CREATING A GRAPHIC-ORIENTED DOCUMENT WITH MICROSOFT PUBLISHER

By Lilly Chen

Any legal professional making graphic-oriented documents, like a firm services sheet, is far too familiar with the frustration of inserting an image that ends up breaking all the text formatting in a document. Classic text editors like Word certainly have their limits; they are not flexible with graphics and design. Microsoft offers a better alternative software—— Microsoft Publisher, for creating documents like fliers or brochures.

Unlike Word, Publisher focuses on the document's layout and design, rather than your text. It maximizes the ability to arrange various graphics and text freely, making it the most efficient Microsoft tool to to create graphics-intensive documents like practice area brochures or information pamphlets.

WHAT CAN YOU MAKE WITH PUBLISHER?
...Pretty much anything.

Since Publisher does not focus predominantly on text editing, you have more freedom to format your document however you desire. General use cases include:

- Birthday/Greeting/Thank You cards;
- Certificates;
- Cookbook recipes;
- Posters; and
- Resumes.

Potential legal-specific use cases include:

- Brochures;
- Email Newsletters;
- Fliers;
- Pamphlets;

...and many more.

Publisher emphasizes highly flexible customization. It also strives to make document editing as convenient for you as possible through allowing you to either work with its countless premade templates or start entirely from scratch.

THE BASICS OF PUBLISHER
PREMADE TEMPLATES
Publisher offers a database of premade templates for a variety of common documents.

- To begin, select a template in the **Home** page that appears when you create a new document. You can also select "**More templates**" on the bottom to view additional options and formats.
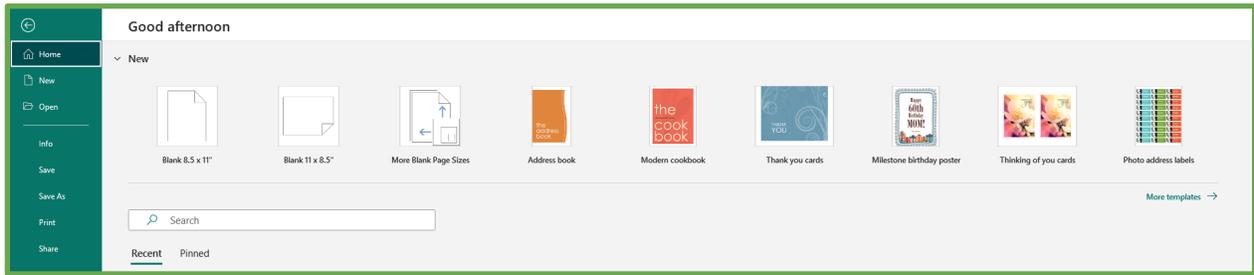
- In the case of making a newsletter, for example, you can find different newsletter templates through **More templates > Built-In > Newsletters**.
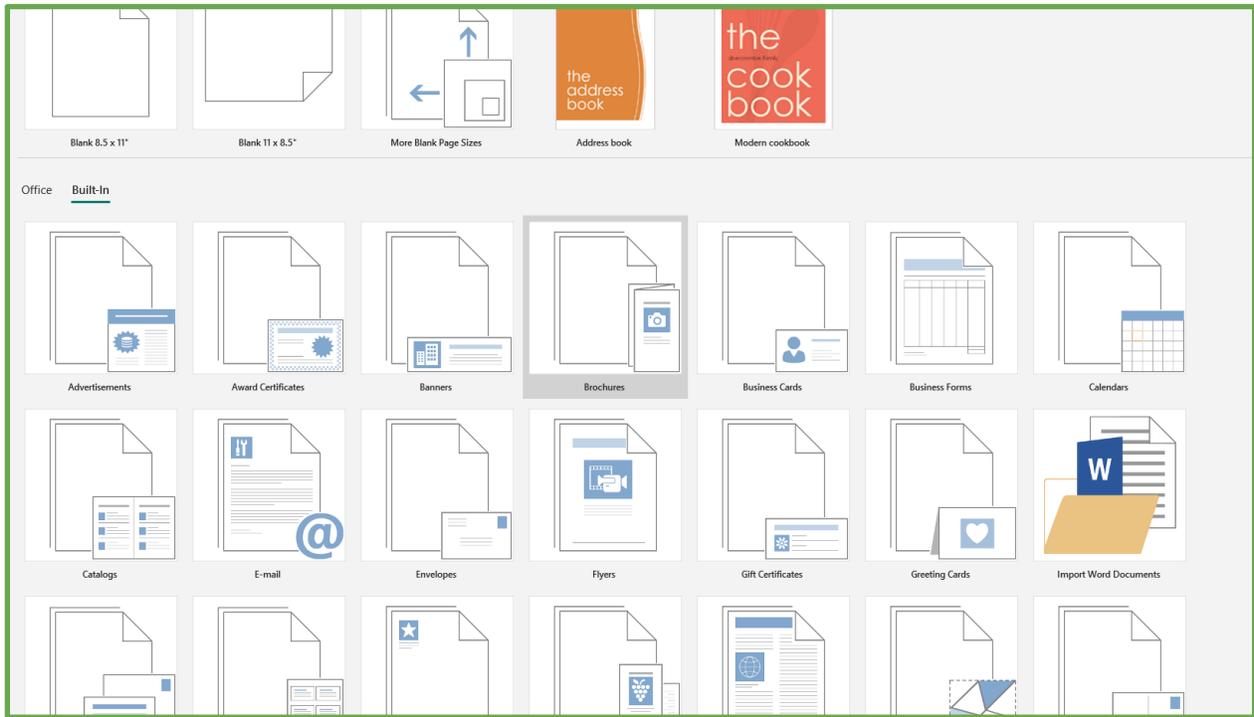
- Once you are settled on a template, click on it to edit the settings. The initial customize menu allows you to choose the document's colors, font, page format, and whether or not you wish to insert your business information. Click **Create** to use the template.
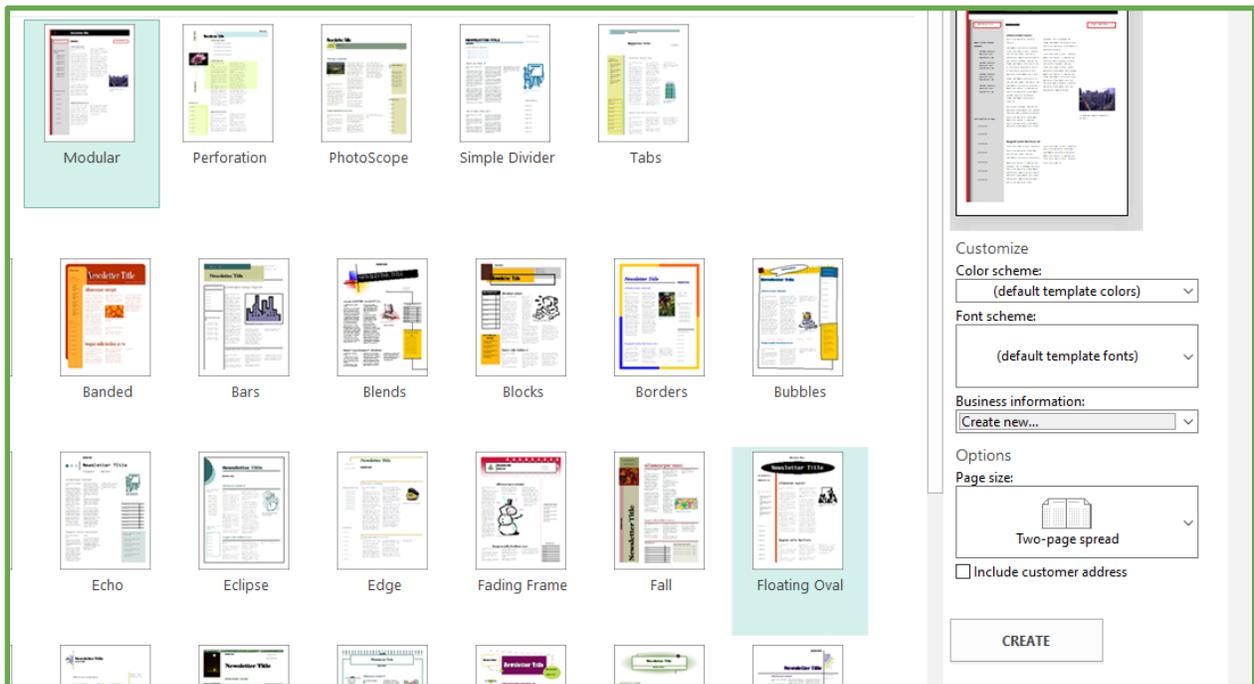
- The premade templates provide instructions for each section of the document. Simply delete the existing placeholder texts and enter your own to complete your very own newsletter!
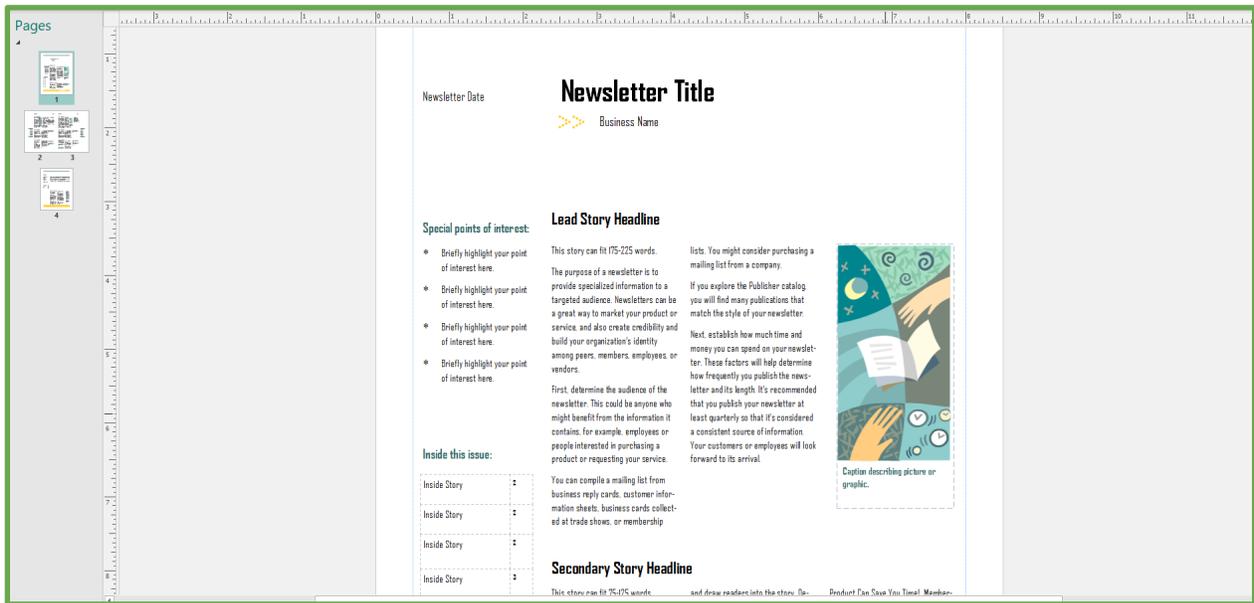
STARTING FROM SCRATCH

Perhaps a template isn't what you need, and you prefer to start from scratch. Once you have a blank document, you can begin to freely edit and arrange different objects.

WORKING WITH OBJECTS

TEXT BOXES

Unlike Word, Publisher does not default to text insertion when you start typing. In order to insert text onto the page, you need to draw a text box. From the Home ribbon, select "**Draw Textbox**" and drag the textbox to your desired size at the place you want on the document.

Once the textbox is complete, you can hover the cursor on the edge of the box to adjust its size, rotate, or drag to relocate it somewhere else.
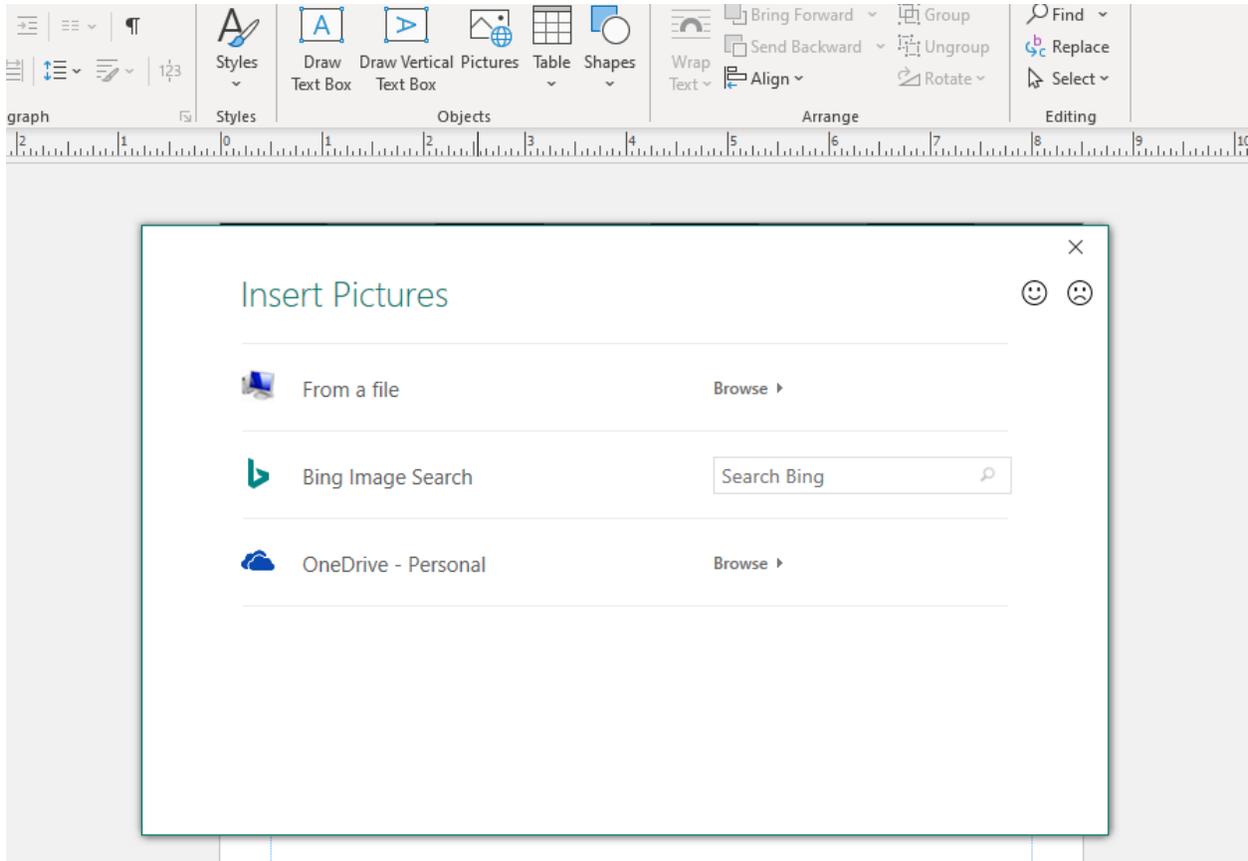
You can edit the text within the box (font, size, color, etc.) through the top ribbon just like Microsoft Word.
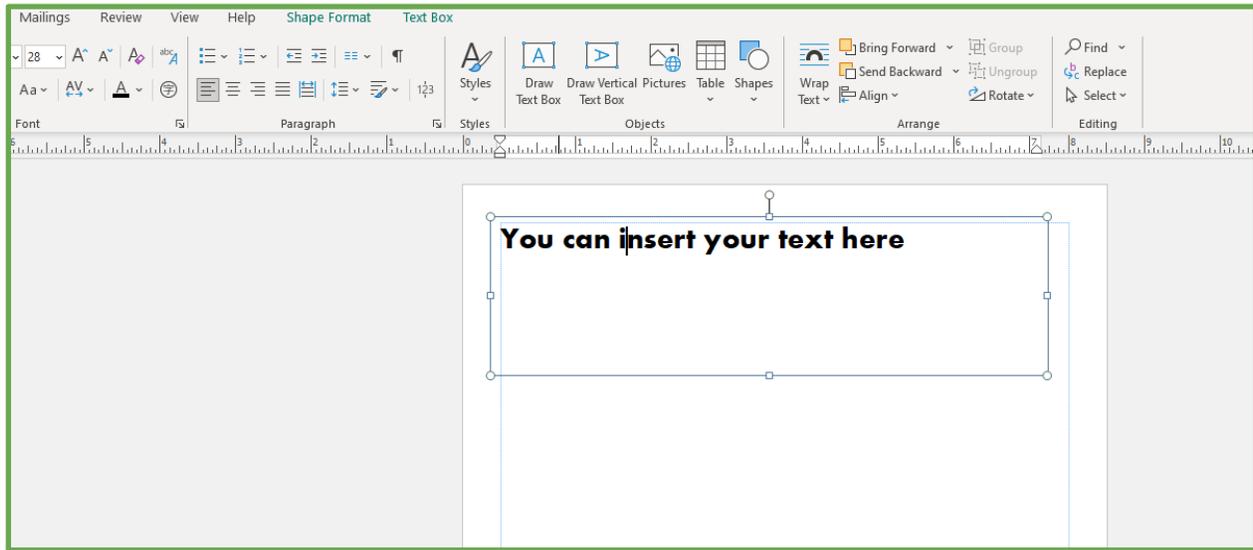
IMAGES

There are multiple ways to insert images on Publisher.

- First, you can go through **Home > Pictures** to insert an image through your computer, Bing, or your personal OneDrive.

- If you have images from online sources that are not from any of the above options, you can also copy the image and paste it directly onto the document.
- Like the text box, you can drag and resize the image however you want to fit your desired layout.

DESIGN

If you want to add some simple pizzazz to your document, Publisher offers some premade designs for you to use. In the **Insert** ribbon, you can browse **Page Parts** and **Borders & Accents** to find variously themed designs to decorate your document.

You can also insert stylized calendars through **Insert > Calendars**.
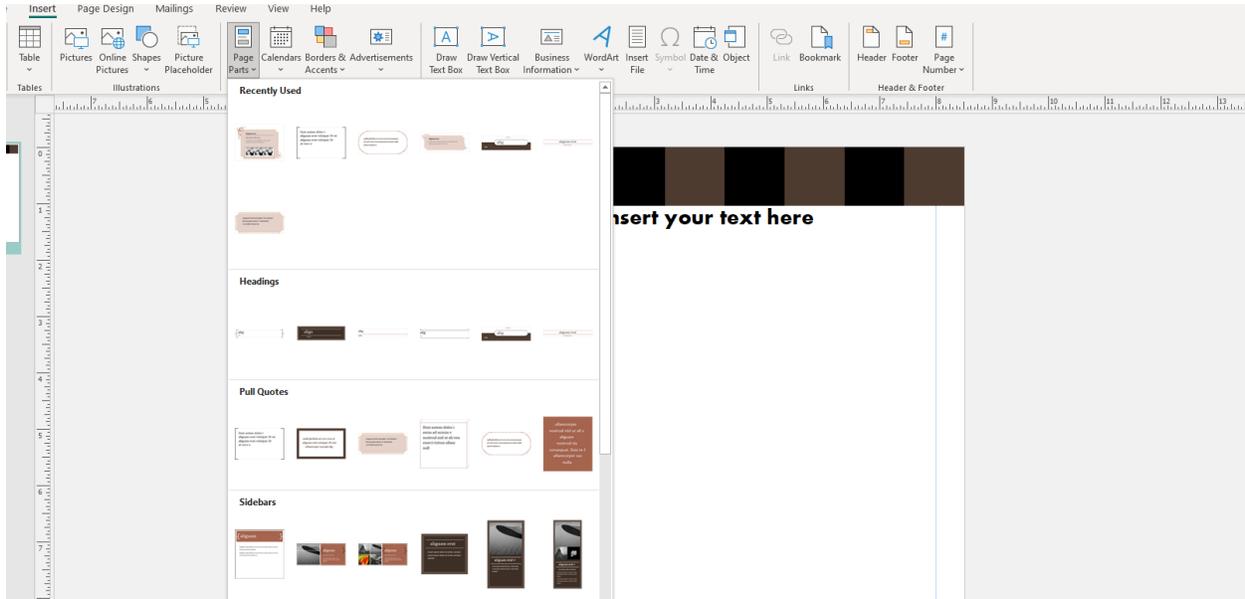
If the premade designs don't suit your tastes, you can also draw your own. Through **Home > Shapes**, you can select and draw any shape freeform to serve as decoration or background for your text.
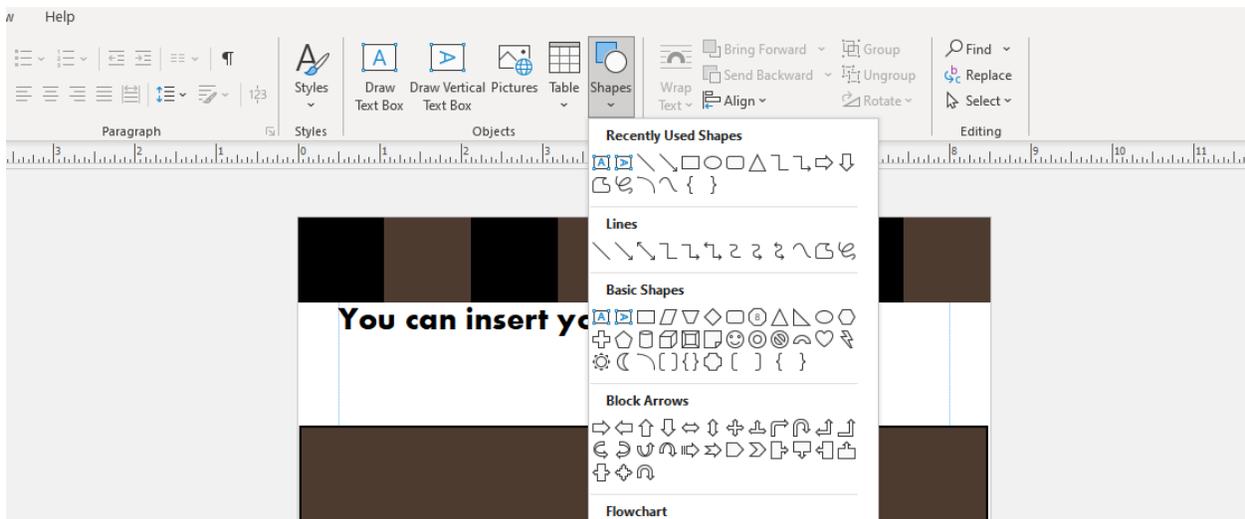
SAMPLE

After you gain familiarity with the basics of using text, image, and design on Publisher, you can stack the features together to make something more complicated:

Text is created through overlapping different textboxes, with different fonts and colors.

The red background is created through **Insert > Shapes**, then dragged to fit the page.

All the images were pasted from external sources onto the document, then resized to fit the design. Through the **Picture Format** ribbon, you can add different borders to the image.

The traffic icons here were made by copying and pasting from a transparent icon, then resized, lined up, and re-colored through Publisher.

Where to Study? A Guide for Students Amidst COVID-19
BY THE CAMPUS AREA CHAMBER OF COMMERCE

Swamped by so many remote-learning classes, students may find it increasingly difficult to locate spaces for online course work. What public spaces are open? Where can you study in silence? Where can you avoid large crowds of people? To answer these questions, we created this guide to help you find your ideal space so you can complete course work on campus comfortably and easily.

LIBRARIES

Since **Thompson Library** and **18th Avenue Library** are the most popular libraries, they experience high traffic during peak hours of the day and exam season. Here are some quieter and more secluded alternatives that will allow easier social distancing:

- **Fine Arts Library**
- **Geology Library (in Orton Hall)**
- **FAES Library and Student Success Center**

Total Traffic:

Visit **https://library.osu.edu/locations** for more information regarding library locations, hours and policies.

Consider: Do you prefer background noise as you study? Do you thrive in silence? Where are your classes located, and where do you live? All these factors will help you decide your ideal study spot.

CONCLUSION

Of course, the selection of features above is merely the tip of the iceberg. Publisher's open-ended functions allow users to maximize their creativity in making even complicated documents. However, its straightforward design also makes Publisher the most accessible formatting software for anyone, with or without experience.