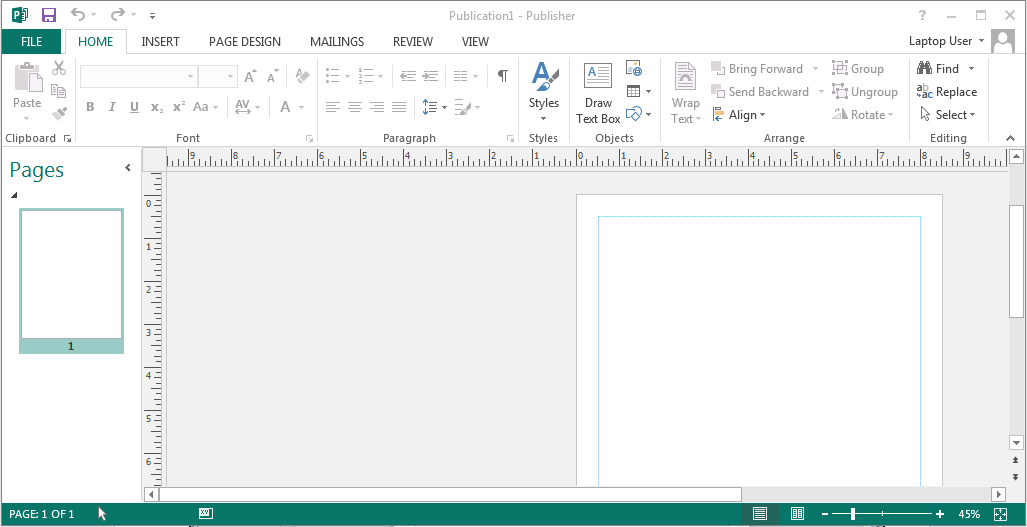
MS Publisher: Basics

**BASIC ELEMENTS OF THE PROGRAM WINDOW**



Quick Access Toolbar

Document Window

Horizontal & Vertical Rulers

Title Bar

Minimize, Maximize, Close

Scroll Bar & Arrows

Zoom Slider

Tabs

Group

Page Navigation

**THE RIBBON**

**Tab Groups**

**Home** **Clipboard**, **Font**, **Paragraph**, **Styles** & **Objects**

**Insert** **Pages**, **Tables**, **Illustrations**, **Building Blocks**, & **Text**

**Page Design Page, Layout, Pages, Schemes**, & **Page Background**

**Mailings** **Start**, **Write & Insert Fields**, **Preview** **Results**, & **Finish**

**Review Proofing** & **Language**,

**View** **Views, Layout, Show, Zoom,** & **Window**

The exception is the **File** tab which includes general commands with file options. On this tab you will find **Save**, **Save** **As**, **Open**, **Close**, **Info**, **Recent**, **New**, **Print**, **Save & Send**, **Help**, **Options**, **Exit**.

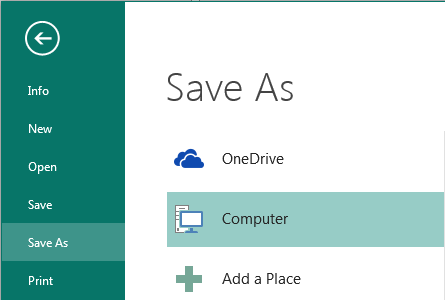
**SAVE & SAVE AS**



Save

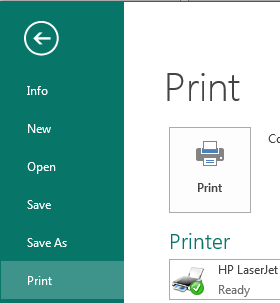
**SAVE AS**

1. Click **File**
2. Click **Save As**
3. Select the location
4. Name the document
5. Click **Save**



**PRINTING**

1. Click **File**
2. Click **Print** on the menu
3. Check Printer Settings & adjust if necessary (Copies, Pages, Double-Sided, etc.)
4. Click the **Print** button





**SELECTING A TEMPLATE**

1. Open Publisher
2. Click **Built –IN** to access templates
3. To see more templates within a group, click **All**
4. Click on the desired design
   1. On the right-hand side, under **Customize,** change your Color, Font and Font scheme
   2. Under **Options**:

* If your flyer is going to be folded and mailed *without* an envelope, put a check mark by **Include mailing address**
* Select a **Tear-off**, if necessary (Depends on template type)

1. Click **Create** on the lower right

