

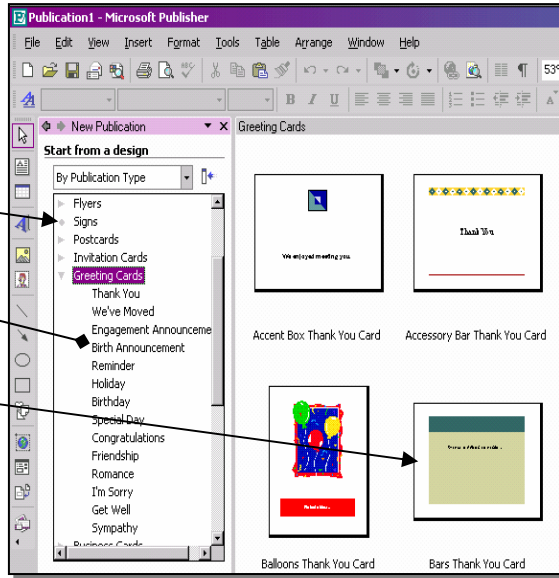


Microsoft Publisher

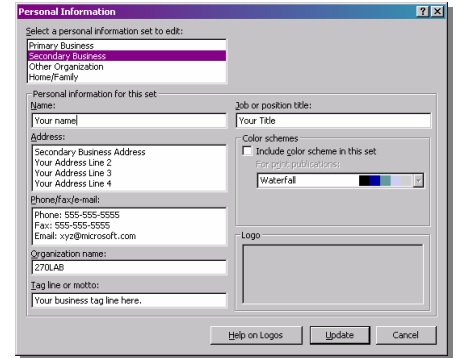


As Publisher begins, you can choose from many different design templates.

- First choose a design style from the left
- Different sub-design styles show up
- Samples appear on the right
- Click twice on the one you like best



The first time using publisher, the personal information screen pops up



There are four different profiles you can fill-in

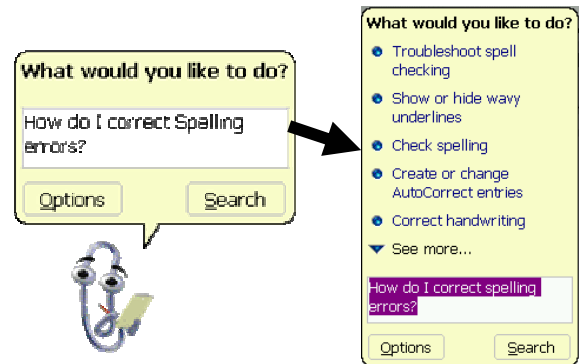
When finished press update

Layout
Click these to try different setups for your project



Size and Fold
Shows the correct code to know when buying paper for your project

Still Confused? No Problem!

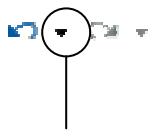


If you see the Office Assistant, (pictured above) Type your question in the “What would like to do? Box” Click Search.

Click the topic you want more information about. The Microsoft Word Help window opens. Choose from the list of answers.

Undoing a mistake

Click the left arrow to undo one step at a time



Click the right arrow to redo one step at a time

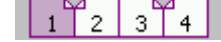
Use the small arrow to see the list of actions to undo or redo



If you don't see the Office Assistant, click the **Microsoft Word Help** button on the Standard toolbar.

Pages

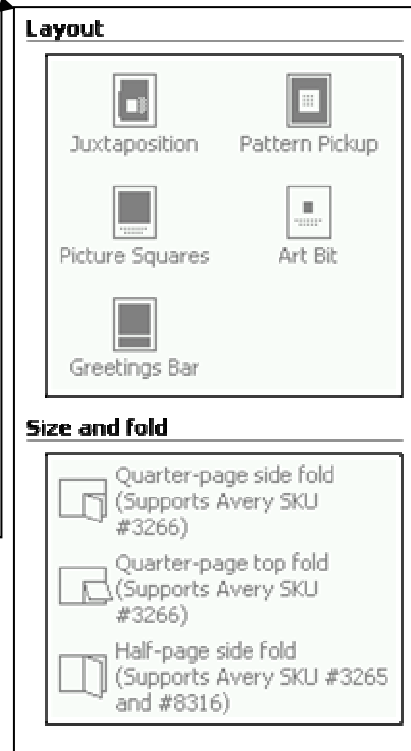
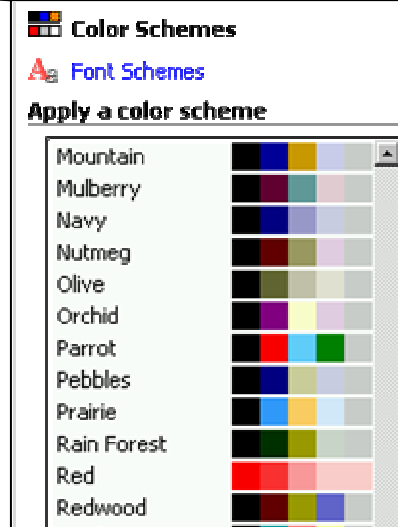
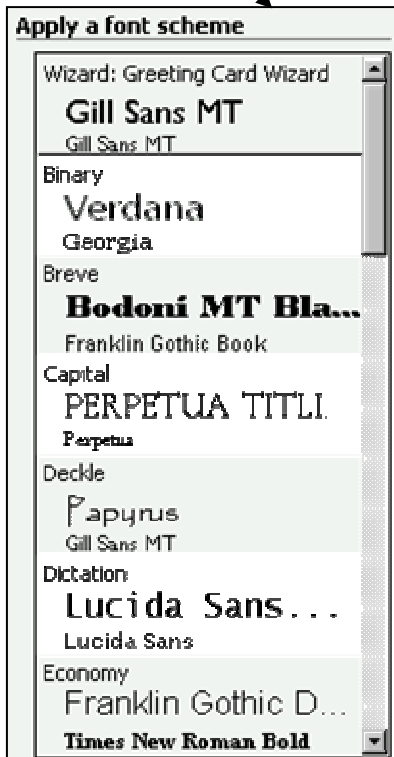
Click on these mini pages to see the other pages within the project



- Greeting Card Options
- Publication Designs
- Color Schemes
- Font Schemes

Choose from the options on the right to change your project

When working with text or anything too small to see, press **F9** to see it close up



Text Boxes

Text is typed inside and then can be moved around like a picture

To Rotate

Point to a green handle until a round arrow appears then drag left or right

Change format of text boxes

Click twice on the frame of the text box

The format text box window appears

To Change size

Point to a handle until a double arrow appears then drag towards or way from your starting place

Remember pulling from the sides or top changes the resolution, To avoid this pull from corners

Format text box

Allows changes to the color of fill or lines, experiment with all the functions

