

Microsoft Publisher Handout

Navigating Microsoft Publisher

Navigating your way through Publisher is the key to working efficiently on all of your documents. This guide will help you locate the necessary tools and understand their function to help you get started.

Microsoft Office Ribbon

All the tools you need to format and edit your document are arranged in the ribbon into different tabs

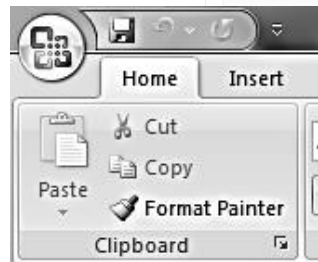
File Tab

Allows you to open, save and print your document and gives you access to advanced options

Compatibility

Note: Word 2007 and 2010 have slightly different look.

Word 2010 replaced 2007's Windows Button with the **File** tab



Add Pictures

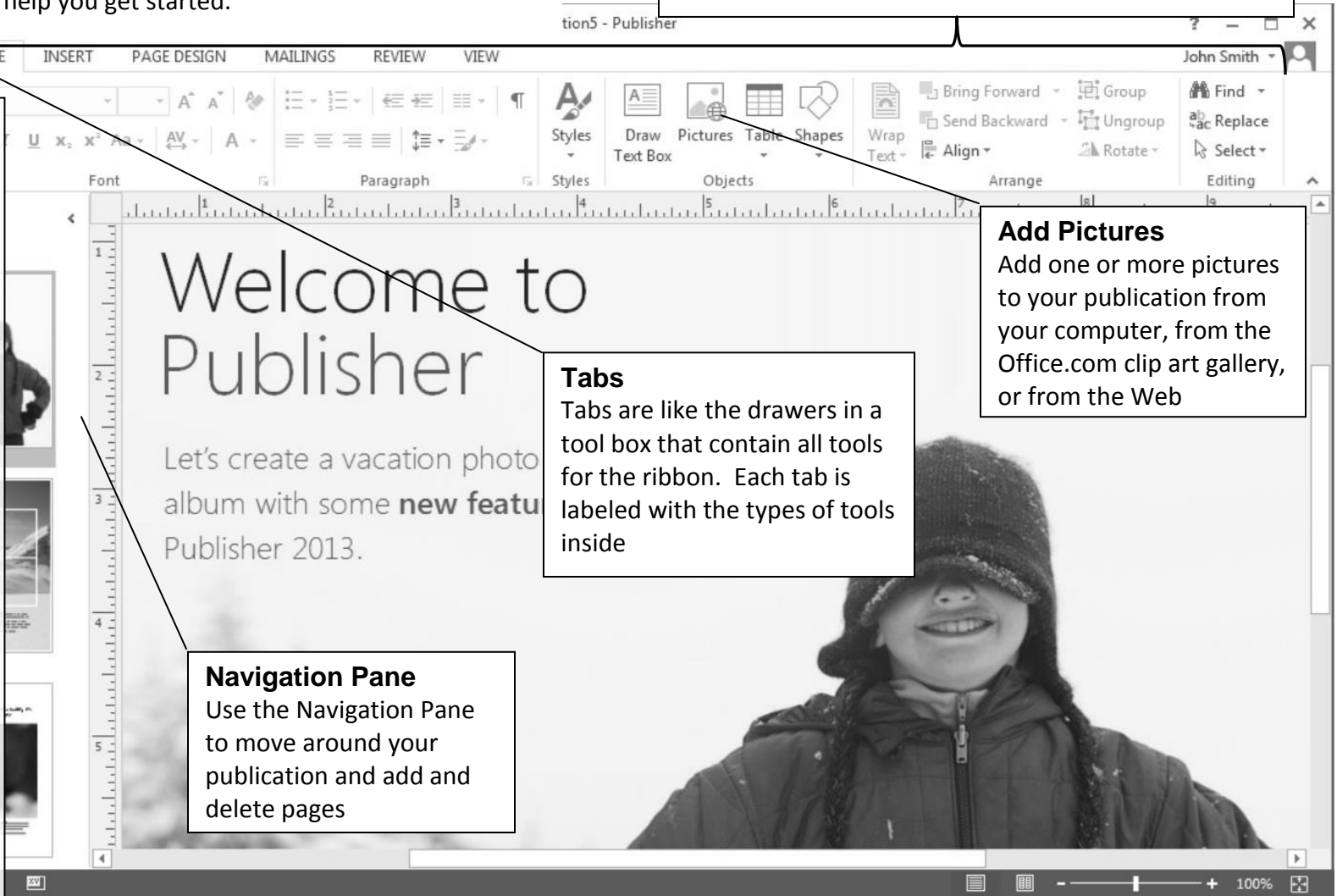
Add one or more pictures to your publication from your computer, from the Office.com clip art gallery, or from the Web

Tabs

Tabs are like the drawers in a tool box that contain all tools for the ribbon. Each tab is labeled with the types of tools inside

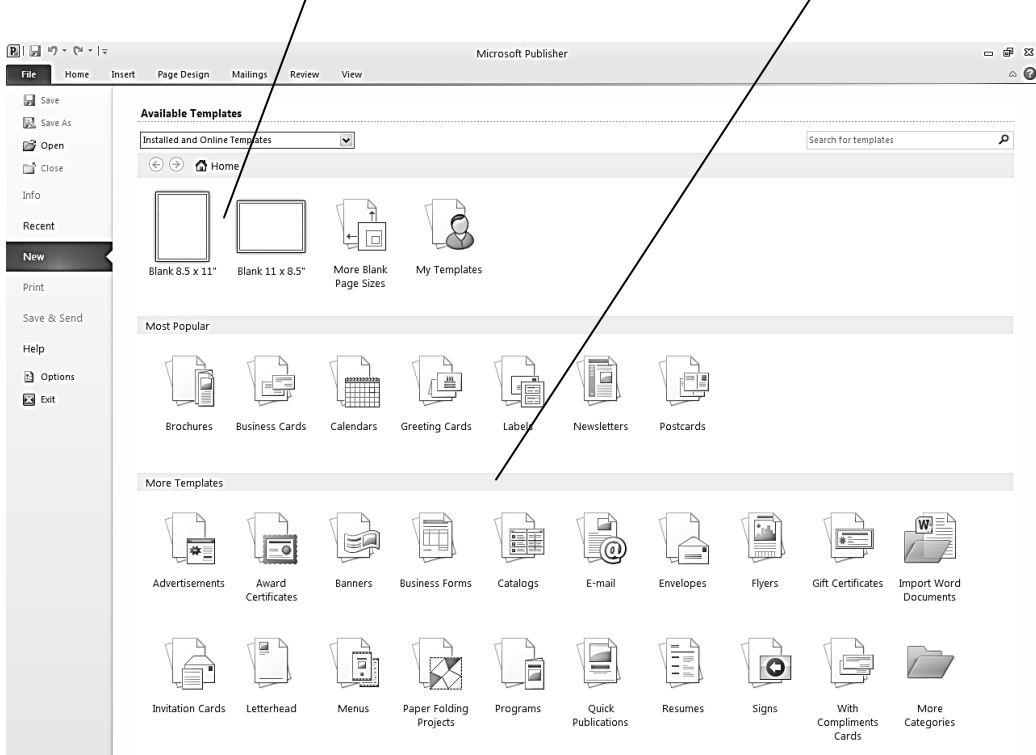
Navigation Pane

Use the Navigation Pane to move around your publication and add and delete pages



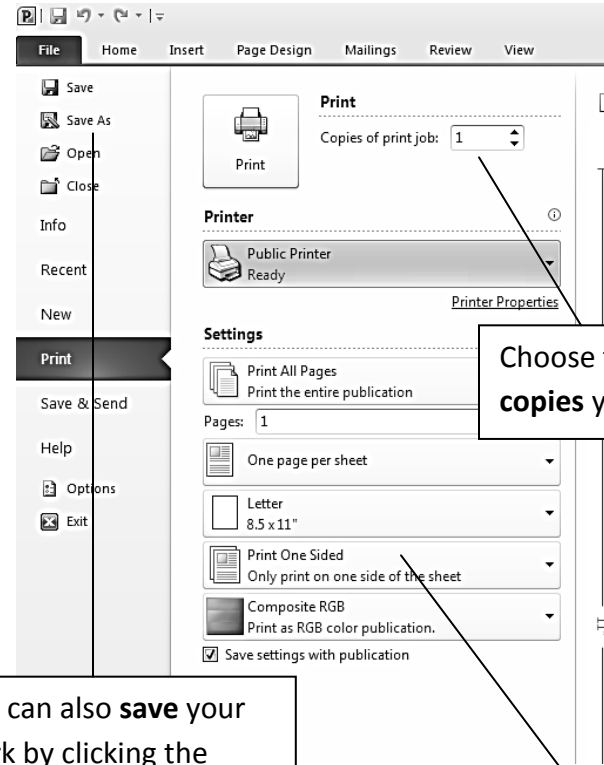
Start With a Template

Every publication can begin from the new visual templates gallery. Choose from a **blank publication** or from one of the **templates**.



Printing a Publication

Click **File** then **Print** to open the menu



Choose the number of copies you'd like

You can also **save** your work by clicking the **Save As** command from the **File** menu, then selecting a place to save

Choose **single-sided** or **double-sided**

To...	Click...	And then look in the...
Open, create, save, share, export, or print	File	Backstage view (click the commands in the left pane)
Format painter, fonts and font formatting, paragraph formatting, alignment	Home	Clipboard, Font, Paragraph, and Arrange groups
Insert text boxes, pictures, tables, shapes	Insert	Tables, Illustrations, and Text groups
Change templates, margins, orientation, or page size; set up layout guides; apply schemes; find a Master Page	Page Design	Template, Page Setup, Layout, Schemes, and Page Background groups
Mail and email merge	Mailings	Start, Write & Insert Fields, Preview Results, and Finish groups
Check spelling, do online research, translate text, set language	Review	Proofing and Language groups
Normal/Master Page view, layout view; show guides, rulers, graphics manager	View	Views, Layout, and Show groups
Add picture and/or text effects	Picture or text you want to edit	Picture Tools-Format tab; Text Box Tools-Format tab

(From Publisher 2013 Quick Start Guide: <http://officeimg.vo.msecnd.net/en-us/files/887/159/AF103733495.pdf>)