MS Office 2016: Publisher for Beginners
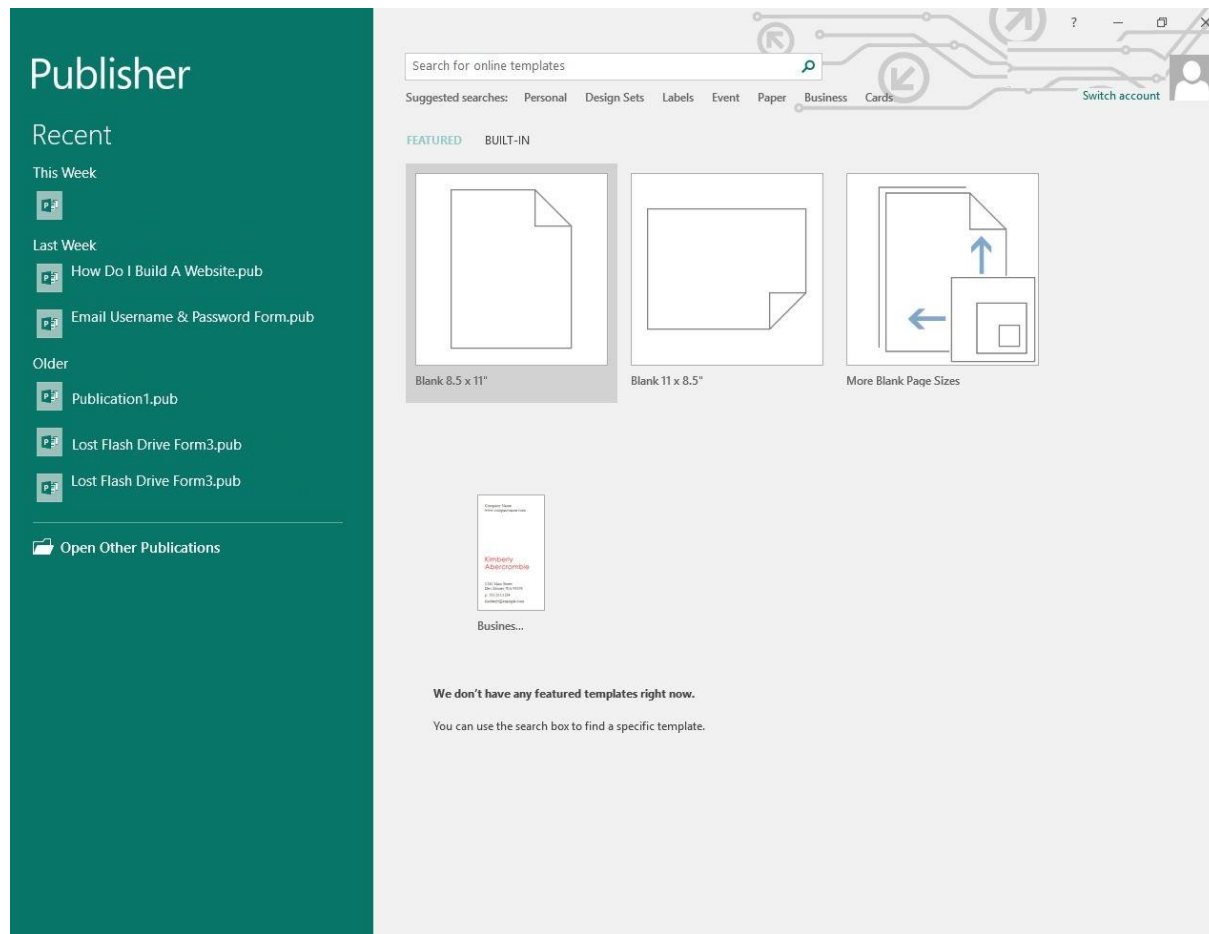
Why use Publisher?

- o Useful tool for laying out content for publication wither using the templates or working from scratch;
- o Enables users to create simple greeting cards, labels, business cards, as well as the more complex publications such as yearbooks, catalogs, newspapers and newsletters.
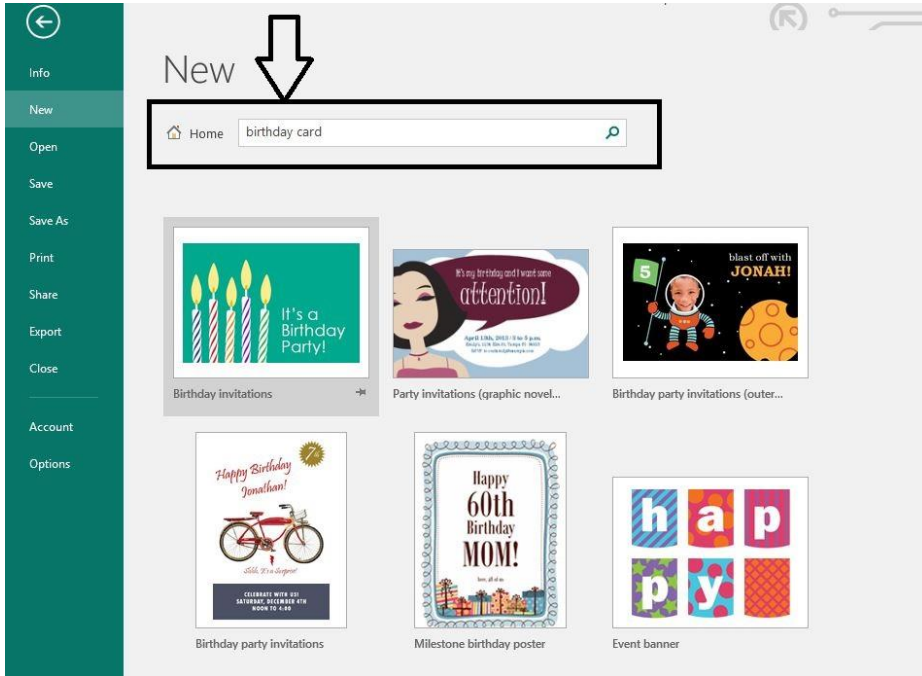
Important Info:
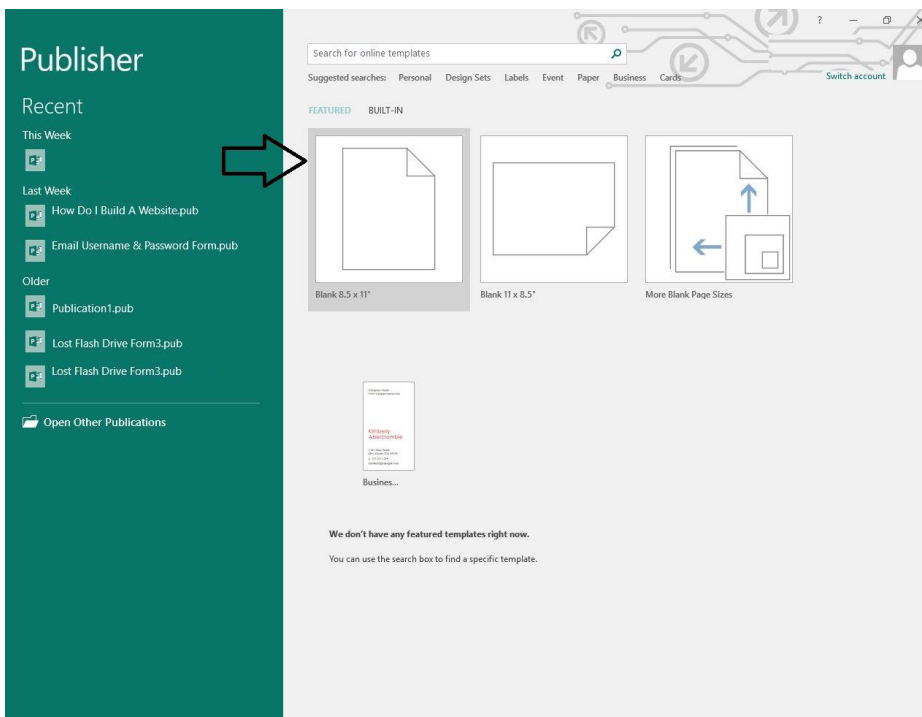
When you open the program, you will see this:

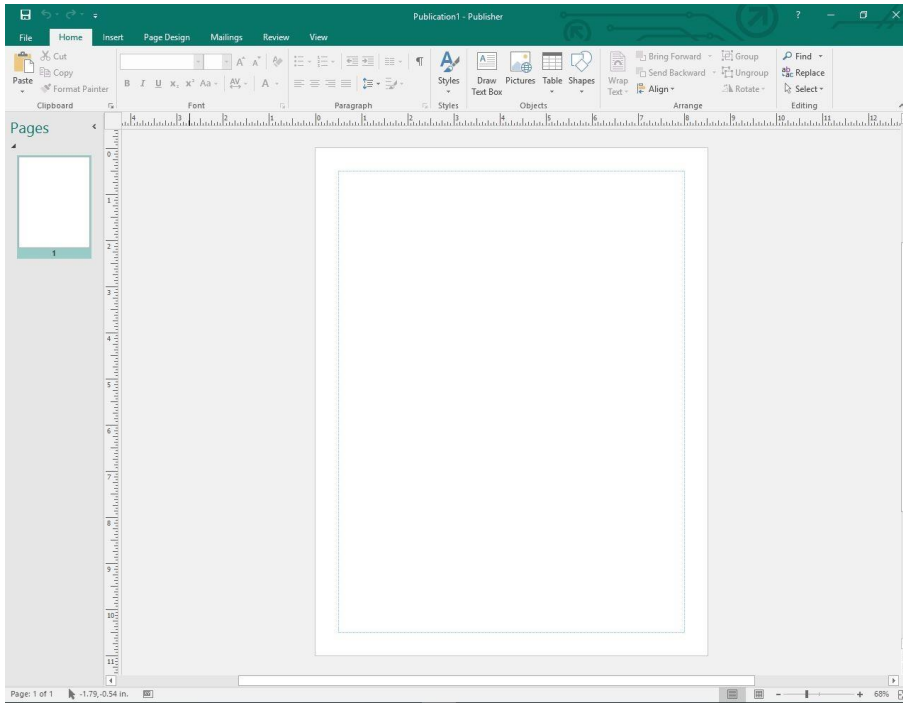On the left side, you get easy access to previously opened (or saved) files.

You can search for pre-made templates by using the search box:

Please click on the "Blank document":

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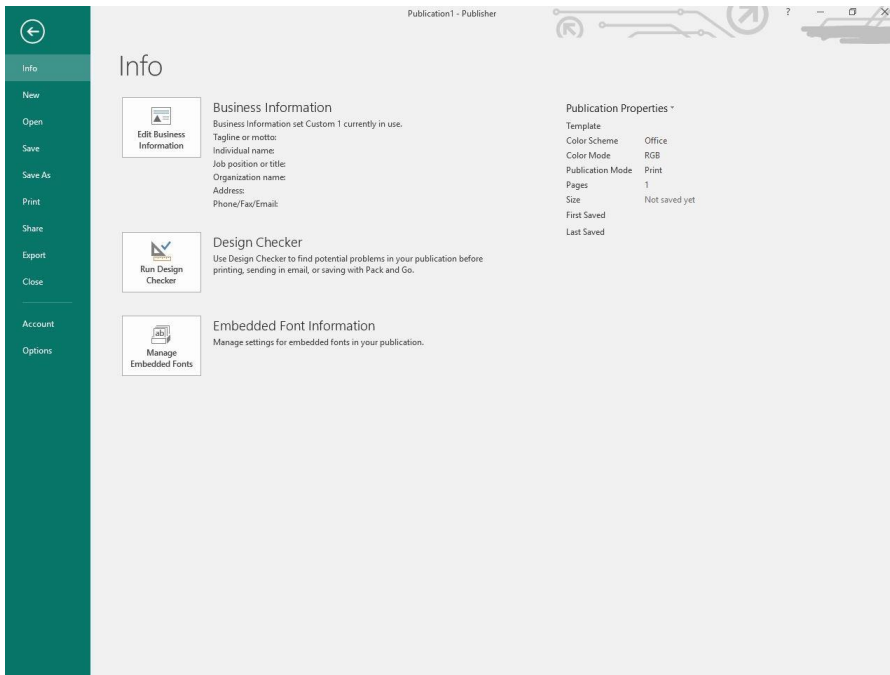LIBRARY

This is a blank template:

On the left side you can see the blank page.

Your document can have more than one page.

If you right click in the area below the Page 1 you can insert another page. This is a different feature than what we see in other MS Office programs. In MS Office Word for example, to get to the next page you would simply type in more content or press "enter" on your keyboard.
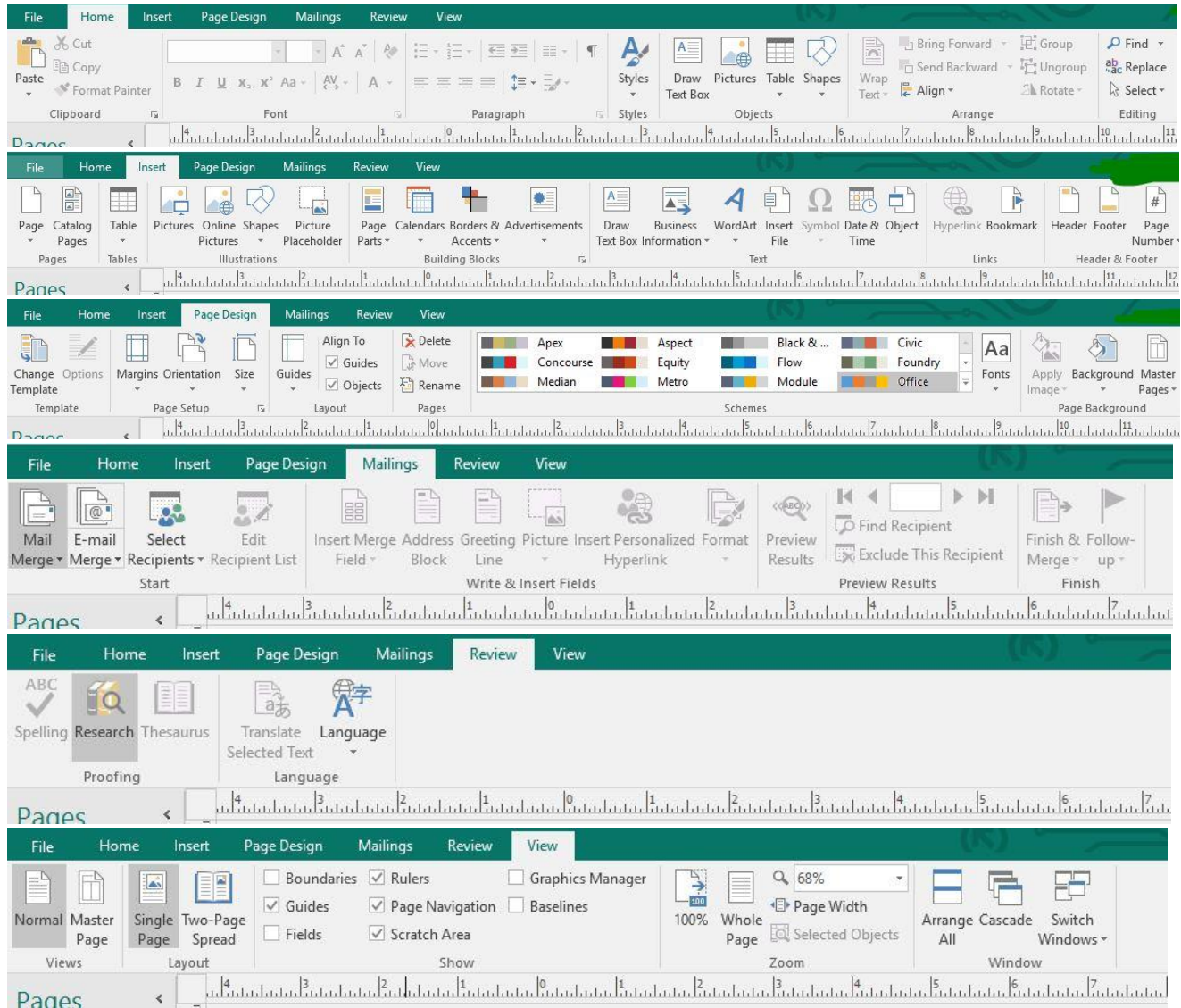
This is behind the "File" tab menu:

The menu includes:

- "*Info*"- rmation related to your document;
- the option to create a "*New*" file;
- the option to "*Open*" the created file;
- "*Save*" the current file or "*Save As*" the new file;
- "*Print*";
- "*Share*" via email (but only if you have set up an email software on your computer such as "Outlook" or "Mozilla Thunderbird");

- "*Export*" (as a .pdf file or .html, as well as preserving the file for use with professional printers);
- access to the MS Office "*Account*"
- as well as the general program "*Options*".
- If you click on "*Close*" within the "File" menu it closes the file and not the program.

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These are the things behind each following tabs:

You will learn what these things do as you go along.
Please see the links below for useful tutorials. Have fun learning!

Useful Links:
MS Office Website http://tinyurl.com/msofficepublisher
https://www.gcflearnfree.org/publisher2010/
Lynda.com (login via Skokie library website) search for: "Publisher 2016 Essential Training"
Gale Courses (login via Skokie library website) search for: "Introduction to Microsoft Publisher 2013"