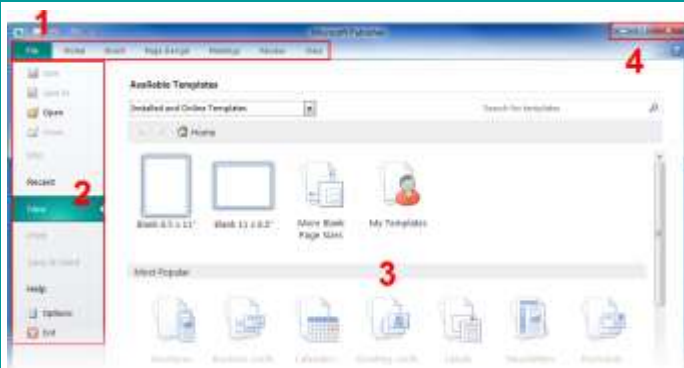


Backstage Interface



1. Tab List: These tabs contain the main commands for Publisher. Note that the File tab retains its teal color at all times.

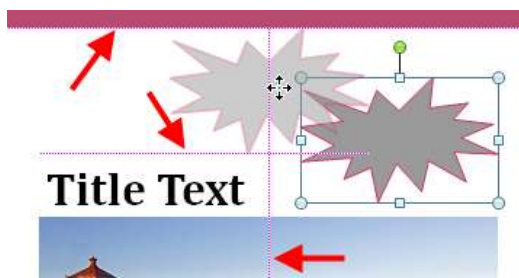
2. File (Backstage) Items: When Backstage view is open, use these commands to create a new publication or print, manage, and share the current publication. These commands are only available when Backstage view is enabled.

3. Command Area: The contents of this area will change depending on which File item (2) is currently selected. Here, the New option is selected, which enables you create a new publication based on a wide variety of templates.

4. Window Controls: These commands are available at all times within the Publisher window. From left to right they are Minimize, Maximize/Restore, and Close.

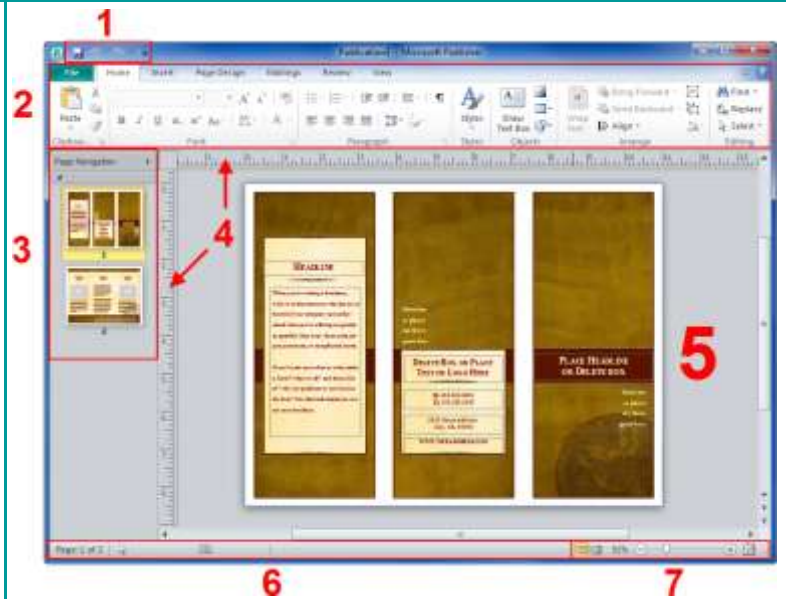
Object Alignment

By default, Publisher will show faint lines indicating when the current object (if moved/resized) is aligned with other objects:



Other alignment commands can be found in the Arrange group of the Home tab.

Main Interface



1. Quick Access Toolbar: This aptly-named toolbar gives you direct access to the commands you use most with Publisher. The toolbar is 100% customizable, always available, and very easy to use.

2. Tabs and Ribbon: This area gives you access to the commands available in Publisher. Click any of the **tabs** to view the associated commands. In this example, the Home tab is currently active and is displaying common commands for text formatting and object arrangement. The combination of tabs and their commands is called the **ribbon**.

3. Page Navigation Pane: This pane gives a thumbnail view of all pages in your publication. In this case, the 3-fold brochure contains a front and back, so two pages are needed. Click any of the thumbnails in this pane to view the page in the working area (5). Right-click a thumbnail for page management options.

4. Rulers: In order to align objects such as pictures or text boxes, Publisher has a horizontal and vertical ruler. As you move your mouse pointer within the working area (5), indicators on the horizontal and vertical rulers will show your position.

5. Working Area: Modify your publication in this area.

6. Status Bar: This area shows vital statistics about the publication or the current object(s) that have been selected within the publication.

7. View/Zoom Tools: Use these commands to switch and modify the view of the working area (5).

Tabs Overview

Home: Everyday commands, font and paragraph settings, add styles and objects, arrange objects, Find and Replace.

Insert: Add new pages, tables, different media objects, Building Blocks, text objects, hyperlinks, headers and footers.

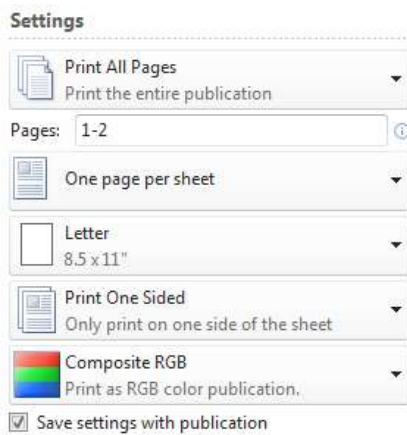
Page Design: Choose a new template, open page setup, add guide sets, change color schemes, and set page backgrounds.

Mailings: initiate, edit, and complete mail merges (creating customized publications including envelopes, tags, membership letters, etc.

Review: Check your spelling, research information online, browse the thesaurus, translate a word or phrase, and set the language.

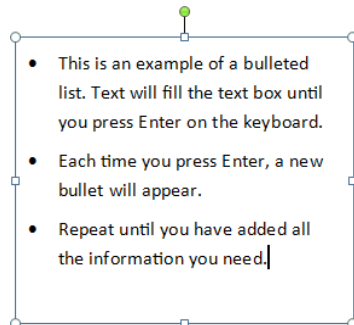
View: Switch between normal and Master Page view, add interface components, zoom in and out, and arrange multiple windows.

Setting Basic Print Options

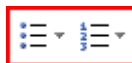


- **Select what to print:** Choose all pages, the current selection the current page, or a custom range.
- **Page range:** Define a custom range here: 1, 3, 5-8, 10-15, etc.
- **Print layout:** Choose how the publication will actually be printed on the page.
- **Paper size:** Choose a paper size based on the print sizes available for your printer.
- **Printout options:** Choose manual page feeding options.
- **Color options:** Choose RGB or grayscale printing.
- **Save settings with publication:** Use with complex printing requirements.

Bulleted/Numbered Lists



Use the commands in the Paragraph group of the Home tab.



Click the pull-down arrow to choose from a number of styles.

Building Blocks

Building Blocks are essentially pre-formatted, pre-grouped objects that can be manipulated like any other objects. Use Building Blocks to quickly and easily add elements such as borders, calendars, advertisement starbursts, and more.

Building Blocks are found on the Insert tab.



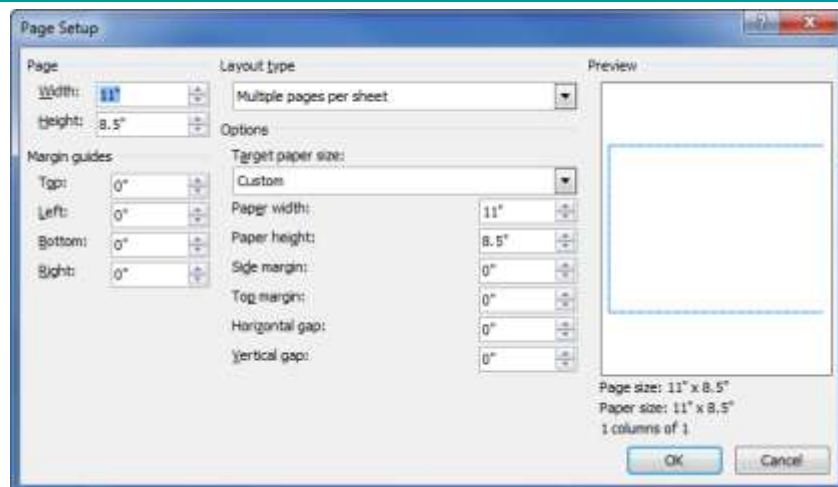
- **Page Parts**
 - Headings
 - Pull Quotes
 - Sidebars
 - Stories
- **Calendars**
 - This Month
 - Next Month
- **Borders & Accents**
 - Bars
 - Emphasis
 - Frames
- **Advertisements**
 - Advertisements
 - Attention Getters
 - Coupons



To edit the contents of a Building Block, move your mouse over the text in the Building Block and click to place the cursor. Edit the text as you see fit. All of the text editing tools are usable with Building Blocks.

You can change the font, add styles, change text alignment, change the color, add text effects, and otherwise change the text however you see fit.

Using the Page Setup Dialog



Page: Specify the height and width of the publication.

Margin guides: Control how far from the edges of the page the margins will reach. The default width is 0, meaning your presentation will reach right to the edge of the page.

Layout type: Select the type of publication that is the closest match to what you want your end publication to be.

Options: Although you can define the publication size to be anything you want, the actual paper size that you will use to print your publication is determined here.

Preview: Any changes you make to the overall page will be shown here. The blue borders indicate margins.