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Publisher comes with built-in templates. Click File > New, and do one of the following: Choose one of the Featured templates, and click Create. To use one of the templates installed in Publisher, choose Built-in, scroll to click the category you want, choose a template, and click Create.

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- In Publisher, click in the text frame where you want your imported text to start, and from the Insert menu, select Text File... you ' ll be prompted for the name and location of the file to import; when it ' s chosen, Publisher

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pours the text into the frame. Either way, if there ' s more text than will fit into your frame, you ' ll see:

Getting started with Microsoft Publisher

When Publisher is opened, the Getting Started With Microsoft Office Publisher 2007 pane displays, allowing you to choose from a wide variety of publication templates.

Choose what type of publication you want to make, then you may choose a template or a blank document.

Microsoft Publisher ' s templates are commonly used to create:

Getting Started with Microsoft Publisher 2007

Create a newsletter using Publisher.

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Resize the page or paper. Structure the page with layout guides. Time-Saving Tips and Tricks. Use building blocks to quickly create a publication. Find, create, or change a template in Publisher. Save and send Publications

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Getting Started with Microsoft® Publisher 2003

2. On the menu bar, click on Arrange, followed by Align or Distribute.
3. To centre the selected objects horizontally with each other, click on Align Center. Note: You can also align selected objects relative to the margin by first clicking on Relative to Margin Guides, and then choosing another

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1.) From the start menu, select the icon that has newspapers and a “ P ” on it. 2.) Click the icon and you will be brought to the “ Getting Started with Microsoft Office Publisher 2010 ” or Publication Type Wizard.

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Introduction to Publisher 2010

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