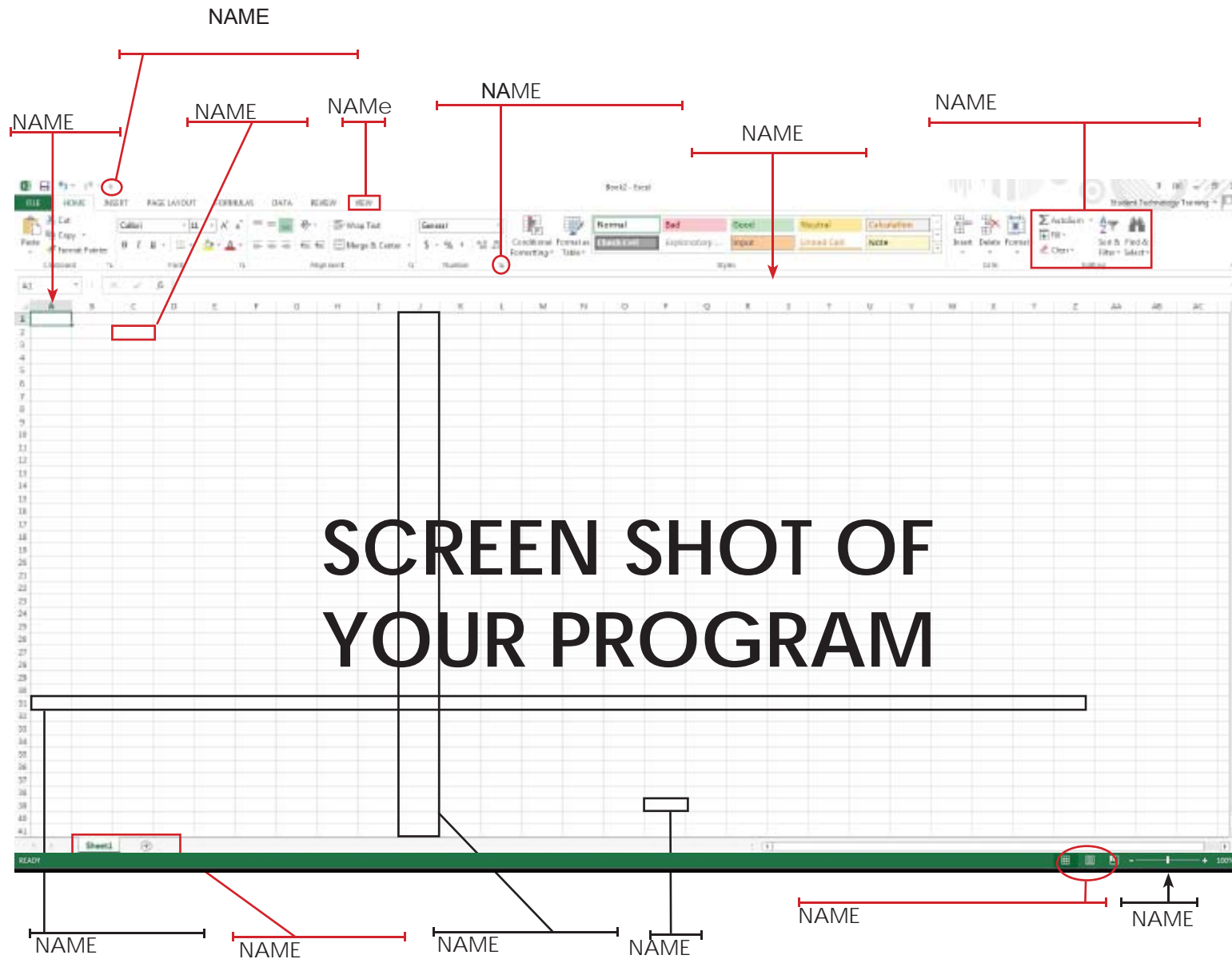


PROGRAM NAME WORKSPACE OVERVIEW



SCREEN SHOT OF YOUR PROGRAM

KEYBOARD SHORTCUTS

- | | |
|------------------------|---------------|
| Move between | ↑ ↓ → ← |
| Move one cell to the | Tab |
| Move one cell to the | Shift + Tab |
| Down one cell | Enter |
| Up one cell | Shift + Enter |
| Up one screen | Page Up |
| Down one screen | Page Down |
| To cell A1 | Ctrl + Home |
| To last cell with data | Ctrl + End |

Microsoft Publisher 2016

GETTING STARTED

Microsoft Publisher is a computer publishing program that creates a variety of publications, such as booklets, brochures, business cards, invitations and much more. Unlike Microsoft Word, Publisher is more geared towards page layout and design than just text compositions.

DOWNLOAD WORKSHOP FILES

Go to the STC homepage www.wwu.edu/stc and click on Workshops. Select Microsoft Publisher I (click on the .exe file)

Click 'PublisherFiles' and save to the Desktop

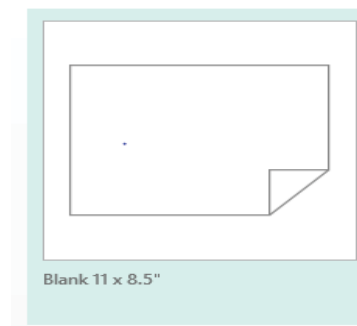
Double-click PublisherFiles on the Desktop, this will create a folder on your desktop called "trainin_temp".

Double-click training_temp to open.

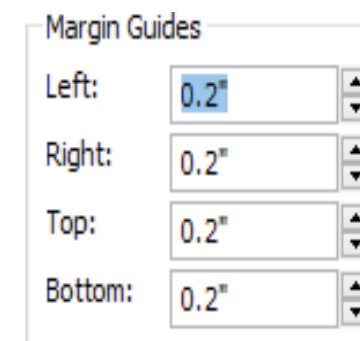


SETTING UP A BROCHURE

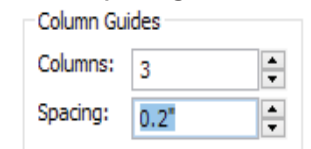
- Open Microsoft Publisher
- Click on Blank 11 x 8.5"



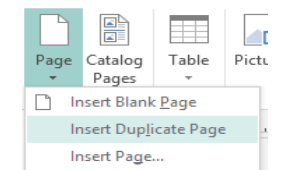
- Click **Page Design** in **Page Setup**, select **Margins**, scroll down to select **Custom Margins**, and change all margins under **Margin Guides** to 0.2"



- Select **Grid Guides** and under **Column Guides** change **Columns** to 3 and **Spacing** to 0.2"

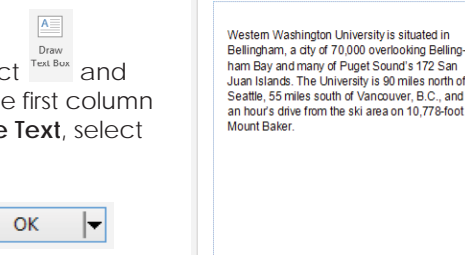


- Click **Insert** in **Pages**, select the down arrow for Page, and select **Insert Duplicate Page**



INSERT TEXT

- Click **Insert** in **Text**, select **Draw Text Box** and draw a textbox that fills the first column
- Right Click, select **Change Text**, select **Text File**
- Select Text 1 and click **OK**



- Tips:
- Click **Ctrl + A** to select all text
 - Click **Ctrl [and]** to change font size
 - If you don't want hyphenated text, select text box, click **Format** in **Text Box Tools**, In **Text**, select **Hyphenation** and uncheck the box

INSERT AN IMAGE

- Click **Insert** in **Illustrations**, select **Pictures**
- In training_temp, select Picture 1 and click **Insert**



- Drag image corners to resize proportionately
- Rotate image with the anchor
- Right Click on the image, select **Format Picture**, **Colors and Lines**, and **Border Art** to add border art



HEADING 5 (title of section 5)

Column 1 (FILL THIS OUT FIRST)

Column 2 (USE THIS AS SPILL OVER FROM COLUMN 1 OR FOR PICTURES IF NO SPILL OVER FROM COLUMN 1)

HEADING 8 (title of section 8)

Column 1 (FILL THIS OUT FIRST)

Column 2 (USE THIS AS SPILL OVER FROM COLUMN 1 OR FOR PICTURES IF NO SPILL OVER FROM COLUMN 1)

HEADING 9 (title of section 9)

Column 1 (FILL THIS OUT FIRST)

Column 2 (USE THIS AS SPILL OVER FROM COLUMN 1 OR FOR PICTURES IF NO SPILL OVER FROM COLUMN 1)

HEADING 6 (title of section 6)

Column 1 (FILL THIS OUT FIRST)

Column 2 (USE THIS AS SPILL OVER FROM COLUMN 1 OR FOR PICTURES IF NO SPILL OVER FROM COLUMN 1)

HEADING 7 (title of section 7)

Column 1 (FILL THIS OUT FIRST)

Column 2 (USE THIS AS SPILL OVER FROM COLUMN 1 OR FOR PICTURES IF NO SPILL OVER FROM COLUMN 1)

HEADING 10 (title of section 10)

Column 1 (FILL THIS OUT FIRST)

Column 2 (USE THIS AS SPILL OVER FROM COLUMN 1 OR FOR PICTURES IF NO SPILL OVER FROM COLUMN 1)

PRINT HEADING

Use this Section for the how to print or your workshop or you can delete this section and just make the area by HEADING 10 the printing area instead.