

To Begin a Publisher Document:

1. Open Publisher
2. Choose **'Blank Print Publication'** on the left.
3. Before you begin, you will need to decide how you want the page setup.

Go to

File

->**Page Setup**

->**Select 'Portrait' or 'Landscape'**

4. Now you need to tell Publisher what you want so

Look at the left margin of the screen.

You might want to choose the

'Text Box' or you might want to choose

'Insert Table' or even **'Insert Word Art'** or

maybe even **'Picture Frame'**.

5. Select what you want, and hold the mouse button down and drag it to the size you want.

6. To make a border: (look at the top)

->**Format**

-**Text box / Table**

(at the bottom of the drop down menu)

->Either click on one of the boxes that

You like, or try **'Border Art'**

7. Now you are ready to type.

On the top menu change the font face and the Font Size.