Microsoft Publisher 2010

What's New!

INTRODUCTION

Microsoft Publisher 2010 is a desktop publishing program used to create professional looking publications and communication materials for print. A new improved user interface includes several features that aid in printing, typography, content placement, and more. Users will find that the familiar Ribbon and Backstage are included in the new design.

WHAT'S NEW!

The Ribbon

Microsoft finally replaced the familiar menus and toolbars with the Ribbon. Users first experienced the ribbon in Office 2007, which organized related commands under tabs but provided no option to customize command groups or tabs. Fortunately, that option has been enabled in this version as well as in Office 2010.

Welcome to the Backstage

The Backstage View is the place where you manage files and the related data about them. Click on the *File* tab to create, save, and send publications, or access information regarding your publication. From this view you can access the most recent publications that were opened, set print options, and preview a publication before printing.

Quick Access to Recent Places

New and revised navigation shortcuts provide faster retrieval to any publication continually by allowing the user to pin shortcuts to the Recent Screen.

How to:
1. Click on the tab *File* and then *Recent*.
2. Click on the *push pin* next to any *Recent Documents* or *Recent Places* to pin the desired documents or places to the window.
3. Click the *push pin* again to remove them from the window.

To change the default number of publications that are accessible click

Quickly access this number of Recent Publications: 4
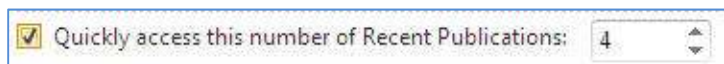
on the box "*Quickly access this number of Recent Publications*," located under the *Recent Publications* pane. Use the arrows provided to change the number.

Print Settings and Print Preview

Click the tab *File* and then *Print* to access Publisher's Print and Print Preview commands in Backstage View.
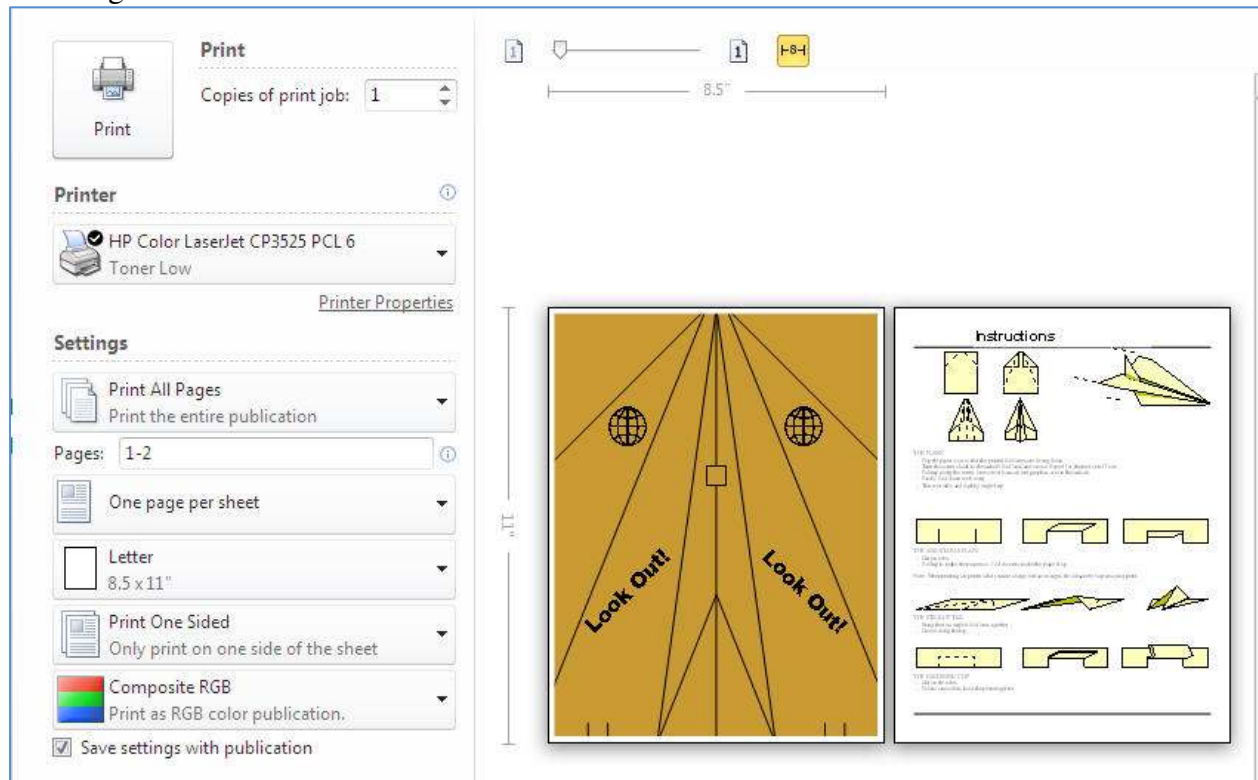
The left side displays the print settings, whereas the right is the preview pane. In the preview pane, you can simultaneously view both sides of a page, page boundaries, and other related print information.

Print Command

Click the command *Print* to print or access print settings:
- Print Preview a document
- Change the default printer
- Set print settings
  - Two-sided printing (depends on printer)
  - Orientation (landscape/portrait)
  - Margins

Note: Changes made to the setting in the left pane (Print Backstage) will affect both the preview and the printed result.

Fine typography

Use the new tools in Publisher to transform ordinary text into fine typography. With *OpenType* fonts such as Calibri and Gabriola, you can apply stylistic sets, stylistic alternates, true small caps, ligatures; number styles and more.

You can also use additional OpenType fonts that are available through other companies. Whether the font supports the advanced typographic features, as well as which features, is determined by the font designer. Most fonts at this time do not support advanced OpenType features.

How to:

1. On the *Home* tab in the *Objects* group, <u>click</u> the command *Draw Text Box* to access the <u>Text Box Tools</u> tab.
2. If the selected font supports *OpenType*, the Typography group will be enabled providing access to formatting features and tools including the new typography features.

Building Blocks

Building blocks are reusable pieces of content such as business information, headings, calendars, borders, and advertisements that are stored in galleries. You can also create and save your own building blocks, categorize, write a description, and tag them with keywords to make them easy to find. These custom building blocks can be a combination of graphics, text, and even other building blocks.

Building Block Galleries

There are five galleries to choose from and the first four are in the *Building Blocks group* located on the *Insert* tab. The fifth *Business Information* located in the group *Text* on the same tab.

1. *Page Parts* – This gallery contains preformatted structural headings, sidebars, and stories.
2. *Calendars* - This gallery contains pre-formatted monthly calendars. You can select the current or next month from the gallery, or select the month and year from the gallery from the Building Block Library.
3. *Borders & Accents* - This gallery contains graphic elements for adding borders, emphasis, and frames.
4. *Advertisements* - This gallery contains pre-formatted advertisement elements, including coupons.
5. *Business Information* - This gallery contains your Business Information sets, such as Contact Information and Logos.

Improved Imaging Tools

New and improved imaging tools let you add or change a picture seamlessly without affecting the layout of your publication. Other features include new cropping tools, a visual pan tool to center pictures before cropping, and an improved picture style gallery.

The Crop Tool

How to:

1. *Select* a picture in Publisher to access the new *Picture Tools* tab.
2. Locate and then *click* on the *Crop* tool located on the far right of the tab. Notice that the picture is surround by eight sizing handles that allow you to define a picture area.

   In addition, there are *three additional tools* within the *Crop* group.
   a. *Fit* – Resize the picture so that the entire picture displays within the defined area while maintaining the original aspect ratio.
   b. *Fill* – Resize the picture so that the entire picture area is filled while maintaining the original aspect ratio. Any area of the picture that falls outside of the defined area is cropped.
   c. *Clear Crop* – Remove all cropping from the selected picture
3. Move any of the sizing handles in the direction of what you are trying to accomplish. Place the mouse pointer over the picture, when it changes to a *4-headed arrow* (pan tool) you can pan the picture in any direction.
4. *Click* on the *Crop tool* to crop the picture or select the *Fit* or *Fill* tool.

Picture Styles

The picture styles group contains four picture shapes with six different border options. To preview any style, hover over any shape while the picture is selected. Additional tools in the group include Picture Border, Picture Shape, and Caption.
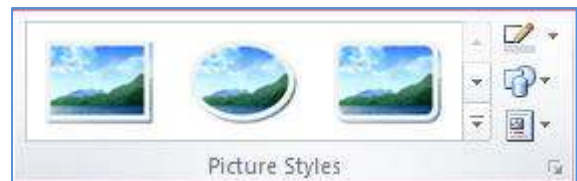
How to:

- *Picture Border* – click the tool change the borders color, weight, or pattern.
- *Picture Shape* – click the tool to change the shape of the picture.
- *Caption* – click the tool to apply a caption to the picture.