

Introduction to Microsoft Publisher 2016

- Create brochures, newsletters, and flyers.
- Print materials from any computer in the library.
- If you have questions, please ask the Librarian or Library Staff

How do I create a brochure in Microsoft Publisher?

Find Microsoft Publisher	Click on the Lower left corner windows icon Type "Publisher" in the search bar. Select Publisher 2016
Create a document	Select type of document. Type " Brochure " in the toolbar on the top of the page & select template.
Open existing document	File -> Open
Create a table to add text in table	Insert -> Table-> select how many tables (1x1, 2x2 etc). Here type in text in the table.
Insert a picture from Clip Art	Insert-> Picture
Insert a picture from your files	Insert-> Picture Select File from folder <i>(please remember which folder you saved picture originally)</i>
Save Document	File -> Save As -> Select the " X " drive (This drive will be your first name.last name)
Print Document	Keyboard shortcut -> " CTRL P " to print
Need help?	Upper right corner of screen select the question mark ->? -> Type in search bar word or question.

