

Microsoft Office Publisher 2007 Tutorial

“Microsoft Office Publisher 2007 is the business publishing program that helps you create, design, and publish professional-looking marketing and communication materials. You can create materials for print, e-mail, and the Web with an intuitive, task-based environment that guides you from initial concept to final delivery in-house without professional design and production expertise.”

<http://office.microsoft.com/en-us/getstarted/HA100385691033.aspx>

There are many different types of publications you can create in Publisher. Each publication has many customizable options. You can create:

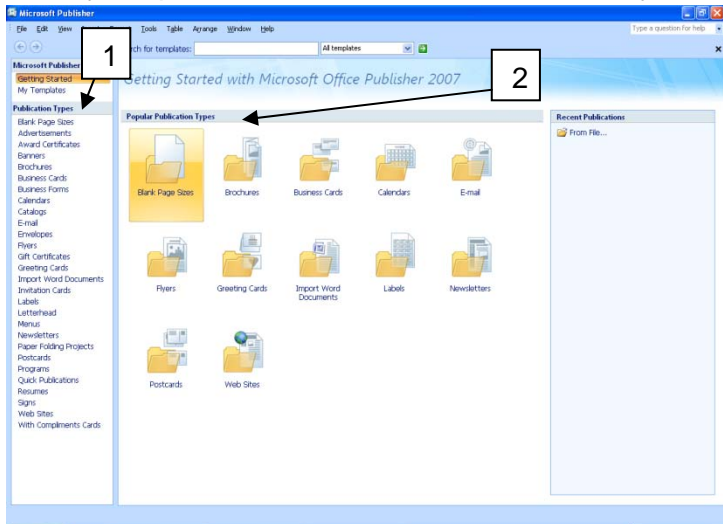
- Advertisements
- Award Certificates
- Banners
- Brochures
- Business Cards
- Business Forms (expense reports, fax cover letters, invoices, and more)
- Calendars
- Catalogs
- E-mail (e-mail template for an event, speaker, or newsletter)
- Envelopes
- Flyers
- Gift Certificates
- Greeting Cards (for many occasions)
- Invitation Cards (for various events)
- Labels (mailing, return address, CD/DVD, Binder, and more)
- Letterhead
- Menus
- Newsletters
- Paper Folding Projects (airplanes & origami)
- Postcards
- Programs
- Quick Publications (signs, flyers, etc.)
- Resumes
- Signs (For Rent, For Sale, etc.)
- Web Sites
- With Compliments Cards
- And more...

Click below for instructions.

- [Starting a Publication](#)
- [Customize Your Publication](#)
- [Publisher Tools and Tool Bars](#)
- [Help for Publisher 2007](#)

Starting a Publication

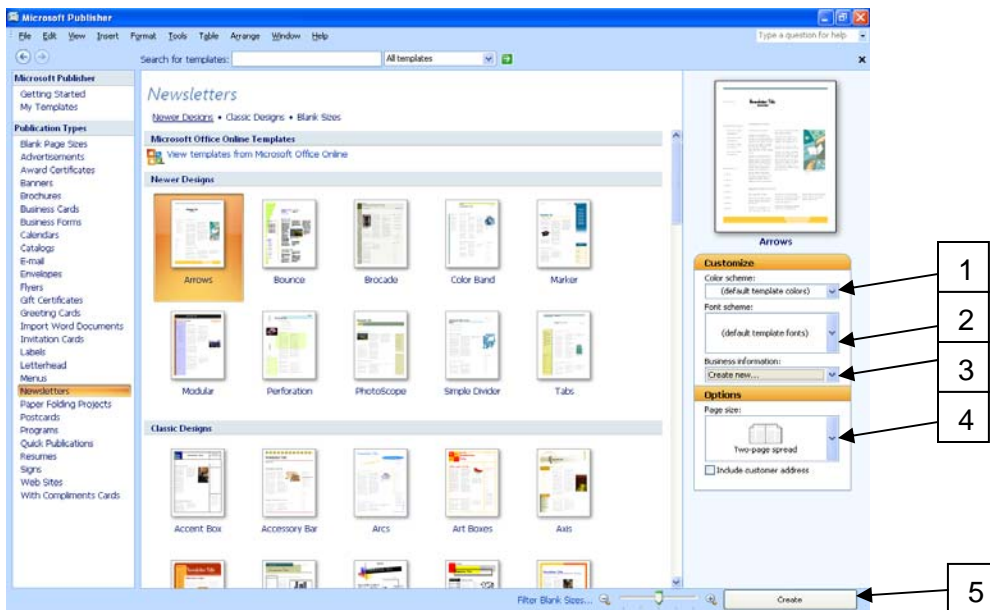
When you open Microsoft Office Publisher 2007, you will first see a screen that looks like this:



To start your document:

Click on the Publication Type you want from either the Publication Types (1) listed on the left or from the Popular Publication Types (2) listed in the center. After you click, you will be taken to a screen that lets you choose from several pre-designed templates for the publication type you want to work on.

For example, the customization page for Newsletters looks like this:

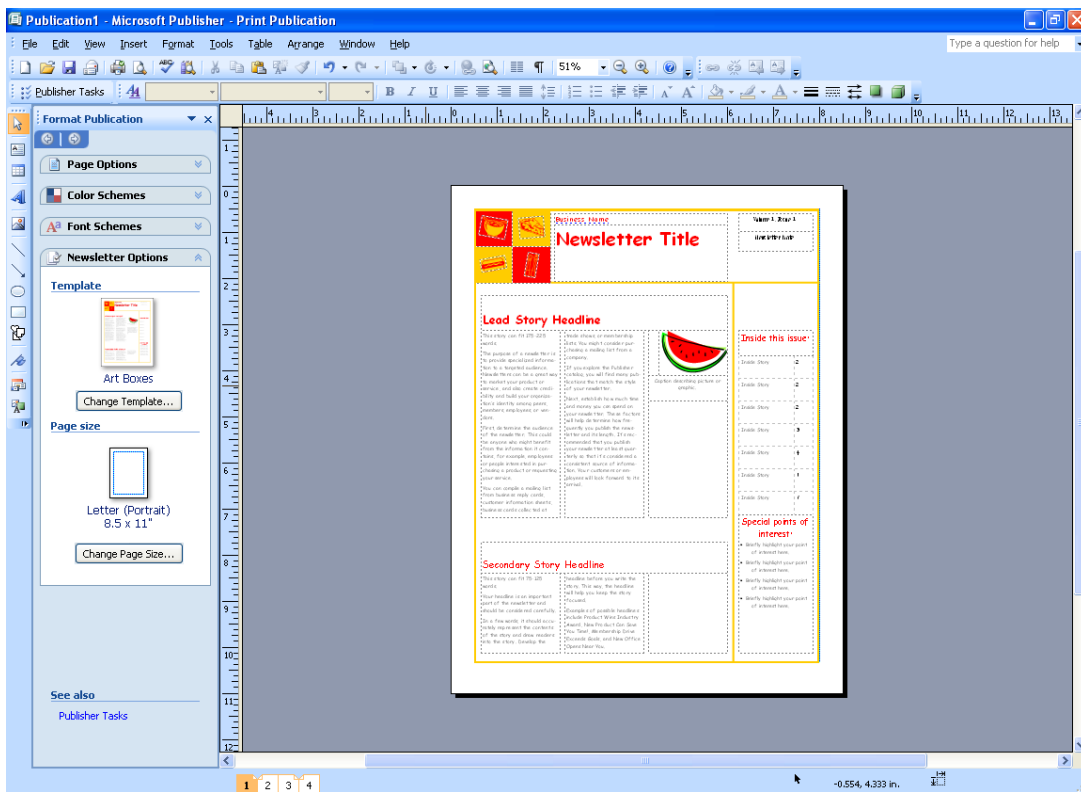


a. Customization options will appear on the right side of the screen. (Each publication type may have different customization options.) Examples as shown above include:

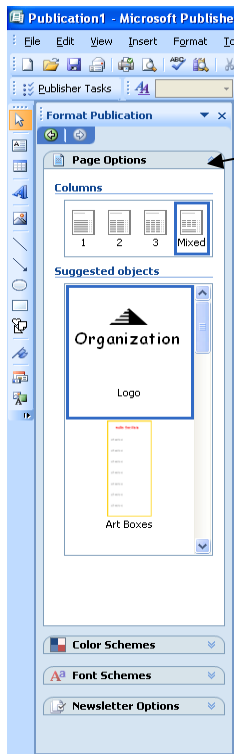
1. color scheme
2. font scheme
3. business information (you can upload and store your company/personal logo and colors)
4. the page size

b. After you select your options, click on Create (5).

Your publication will open in a screen similar to the one shown below.

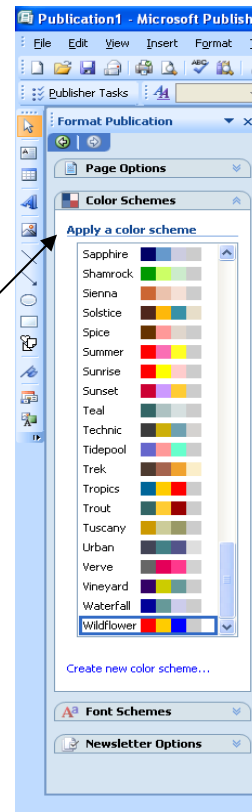


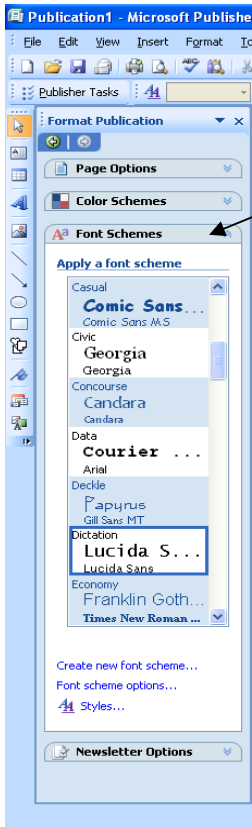
Customize Your Publication



The **Page Options** tab allows you to choose the number of columns on your publication. It also allows you to automatically create and enter suggested objects such as a logo and various other text boxes.

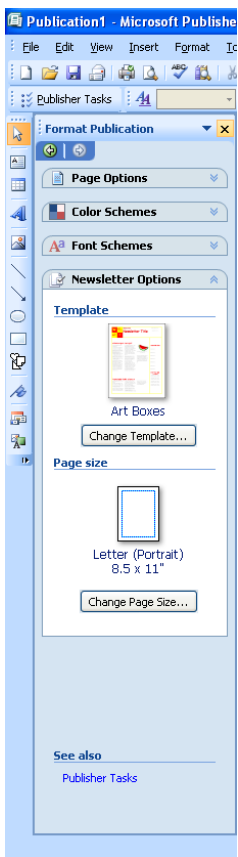
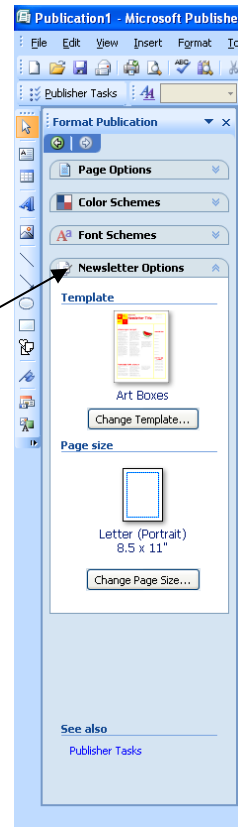
The **Color Schemes** tab allows you to change the color scheme of your publication. You can select from a predesigned scheme, or you can create your own.





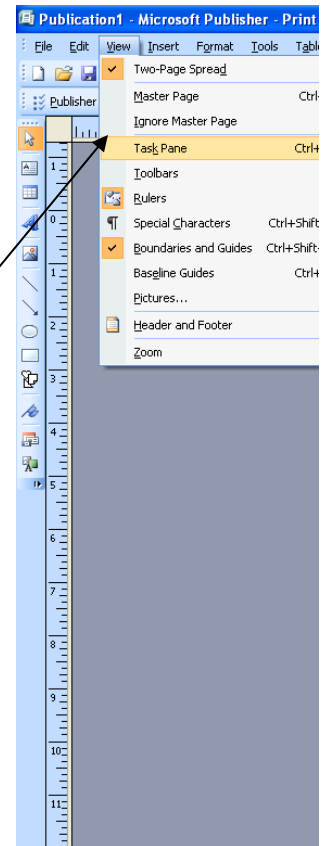
The **Font Schemes** tab allows you to choose a different set of fonts for your publication.

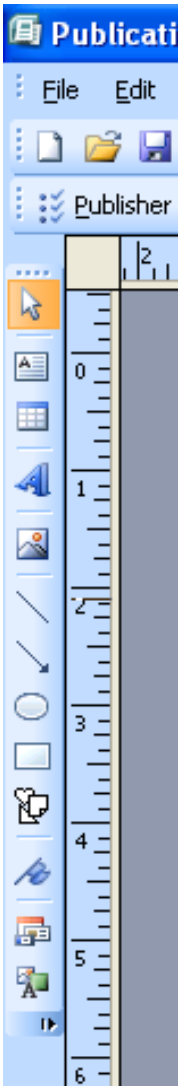
The fourth option may change based on the type of publication you are creating. Generally, you will be able to change the template and page size here.



After you select your customization options, you can close the **Format Publication** tab by clicking on the X in the right corner of the box.

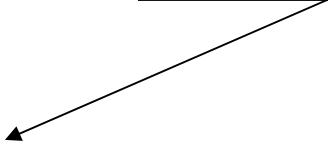
To get the tab back, click on **View**, and then **Task Pane**.





Publisher Tools and Tool Bars

On the left side of the screen is the **Objects Toolbar**. This shows tools for use in your publication





Select Objects – Use this tool to select text boxes, tables, WordArt, or pictures in your publication. Once selected, you can resize an object, move it around, or delete it.



Text Box –

1. On the Objects toolbar, click **Text Box**
2. In your publication, click where you want one corner of the text to appear, and then drag diagonally until you have the box size that you want.
3. Enter the text you want in the text box.



Insert Table –

1. On the Objects toolbar, click **Insert Table**.
2. Click inside your publication.
The **Create Table** dialog box will appear.
3. Select the options you want, and then click **OK**.
4. In the table, click the cell where you want to add text, and then start typing.
5. To add text to another cell, click inside that cell.
Each cell expands to fit your text, unless you lock the table size by clearing the check mark next to **Grow to Fit Text** on the **Table** menu.



Insert WordArt - WordArt is a gallery of text styles that you can add to your 2007 Microsoft Office system documents to create decorative effects, such as shadowed or mirrored (reflected) text.



Picture Frame – Pictures have power on the page — the power to grab your reader's attention and to convey or enhance your message. Pictures help the reader scan the page and find entry points into the text. They give the reader a quick summary of what the text is about and help the reader gauge his or her interest in diving into it. They also can help a reader quickly grasp complex ideas. Pictures can relieve the tedium of gray type. But they can also distract the reader from your message if the pictures don't relate closely to the message. Make sure you are in control of your message with the pictures that you use in your publication.



Line –

1. On the **Objects** toolbar, click **Line**.
2. Position the mouse pointer where you want the line to begin, and then drag the mouse.



Arrow

1. On the **Objects** toolbar, click **Arrow**.
2. Position the mouse pointer where you want the line to begin, and then drag the mouse.





Oval

1. To add a circle, click **Oval** on the **Objects** toolbar.
2. Click in your publication where you want the shape to appear.
3. After you add the shape to your publication, click the shape and drag an Adjust handle until you have the size that you want.




Rectangle -

1. To add a circle or a square, click **Oval**  or **Rectangle**  on the **Objects** toolbar.
2. Click in your publication where you want the shape to appear.
3. After you add the shape to your publication, click the shape and drag an Adjust handle until you have the size that you want.



AutoShapes -

To add a predefined AutoShape, such as a star or a diamond, click **AutoShapes**  on the **Objects** toolbar, point to a category, and then click the shape that you want.



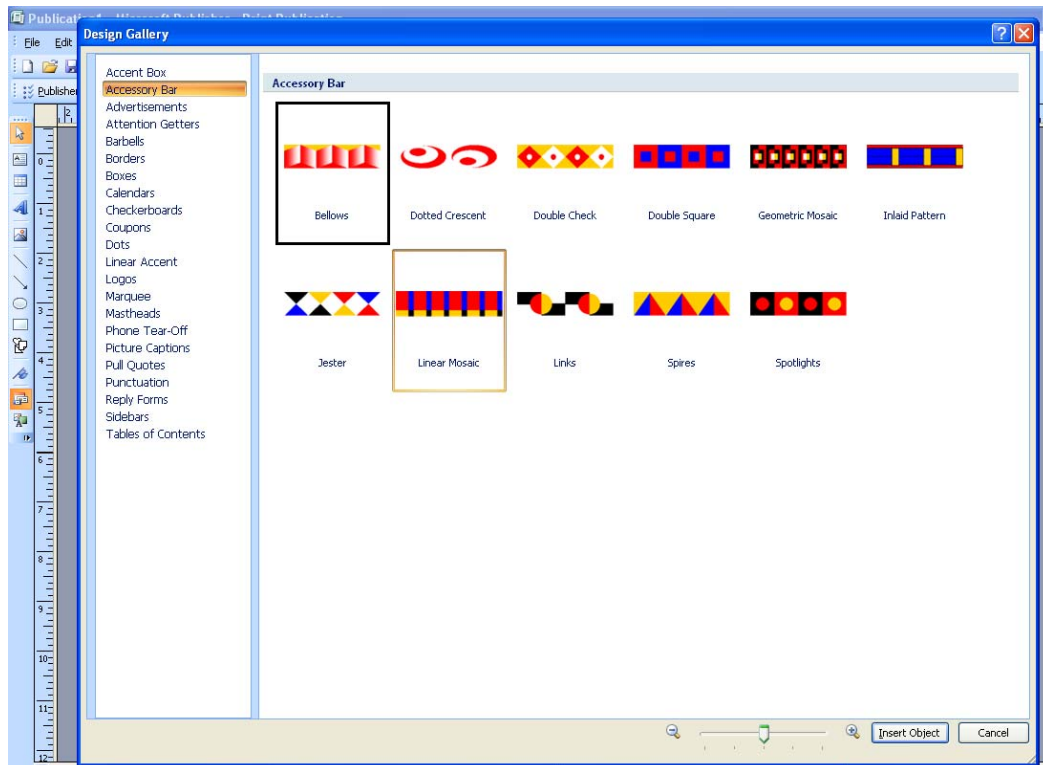
Bookmark -

With this tool you can hyperlink bookmarks that you can use to create jumps to specific locations on a page in a publication or bookmark templates that you can use to create bookmarks for books.



Design Gallery Object -

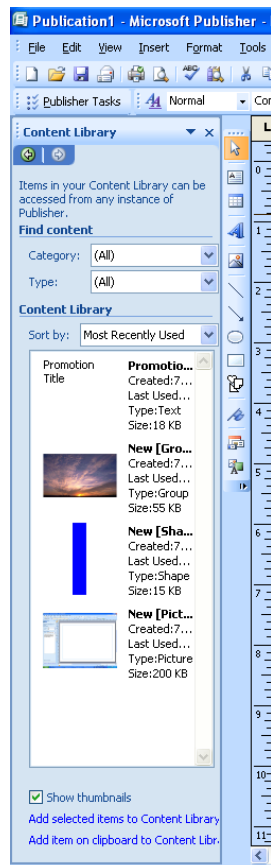
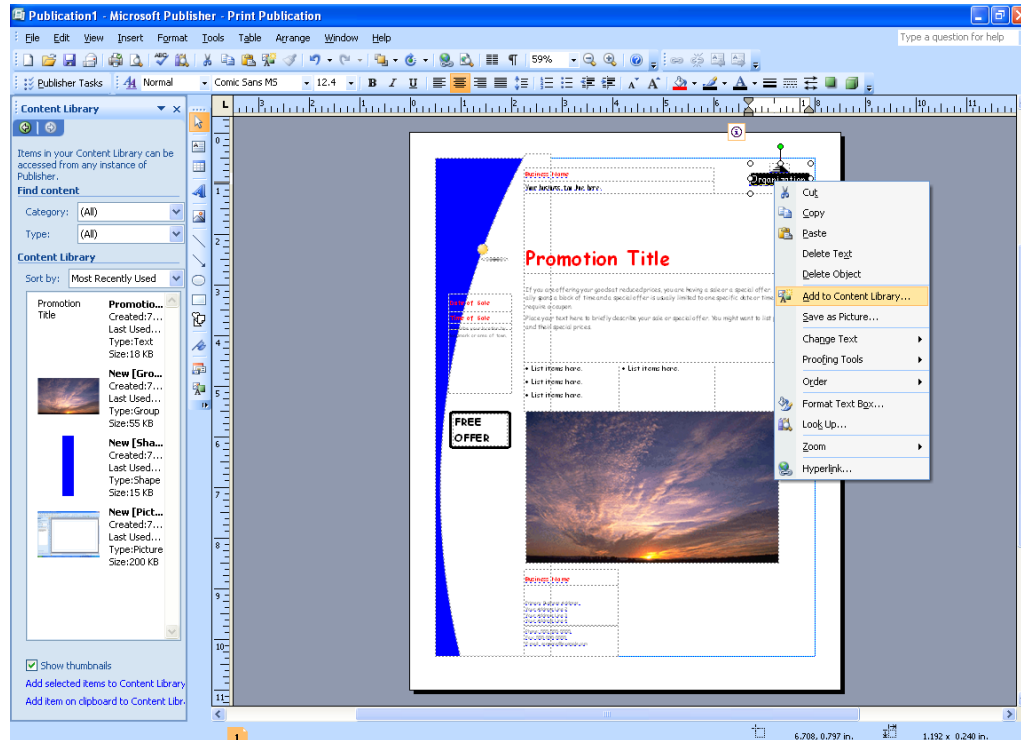
When you click on this tool, a box like the one below will open on your screen. You can click on any of the designs in the gallery to automatically add them to your publication. There are many unique options to choose from.




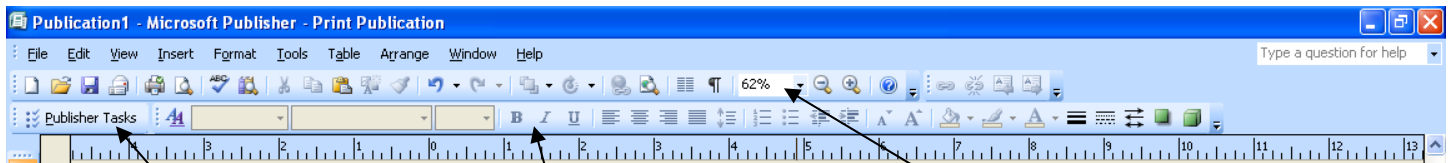


Item from Content Library -

When you are creating a publication, you can right click on any of the objects in your publication and select “Add to Content Library.” Once you have done this, the item will appear when you click on the Content Library icon in the Objects tool bar. This would be helpful if you wanted to use the same picture or logo on several publications or several pages in the same publication.



After you have added items to the content gallery, they will be available for you to select from when you click on “Item from Content Library”  on the Objects toolbar.



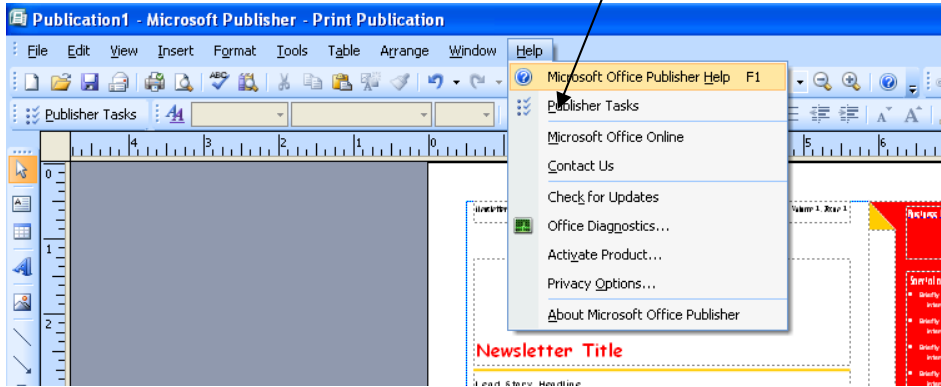
Click on **Publisher Tasks** to get helpful tips.

Use the **Zoom** tool to focus on one area of your publication.

The other toolbars are similar to those in the 2003 version. Publisher does not use the new Ribbon that most of the 2007 applications do.

Help for Publisher 2007

To get help while using Microsoft Office Publisher 2007, click on **Help** and then **Microsoft Office Publisher Help** or press F1.



For additional help with Microsoft Office Publisher 2007, click [here](#).

To see what's new in Microsoft Office Publisher 2007, click [here](#).