

Publishing Basics

What is Publisher?

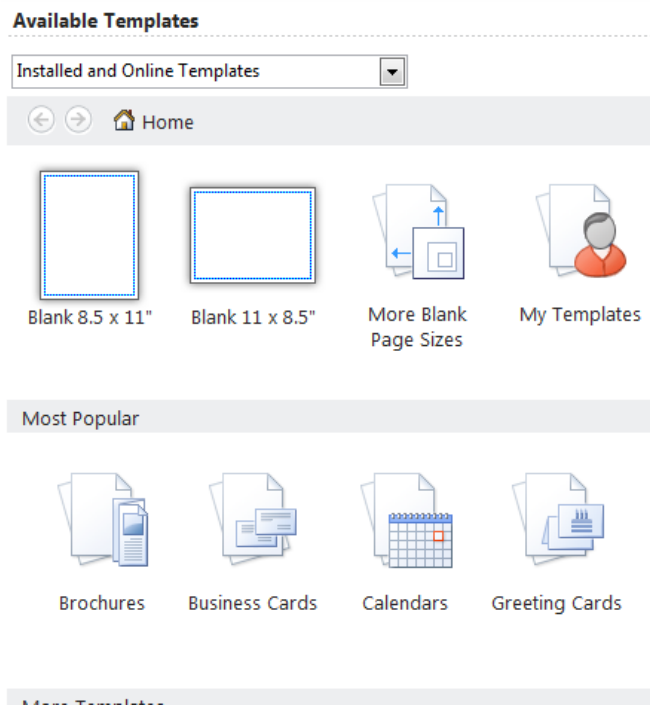
Microsoft Publisher is a desktop publishing application from Microsoft. It is an entry-level application, differing from Microsoft Word in that the emphasis is placed on page layout and design rather than text composition and proofing. The current version is Microsoft Publisher 2010 for Windows; there is no version for Macintosh.

Getting Started:

To get started simply double click on the icon for Microsoft Office Publisher



Next you can make a selection from the available templates



When creating a brochure, you can use one of the templates offered or just select a blank document.

Available Templates

Installed and Online Templates


Home > Brochures

Office.com Templates


- Brochures
- Catalogs
- Programs

Installed Templates


Informational



Arrows

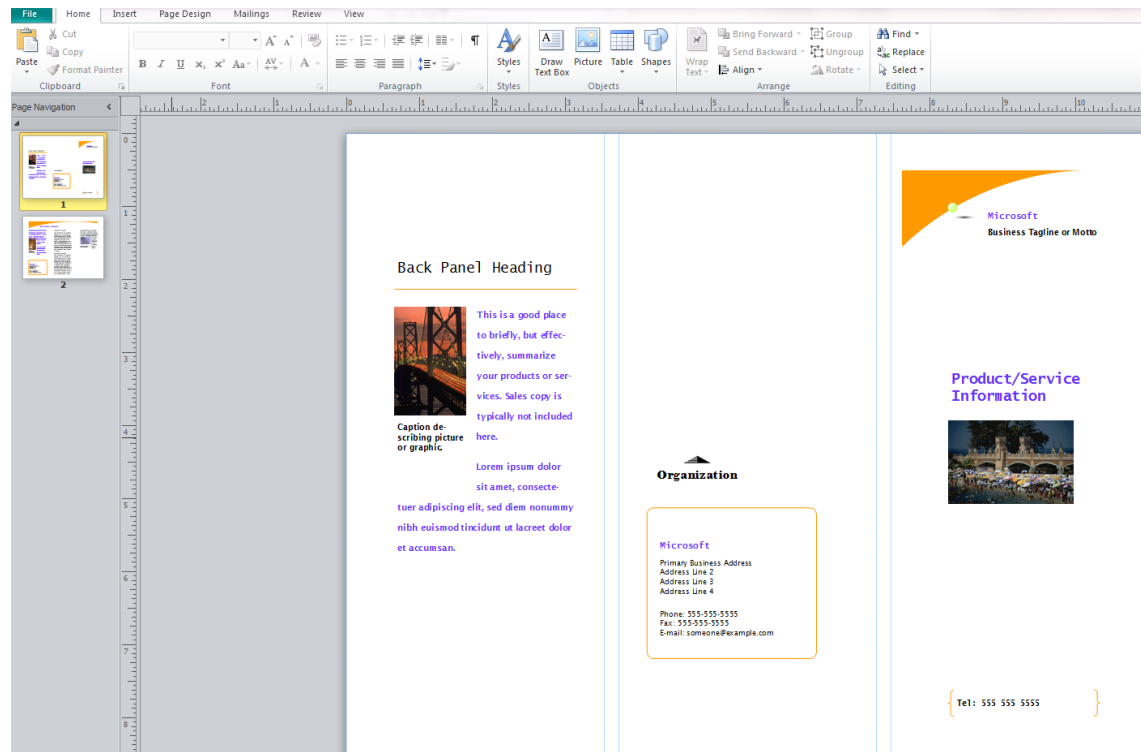


Bounce



Brocade

Page Overview:



File Home Insert Page Design Mailings Review View

Clipboard Paste Cut Copy Format Painter

Font Paragraph Styles Text Objects Arrange Editing

Page Navigation

1

2

Back Panel Heading

This is a good place to briefly, but effectively, summarize your products or services. Sales copy is typically not included here.

Caption describing picture or graphic.

Organization

Microsoft
Primary Business Address
Address Line 2
Address Line 3
Address Line 4
Phone: 555-555-5555
Fax: 555-555-5555
Email: someone@example.com

Microsoft
Business Tagline or Motto

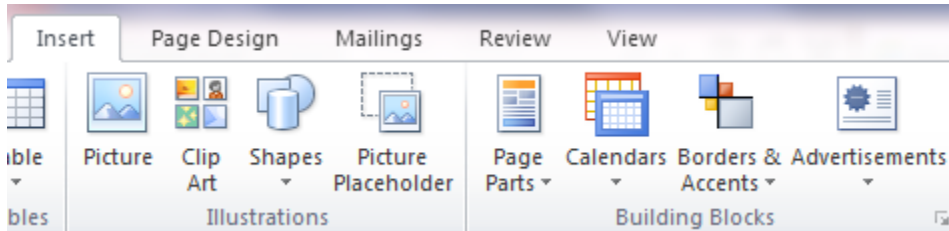
Product/Service Information

Tel: 555 555 5555

Once you open your new document template, you can begin creating your brochure.

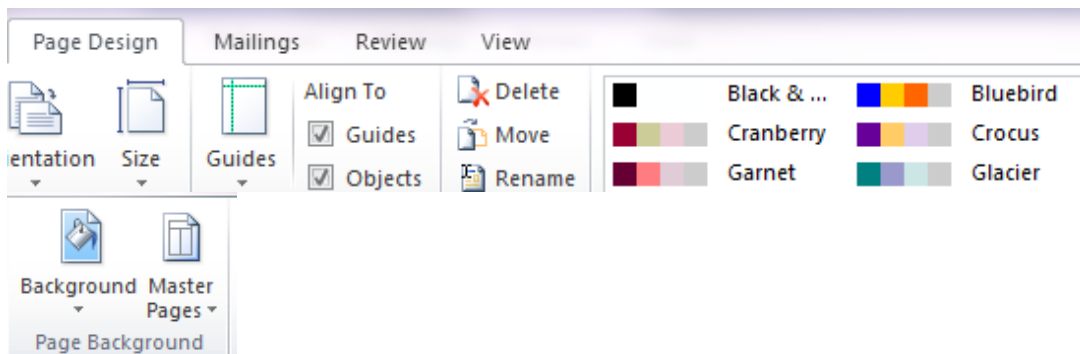
Inserting:

You are able to insert items of your choice by using clip art or images from the Internet.



Page Design:

You can also create a Page Design which allows you to change color schemes and background colors.



Caption describing picture or graphic

This is a good place to briefly describe your products or services. This description should effectively summarize what your organization offers. It typically does not include sales copy.

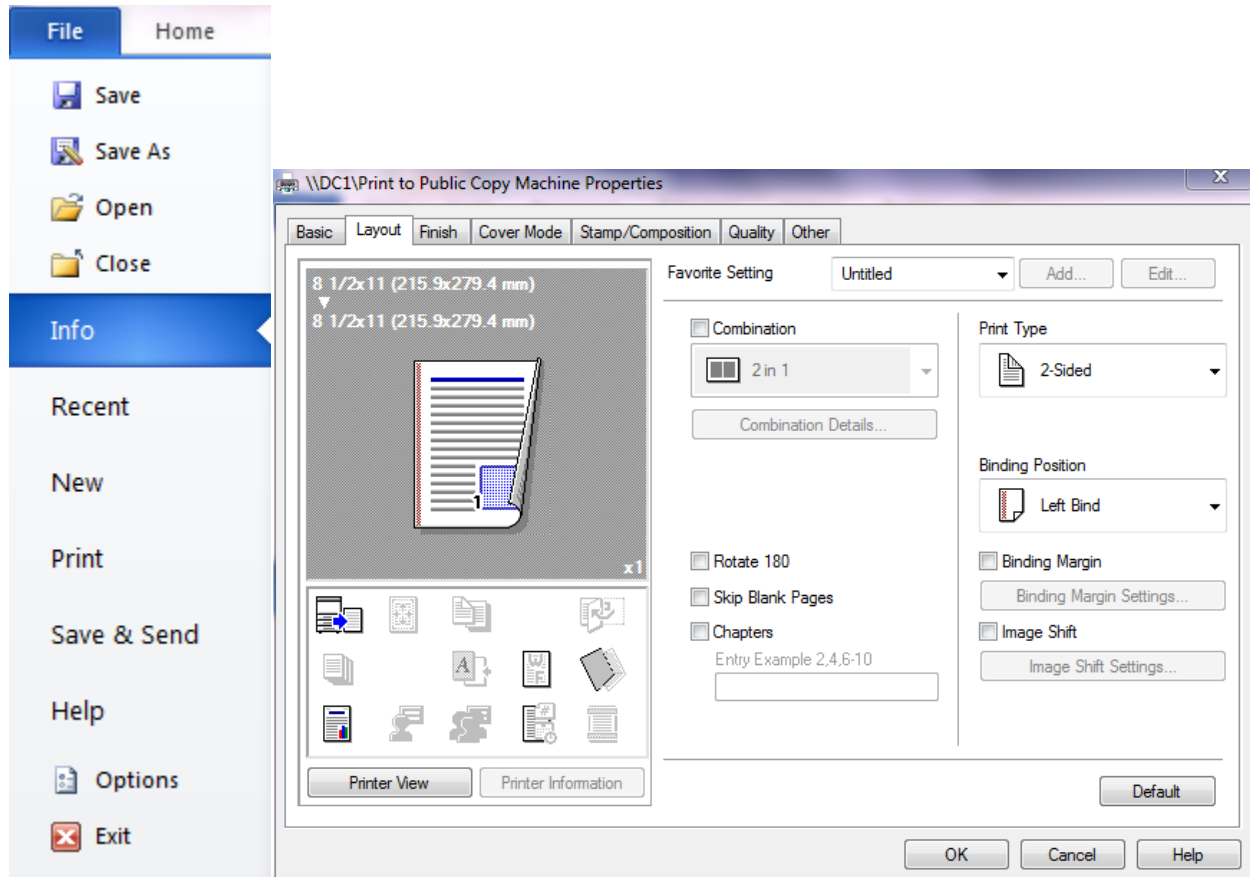
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod

Entering Text:

To enter text, you simply click an area of the brochure and begin typing. Some brochures have preset text boxes which you can enter text. Once the text is entered you can change the font and size of the text by highlighting the area just like in a Microsoft Word document.

Printing:

When your brochure is completed, you will need to set up a few parameters on your printer to do a double sided document.



Saving:

To save your document, remember to pick Save As and then select where you want to save it on your computer.

