



Introduction to Microsoft Publisher

Microsoft Publisher 2007 helps you easily create, customize, and publish materials such as newsletters, brochures, flyers, catalogs, and Websites. You can publish easily on your desktop printer.

How to create a brochure:

| To | Do this |
|--------------------------------------|--|
| Start Microsoft Publisher | <ul style="list-style-type: none"> • Go to the Start Menu or click on the Windows icon at the bottom left of the screen. • Click on All Programs → Microsoft Office → Microsoft Publisher |
| Create your brochure from a template | <ul style="list-style-type: none"> • Click File → New → Brochures • Select brochure type (i.e., Informational, Price List, Classic Designs, Event, Fund Raiser) • (Most brochures are created under Classic Designs) Click the image for the brochure design you choose |
| Create your brochure from scratch | <ul style="list-style-type: none"> • Click File → New → Blank Publication • Click File → Page Setup → Landscape → OK • Click Insert → Text Box • Position the pointer where you want the corner of the table to appear, and then drag the mouse diagonally. • Right-click the text box that you want to change, and then click Format Text Box • On the Text Box tab, click Columns • Select the options you want for the columns, and then click OK |
| Open an existing publication | <ul style="list-style-type: none"> • Click File → Open • Click the publication you want to open, and then click Open |
| Create a table and type text in it | <ul style="list-style-type: none"> • Click Insert → Text Box • Position the pointer where you want the corner of the table to appear, and then drag the mouse diagonally • Type text |
| Save your brochure | <ul style="list-style-type: none"> • Click File → Save |
| Need further help? | <ul style="list-style-type: none"> • Click Help → Microsoft Publisher Help • Type in question, click Search • Need further help, ASK THE LIBRARIAN! |