Microsoft Publisher 2013: Enhancing Your Docs

**THE INSERT TAB**

Insert Pictures from your computer, Online Pictures (Clip Art & more), or draw Shapes

Draw a Text Box

**EDITING FROM THE HOME TAB**

When objects are added, basic modifications can be made from the Home tab

Cut, Copy & Paste

**Bring Forward** – Brings an object up a “layer” or to the front of another object

**Send Backward** – Sends an object back a “layer” or just behind another object

Rotate

**Take note of the selection box around the object & the mouse cursor when modifying objects**

Free Rotate

Grouping Objects

Move

Resize

**DRAWING TOOLS TAB**

The Drawing Tools tab appears when a Text Box or Shape is selected

Manual Size Adjustment

Shape Style Options

Change Shape

**TEXT BOX TOOLS TAB**

The Text Box Tools tab appears when a Text Box is selected

Text Direction

Text Alignment Options

WordArt Styles

**PICTURE TOOLS TAB**

The Picture Tools tab appears when an image is selected

Color Adjustments

Picture Styles

Cropping Options