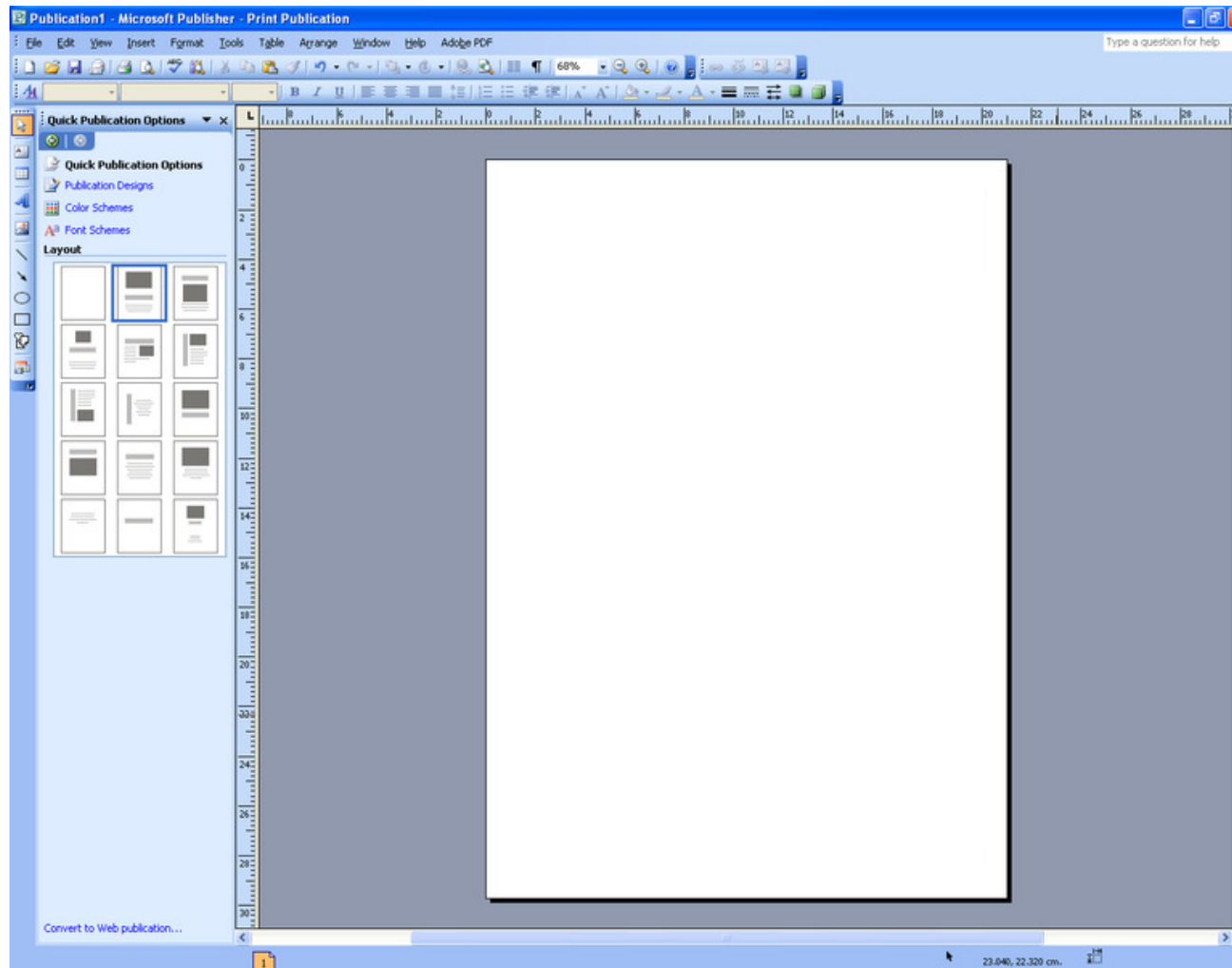


Examples of Desktop Publishing

- 📄 Newsletters
- 📄 Brochures
- 📄 Greeting Cards
- 📄 Signs
- 📄 Calendars
- 📄 CD Labels

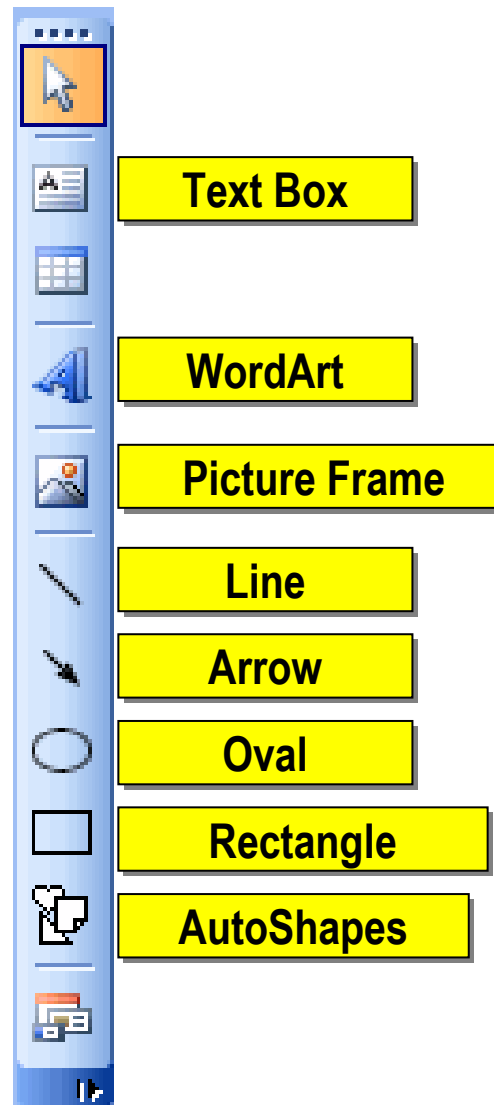


Microsoft Publisher



Objects Toolbar

To insert an object onto a page, click the button on the Objects toolbar and then click and drag to the size you want.



It's all about boxes...

In Publisher everything is created in boxes or frames. The most commonly used are:



Text Box

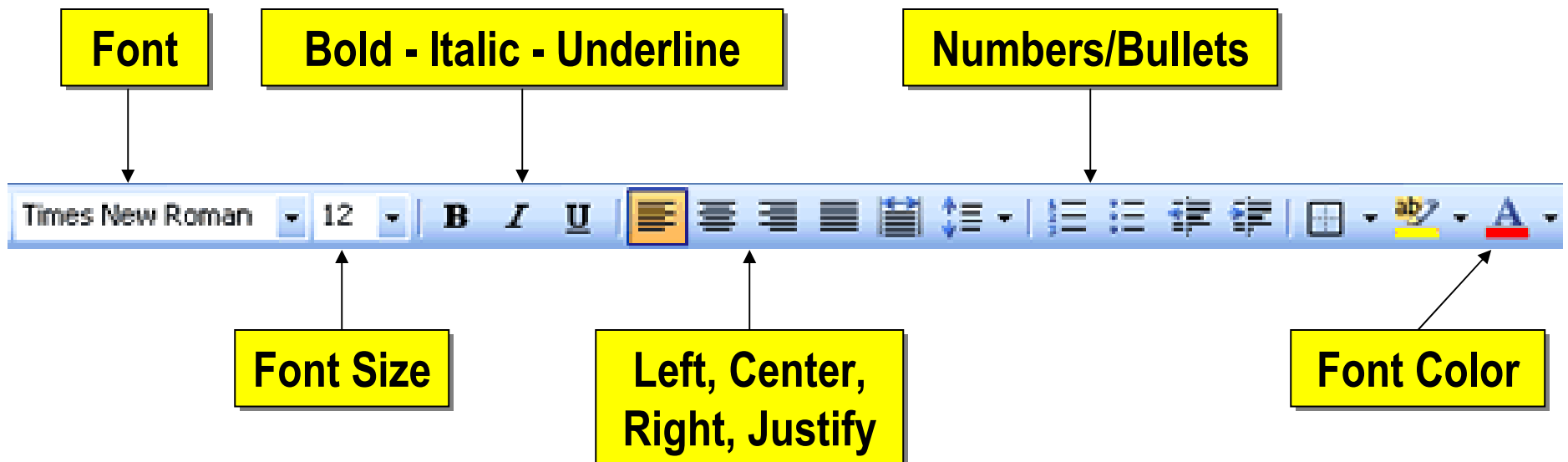


Picture Frame

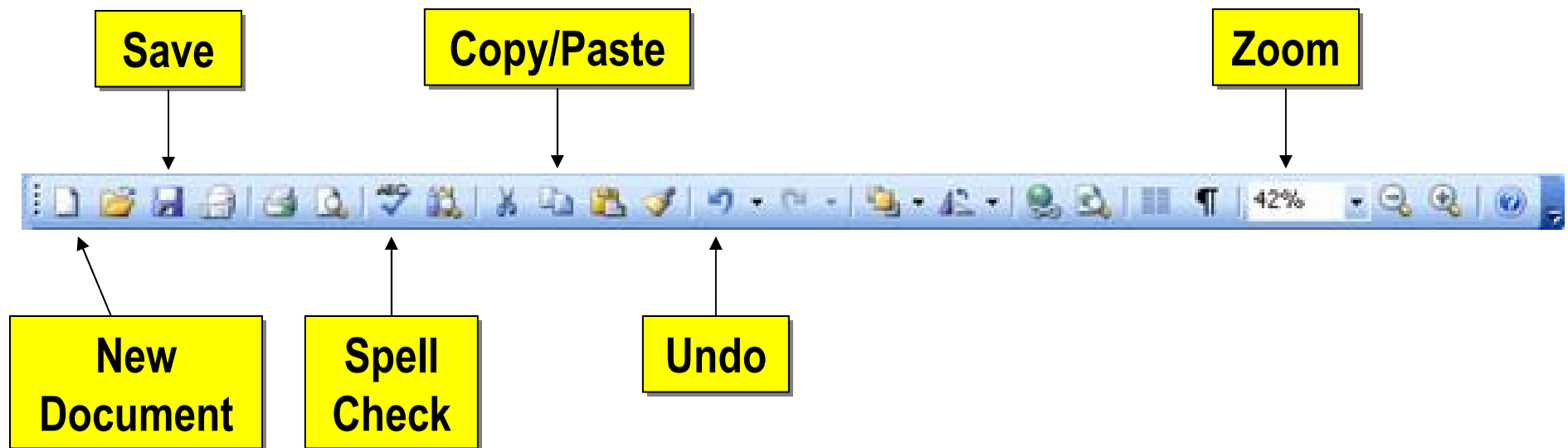


WordArt

Formatting Toolbar

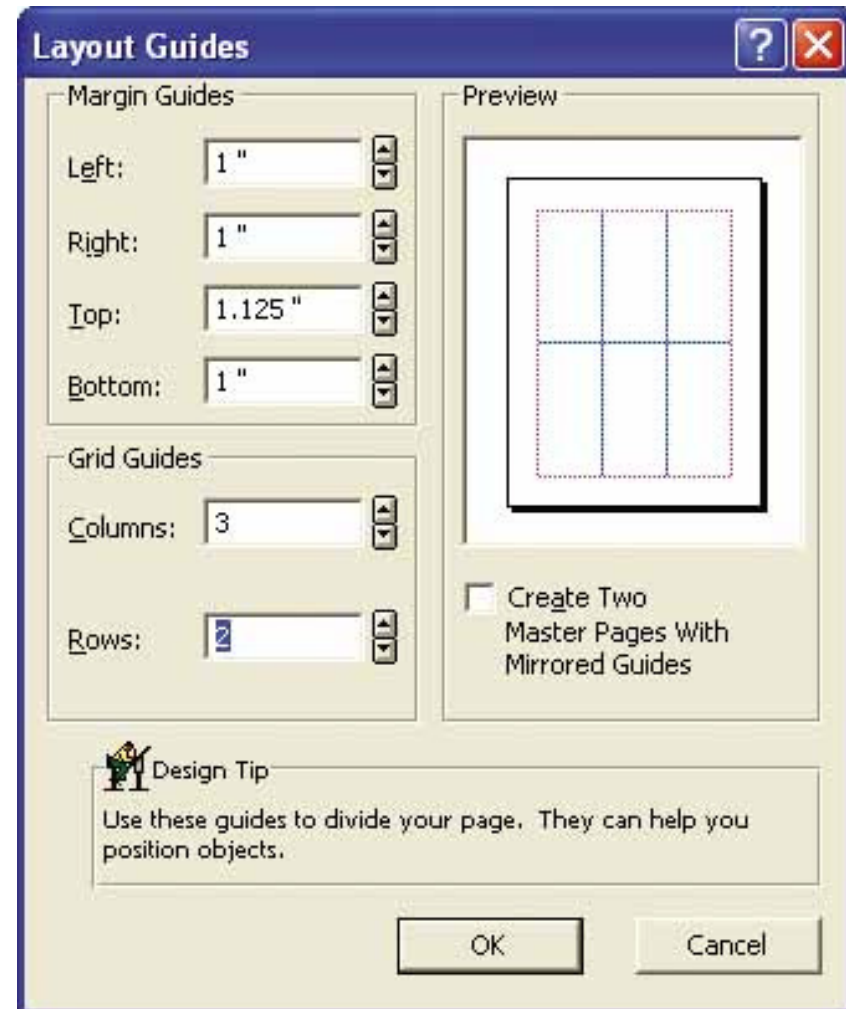


Standard Toolbar



Layout Guides

Use **layout guides** to create a grid of horizontal and/or vertical lines. Layout guides help you to line up columns and objects on a page.



Review...

Desktop publishing software allows users to design and produce professional looking documents that contain both text and graphics.



**What are some ways
you can use
Microsoft Publisher?**