

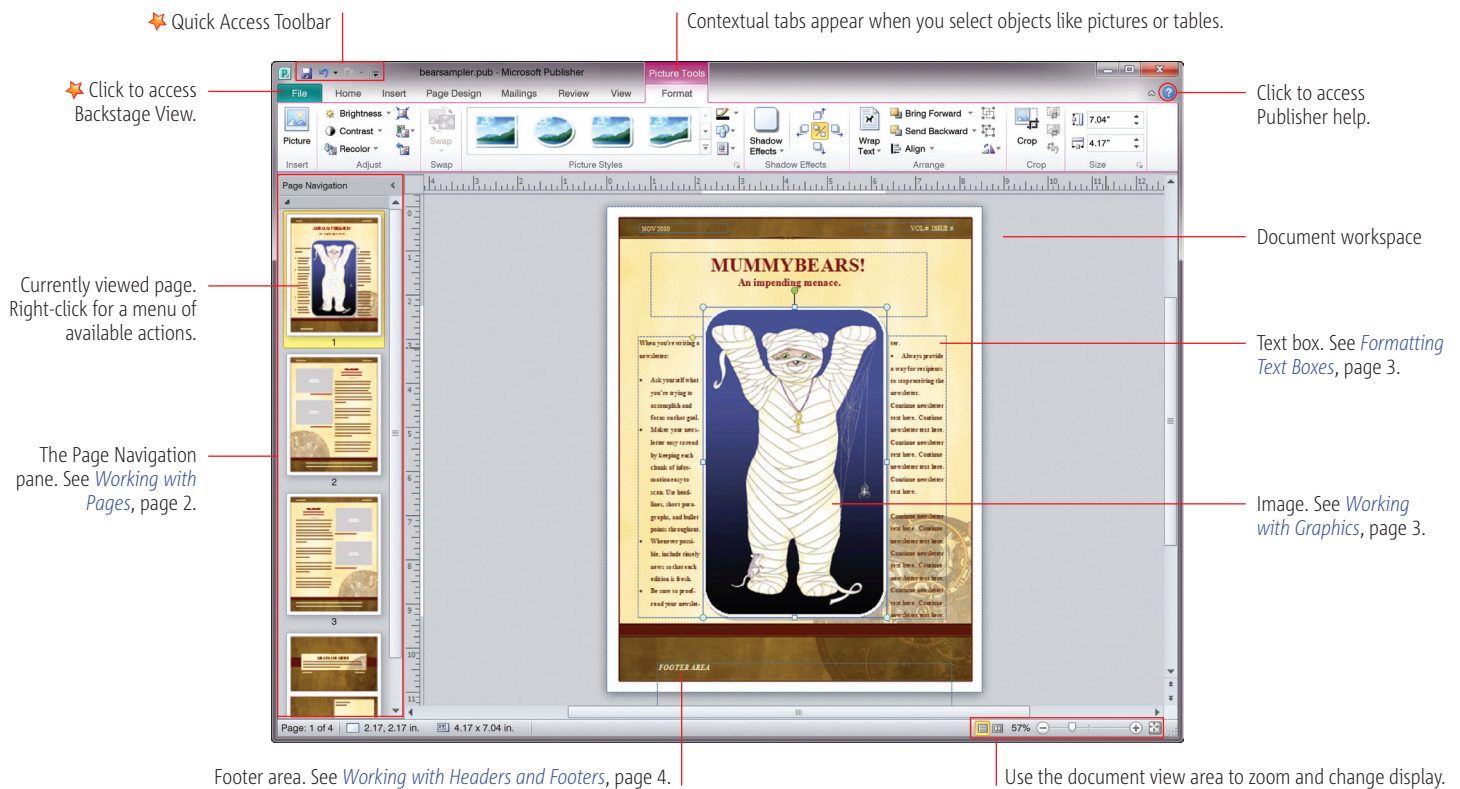


# Microsoft® Publisher 2010



Publisher 2010 is a desktop publishing program that helps you create a wide variety of documents, including newsletters, flyers, and brochures, by adding graphics, text frames, and other design objects to your pages. Completed publications can be printed or exported to

different formats such as web pages and PDF files. New in Publisher 2010 are pre-built 'Building Block' page elements, and an improved print preview and setup interface.



## Using the Backstage View

The Backstage View replaces the File menu and Office Button from previous versions of Microsoft Office. You can access common commands such as **Open**, **Save**, and **Print** here.

**To create a new document:** click **File**, then click **New**. Select a template if desired, or click on a blank document page size to start from scratch.

**To save a document:** press CTRL+S or click **File**, then click **Save**. Type a file name if needed, choose a location to save the file to, and click **Save**.

**To open a document:** press CTRL+O or click **File**, then click **Open**. Select the document and click **Open**, or click the arrow **Open** for a menu of options (e.g. **Open in Browser**).

**To access program preferences:** click **File**, then click **Options**.

## Using the Ribbon

The Ribbon contains common commands and tasks used to make changes in Publisher, grouped in context-sensitive tabs.

**To fully customize the Ribbon:** right-click anywhere on the Ribbon and choose **Customize the Ribbon**.

## Using the Quick Access Toolbar

**To add a command to the Quick Access Toolbar:** right-click the command icon on the Ribbon and choose **Add to Quick Access Toolbar**.

**To customize the Quick Access Toolbar:** right-click anywhere on the Ribbon and choose **Customize Quick Access Toolbar**.

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