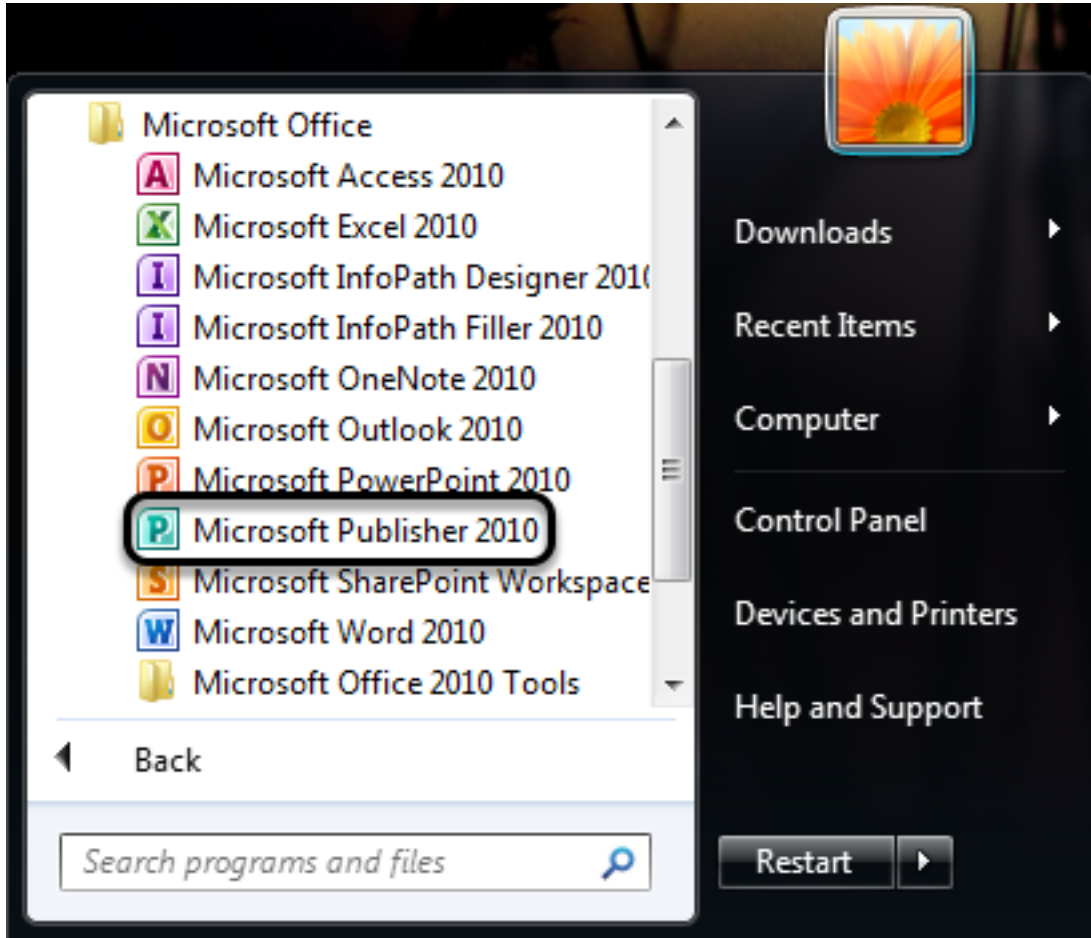


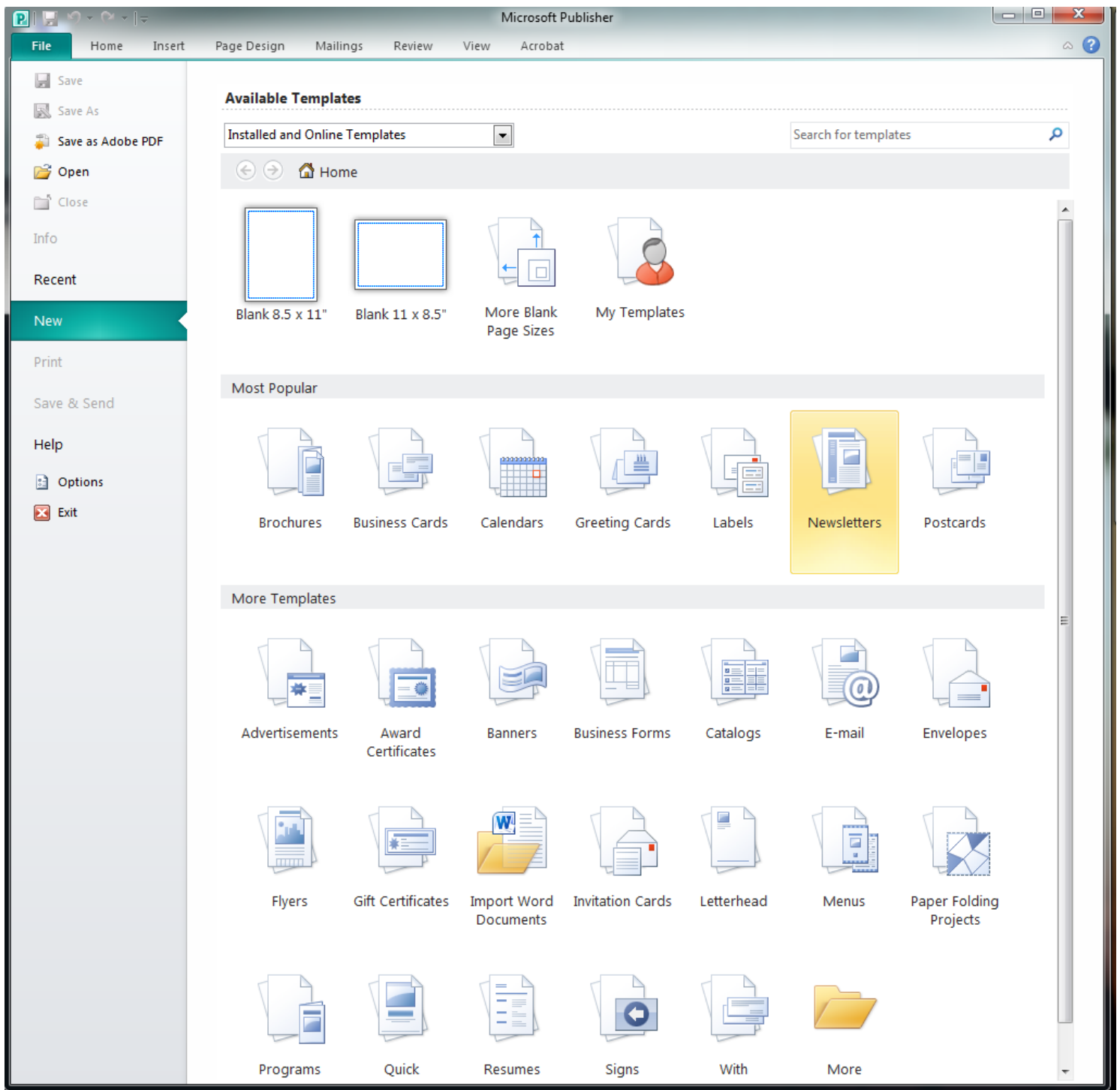
## Using Microsoft Publisher 2010

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### Opening Microsoft Publisher 2010



Find the Microsoft Publisher 2010 icon either on your Desktop or under the Start Menu. It is most likely located under the Microsoft Office folder.



When Publisher opens, it will look like this. You can open a blank page and make your own edits to it, or you can open up a template that has already been created and insert your own information.

## Opening a Template

**Available Templates**

Installed and Online Templates Search for templates

Home Brochures

Office.com Templates

Brochures

Brochure (Weathered Book design)

Technology business brochure (2-pg, 11 x 17)

Technology business brochure (2-pg, 8.5 x 11, tri-panel)

'Going Green' Flyer

Informational brochure (Business design)

Brochure (Bar Border design; works with Avery 5884, 8324, 8...

Tri Fold Brochure Template (8.5 x 11)

Business tri-fold brochure (Soft Blue design)

dme tax & accounting brosure

Technology business brochure (Soft Blue design, 4-panel)

Brochure (2-fold, with waterdrops, works with Avery 5...

Business brochure with photos (3-pp)

**Arrows**

**Customize**

Color scheme: (default template colors)

Font scheme: (default template fonts)

Business information: Create new...

**Options**

Page size: 3-panel

Include customer address

Form: None

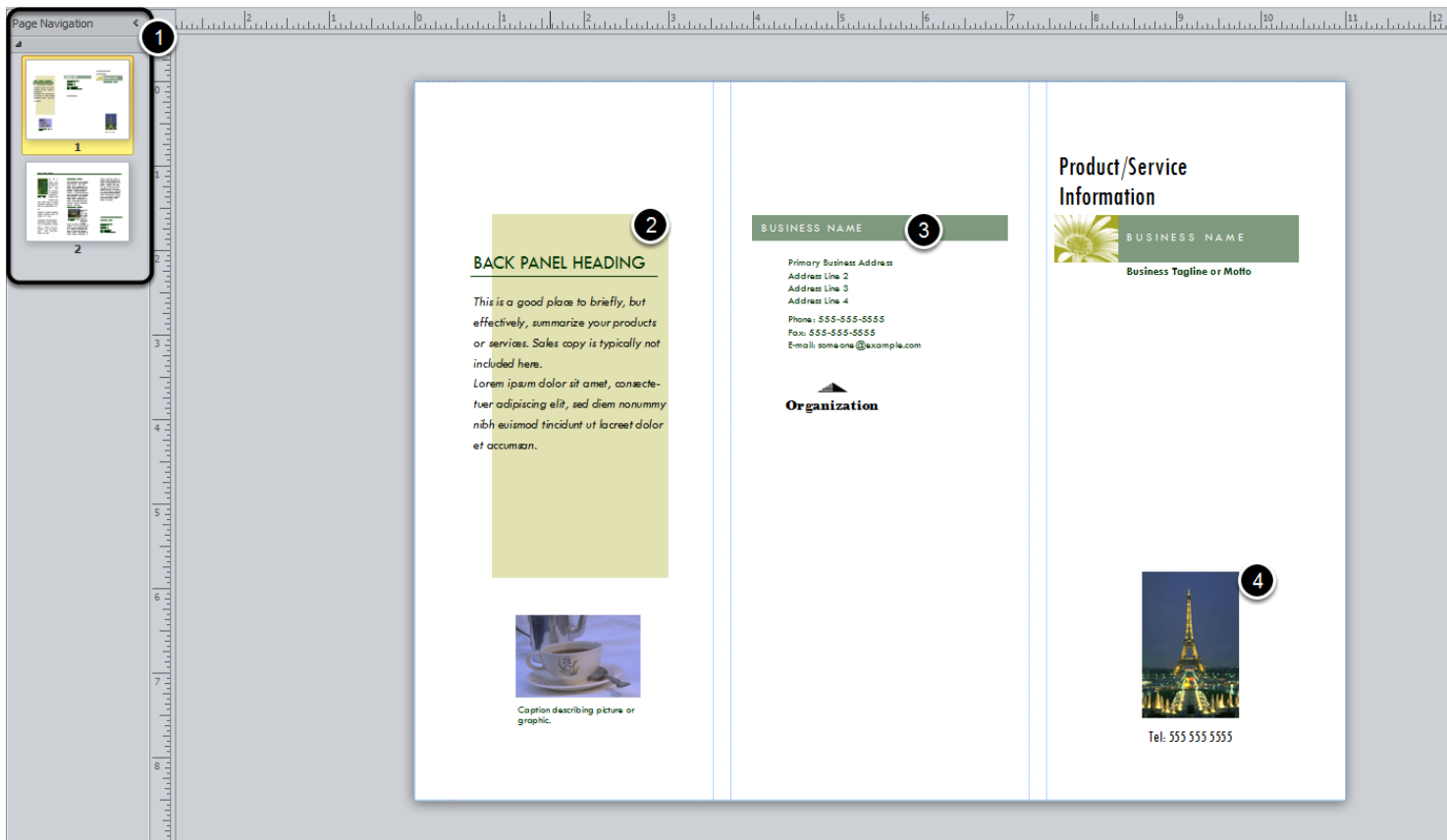
Create

When you select the type of publication you want:

1. Select the style of publication
2. Next customize your settings

3. By selecting the Create button, the outline of your publication will be created. Textboxes and picture placeholders will be provided for you to add your own text, information, and pictures.

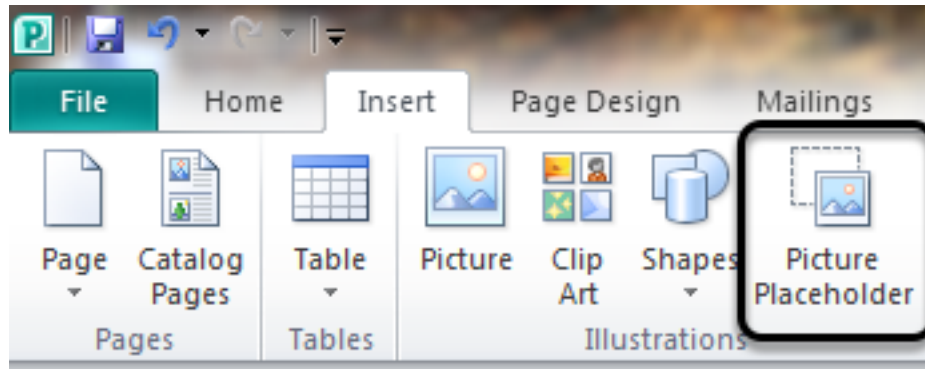
## Brochure Template



When your template opens up:

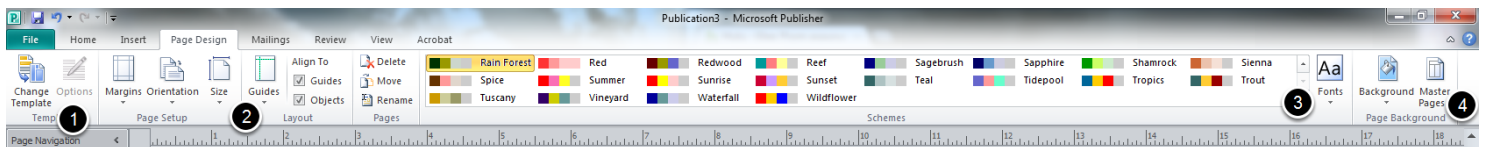
1. On the side, you will be able to switch between the pages of your publication to make edits.
2. By clicking on the text, you will be able to edit any of the text such as headings or captions
3. If you want to add your business information or contact information, the brochures provide a place for you to add that information
4. You can change the pictures by clicking on the picture placeholder. When you click on it, the Picture Tools tab on the top will highlight and you are able to format your picture.

## Inserting another picture



If you would like to add more pictures than what is provided on the template you can add a placeholder by selecting the Edit tab and in the Illustrations section selecting Picture Placeholder.

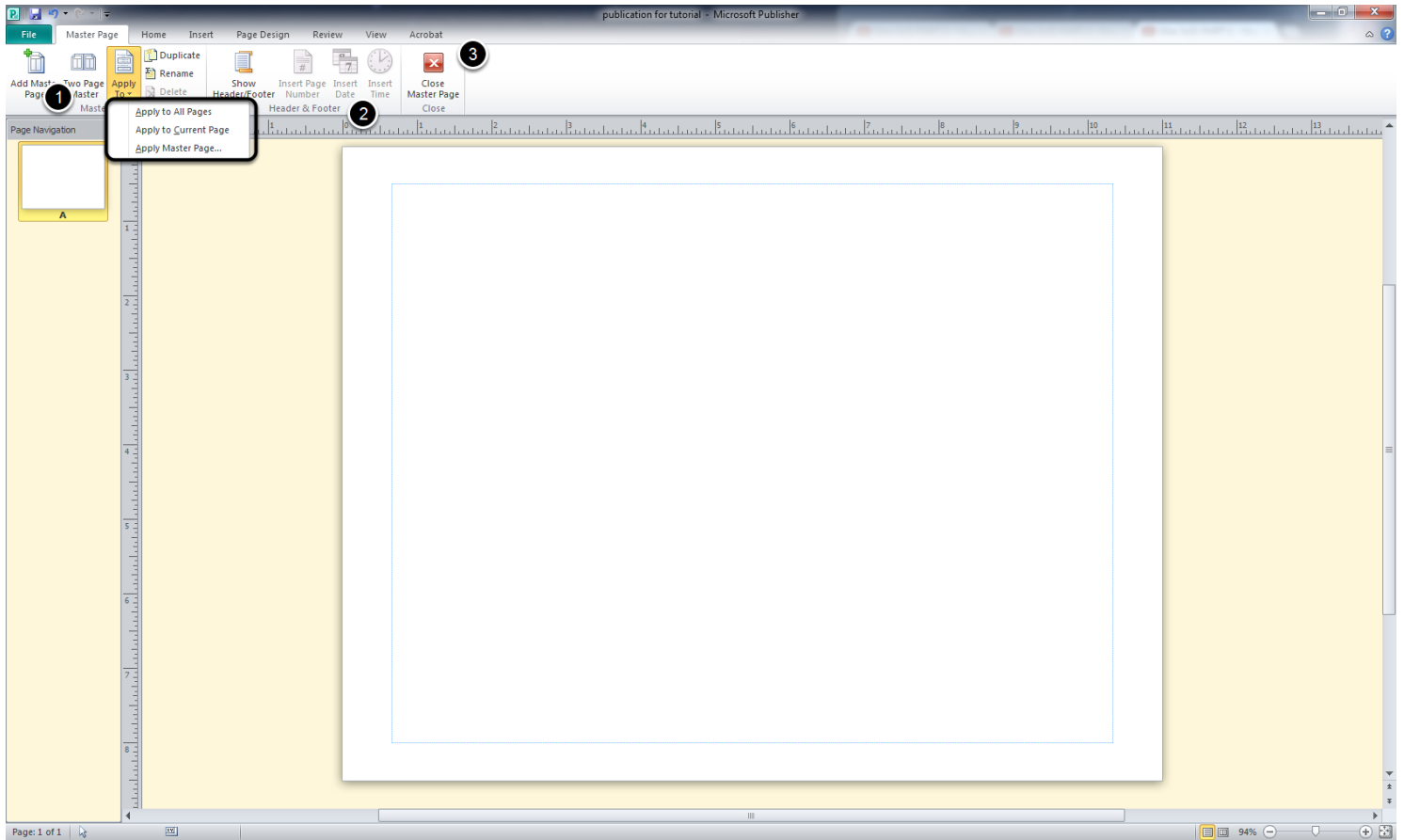
## Editing your Page Design of your Publication



Some features to help you change the design of your publication:

1. You can change the template you have chosen
2. Change your margins, the orientation of your publication, and the size of it (the size of the paper in which you will print it on. If you would like to add guides to help you align your things, you can select the Guides dropdown menu to select the type of guid you would like
3. You can change the color scheme of the template by selecting any of the set colors schemes or create your own.
4. You can edit things that will be set on every page of your publication

# Master Page



The Master Page is where you can make edits that will show on all pages regardless of their design. When you open the Master's page you can:

1. Add a master page to your publication so that you can make edits to it. You can also switch to view two different master pages. You can apply your changes to three different options shown in the black boxed area
2. You are able to add a header and footer, as well as inserting a page number, date, and time in which will be updated everytime you open your publication.
3. Once you finish making the edits you want to your document, you can close the Masters Page and they will be saved onto your publication