

# Microsoft Publisher

This is a great program for making simple posters, brochures, and other documents. Here are the simple steps to produce a document.



1. Locate the **Microsoft Office Publisher Icon** on the desktop and double click it.
2. If you do not have **Microsoft Office Publisher 2007** on your desktop, click on **All Programs**, and move sideways to the list of programs that appears.
3. Go up to **Microsoft Office**.
4. Move sideways into the box that appears, and move to **Microsoft Office Publisher 2007**.
5. Click on **Microsoft Office Publisher 2007**.
6. In the screen that appears, click on **Quick Publications** near the bottom of the left hand box.
7. In the box at the right, you may select the type of product you wish to produce. I find **Newer Designs**, and **Classic Designs** the most useful for me. Also in the box at the left, **Brochures** and **Greeting Cards** are useful. Any of the templates may be used.
8. Double click on the thumbnail (small picture) of the publication you want.
9. A **Personal Information** box *may* appear the first time you use the program. Take the time to fill in the information if you wish, or dismiss the box by clicking on the red **X** on the blue **Personal Information** line at the top. (This information will automatically be inserted other products in the future if you use a thumbnail that includes that information.)
10. Click on each of the items in the publication and be sure that it is selected, or has a dark background, and start typing what you want to take the place of the hints that are there.
11. If your publication includes a picture, you can change the image by clicking on the image. "Handles" or small circles will appear around the picture.
12. Click **Insert** at the top of the screen.
13. Go down to **Picture**, and over to **Clip Art** and use the **Search for** box to find a clip you want. Be sure you have selected **Everywhere** in the **Search in** box. Click **Go**. Select the picture from the thumbnails below the search box, and click the image you want. It will replace the picture in the publication that has the handles.
14. To work with images, use the Handles to resize the image or use the green dot handle in the middle of the top to rotate the selected item.
15. When you have completed the publication, click **File**, and **Print** and **Print**.