Tips for Working with Office Publisher Templates

Adding your own text and pictures to a template (overview):

Select the placeholder text in the document, and replace it by typing in your own text. The text boxes are already formatted with the font scheme set for the template. You can change the formatting by using the type tool dropdown menus along the top.

Then, add your own pictures or shapes. Click on the picture placeholder. In the **Picture** toolbar, click the **Insert Picture** button, browse for the picture, and click **Insert**.

Click the **Text Wrapping** button on the **Picture** toolbar to choose how you want text to wrap around the picture.

The **Format Publication** pane is open by default. In this pane, you can modify the settings you entered when you set up the document.

When you are finished, save and print your document!

Additional tips about adding text:

You may want to use Microsoft word to draft your text. Once complete, you can simply copy this text and **Paste** it into the text box in your Publisher file.

When a text box cannot hold any more text, Office Publisher displays a message with your options.
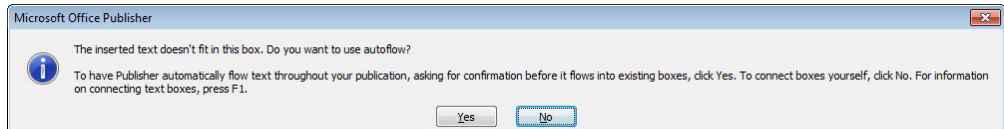

If you click **No**, the text must be split between two boxes, shortened, or the box must be increased in size to fit the text, otherwise the text will be cut off.

If you click **Yes,** Publisher will select the next text box and ask you if this is the box you would like the additional text to go or ask if it can create a new text box. Follow the prompt to make your decision. Remember, once the overflow text is set up, any changes to one box will affect the other.
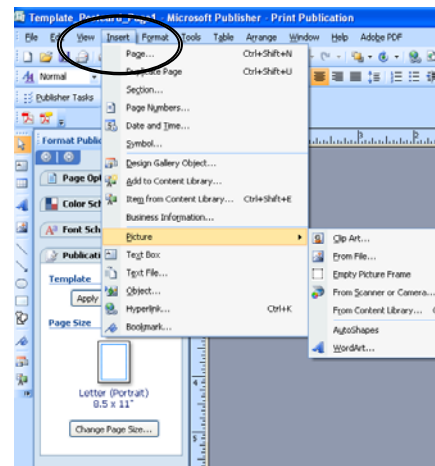
<u>Additional tips about adding pictures</u>:

In the **Picture** toolbar, you can click the **Insert Picture** button, browse for the picture, and click **Insert**.
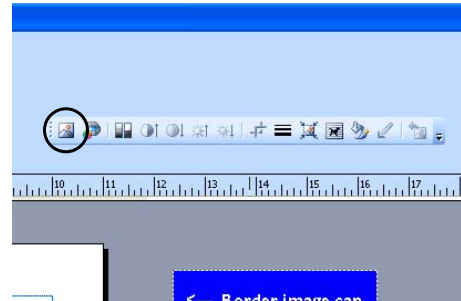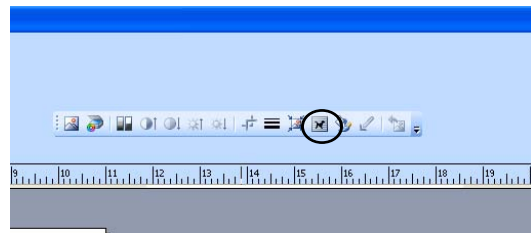

Otherwise use the **Insert menu** and select **Picture**. This will bring up an additional list to help you navigate to your file.

Photos or graphs can also be **copy** and **pasted** from Word documents, Excel files, or other programs.

Click the **Text Wrapping** button on the **Picture** toolbar to choose how you want text to wrap around the picture.

Additional tips on layout and format:

To move things around, click the box you wish to move, then use the arrow keys.

To help you lay out your pages, you can store objects in the grey space outside the "publication area".

For example, to help you decide which picture to use and where to use it, you can store all of the pictures in the workspace and then drag pictures onto the layout to see how they look.
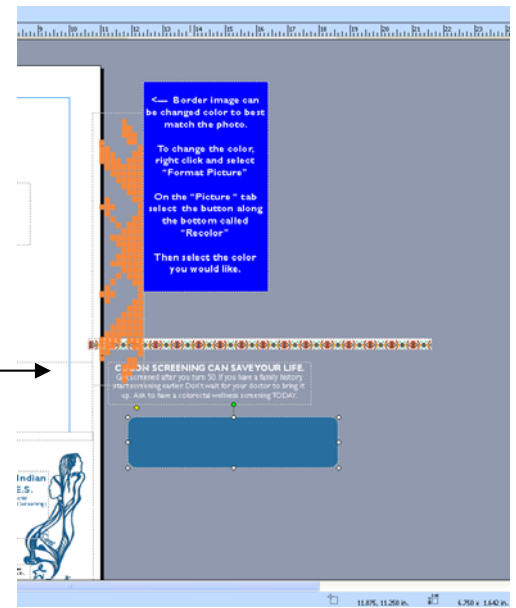
Text and Images may overlap each other. To change the order of what appears on top, **right** click and select **Order** and **Bring to front**. This is useful if you would like text to appear on top of a photo.

To **change the color of an image**, select the image. Then, right click and select **Format Picture** – this will open a pop up window.

On the **Picture tab** select the button along the bottom called **Recolor.**
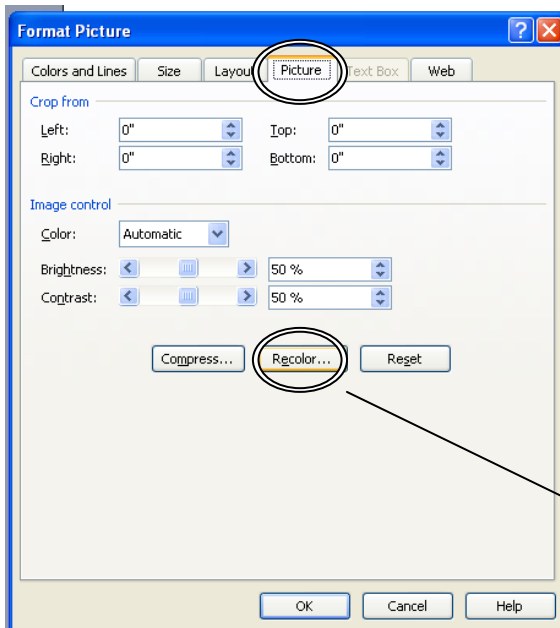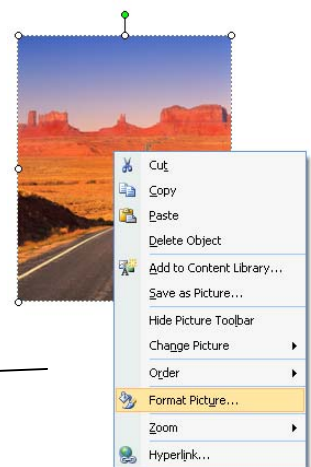
A small box will open with color options, select the color you would like. A small preview will show up to help you decide.
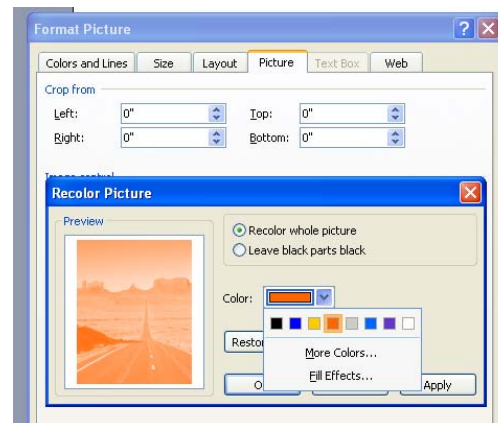
Additional tips on printing:

When you are ready to print on the **File** menu, click **Print**.

If your publication contains a two-page spread or you simply want to save paper and print double-sided, under **2-sided printing options**, select **Two-sided**.

If your printer can only print on one side, Office Publisher automatically prints the correct pages on one side and then prompts you to turn the paper over to print the other side.
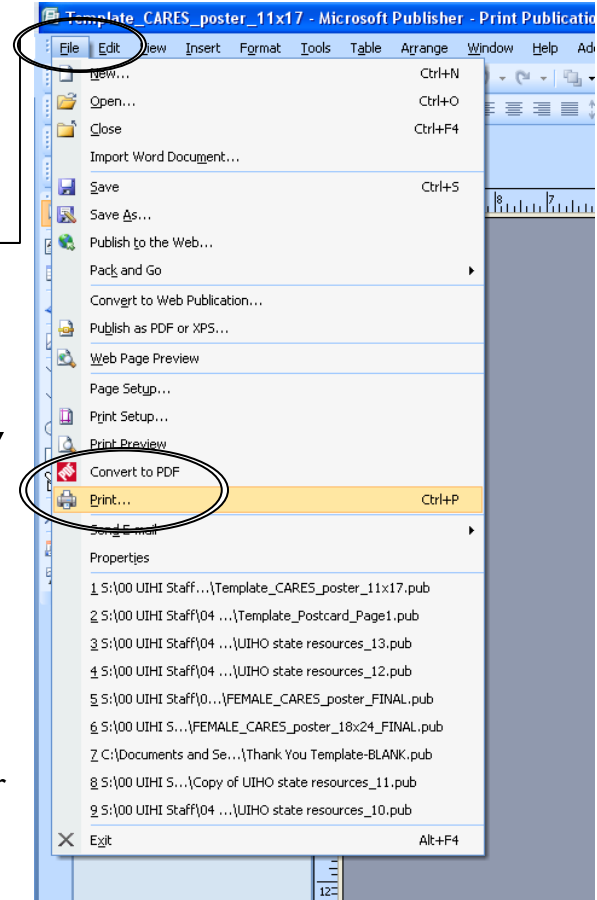
If you want to make a PDF, click on the **File** menu, and select either **Convert to PDF** or **Print**.

Convert to PDF will prompt you for more information – such as where to save the new PDF.

If you are making a PDF by clicking print, change the "printer" to a PDF maker.

This may be Adobe PDF or Cute PDF for example.