



Getting Started

The Publisher Window



- 1 **Menu Bar** – contains all the tools for use with Publisher 2007.
- 2 **Standard Toolbar** – contains shortcuts for actions and tools.
- 3 **Publisher Tasks Toolbar** – displays the **Publisher Tasks** task pane.
- 4 **Objects Toolbar** – contains tools for working with objects.
- 5 **Task Pane** – displays tasks according to the selected category.
- 6 **Page Sorter** – page-shaped controls that represent each page in the publication.
- 7 **Type a Question for Help Box** – provides quick access to Help.
- 8 **Connect Text Boxes Toolbar** – contains text box tools.
- 9 **Formatting Toolbar** – contains shortcuts for formatting tools.
- 10 **Workspace** – displays the active page in the current publication.

*Note: To hide or display a toolbar, select **Toolbars** from the **View** menu and select the toolbar from the resulting menu.*

NEW! Using the Publisher Tasks Task Pane

The **Publisher Tasks** task pane provides Help information and links to common features, such as changing the design and printing.

- To display the **Publisher Tasks** task pane, click the **Publisher Tasks** button on the **Publisher Tasks** toolbar.
- To display a **Help** topic or link to a common feature, click on a link in the task pane.
- To navigate through the task pane, click the **Back** and **Forward** buttons at the top of the pane.
- To close the task pane, click the **Close** button.

Note: To display other task panes, click the arrow on the task pane and select a category from the resulting menu.



NEW! Working with the Getting Started Window

When you launch Publisher or create a new publication, the **Getting Started with Microsoft Office Publisher 2007** window appears. You can select a publication in the **Recent Publications** list to open it. By default, the **Getting Started** window displays the **Recent Publications** list. If the list is not displayed, click the **Getting Started** shortcut under **Microsoft Publisher**.

Creating a Publication

1. Select **New** from the **File** menu or press **Ctrl + N**.
2. Select a publication type under **Publication Types**.
3. Select a publication design in the middle pane.
4. Select options in the right pane.
5. Click the **Create** button.

Creating a New Blank Publication

1. Select **New** from the **File** menu or press **Ctrl + N**.
2. Click the **Blank Page Sizes** shortcut under **Publication Types**.
3. Select a page size in the **Blank Page Sizes** pane.
4. Select options in the right pane.
5. Click the **Create** button.

*Note: To quickly create a blank letter size publication, click the **New** button on the **Standard** toolbar.*

Opening an Existing Publication

1. Select **Open** from the **File** menu, press **Ctrl + O**, or click the **Open** button on the **Standard** toolbar.
2. Locate and select the publication you want to open.
3. Click the **Open** button.

Creating an E-Mail Publication

1. Select **New** from the **File** menu.
2. Click the **E-mail** shortcut under **Publication Types**.
3. Select a publication design in the **E-mail** pane.
4. Select options in the right pane.
5. Click the **Create** button.
6. Replace the samples with your data and graphics.

Creating a Web Site

1. Select **New** from the **File** menu.
2. Click the **Web Sites** shortcut under **Publication Types**.
3. Select a Web site design in the **Web Sites** pane.
4. Select options in the right pane.
5. Click the **Create** button.
6. In the **Easy Web Site Builder**, check the boxes to specify your Web site goals.
7. Click the **OK** button.
8. Replace the samples with your data and graphics.

Saving a Publication

1. Select **Save** from the **File** menu.
2. Select the location where you want to save the publication.
3. Enter a name for the publication in the **File name** box.
4. Click the **Save** button.

*Note: To quickly save the publication after the initial save, click the **Save** button on the **Standard** toolbar or press **Ctrl + S**.*

Saving a Publication as a Template

1. Select **Save** from the **File** menu.
2. Enter a name for the template in the **File name** box.
3. Click the arrow on the **Save as type** box.
4. Select **Publisher Template** from the resulting menu.
5. Click the **Save** button to save the template.

*Note: To open a template you have created, select **New** from the **File** menu. Click the **My Templates** shortcut in the left pane, select the template you want to open, and click the **Create** button.*