Microsoft Publisher 2013

Software Guides

This sheet is designed to be an aid to you as you are using Microsoft Publisher for Office 2013.

CREATING A NEW PUBLICATION

Click the **File** tab and choose **New**. You have an option of creating a blank document, or choosing from any number of pre-made templates.

OPENING AN EXISTING FILE

To open an existing file of Publisher, click the **File** tab and choose **Open**. You can choose from **Recent Publications**, or to open a file from your **Computer** or from your **SkyDrive**. To open a file on your computer or network drive, click **Computer** and then click **Browse**. Select the drive where the file is located. Click on the file you wish to edit and then choose **Open**.

SAVING A FILE TO YOUR COMPUTER OR NETWORK DRIVE

You should save your publication to avoid losing any changes. When saving your file for the first time, click on **Save**, under the **File** tab. Select **Computer**, and then click **Browse**. Navigate to where you want to save your file, give it a file name, and then click **Save**.

SAVING TO SKYDRIVE

Microsoft Office 2013 gives you an option to save files in the cloud using SkyDrive. If you don't already have a SkyDrive account, you can get one free at http://skydrive.live.com. To save files to your SkyDrive, first you'll need to sign in. Choose **SkyDrive** from the **Save As** option in the **File** menu, and then click **Sign In**. Type your email address you used to sign up for SkyDrive when prompted and click **Sign In**. Then, when prompted, enter your password and click **Sign In**. It will add your SkyDrive to your account. Then, choose **Browse**. Microsoft will contact the SkyDrive for information, and then will give you an option to save the file in your SkyDrive. You can even create a new folder. Name the file and choose **Save**. The file will now be saved in your SkyDrive.

SHARING

Microsoft Publisher 2013 also gives you the option to share your documents online using SkyDrive. Click **File>Share** and choose Invite People. Step 1 is to save the file to your SkyDrive. Click **Save to Cloud**, and then follow the instructions as listed in the **Saving to SkyDrive** section above.

Next, you'll invite people to share the document. You can type the names or email addresses of the people you wish to share with, choose if they can edit or just view the document, and include a personal message with the invite. Then click **Share**. Publisher will send out an invite with a link to each of the people you chose. They will also show up in the **Shared with** section.

You can also choose to create a sharing link for viewing or editing that you can email or otherwise share through the **Get a Sharing Link** button, or, if you've connected your Microsoft account to social networks, you can post your document directly to those social networks, such as Facebook, Twitter or LinkedIn by choosing **Post to Social Networks**. You can also choose **Post to Blog** to post directly to a blogging site, like WordPress, TypePad or Blogger. You can even choose to **Present Online**, which will create a link that will allow anyone to view and download your document.

As always, you can also choose **Email** to email your file using Outlook. You have several options, including sending as an attachment, as a link, or as a PDF.

CHANGING YOUR PUBLICATION

You can use many elements with Publisher to enhance your publication. In the Insert tab are options to add new pages, insert Pictures, Shapes, Calendars, Text Boxes, Word Art, Files, and more. You can also change the template by clicking Change Template in the Template group of the Page Design tab, and you can arrange your elements in the Home Tab using the Arrange group icons.

WORKING WITH DROP CAPS

A **drop cap** is a large initial letter in a piece of text, normally the first letter of the first paragraph. To apply a drop cap to the beginning of a particular paragraph, click anywhere in that paragraph text box. Then make sure you have **Text Box Tools** selected, and choose the **Format** tab. In the **Typography** group, click on **Drop Cap**.

Publisher has several styles of **Drop Caps** that are available for use. Click on the one you like and then click **OK**. If you don't see a drop cap you like in the **Drop Cap dialog box**, click **Custom Drop Cap** tab and you can design your own under that option.