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**Introduction:** MS Publisher is used for creating publishing materials such as business cards, brochures, flyers etc.

**Opening Publisher**
- Click on *Start* menu and type “publisher” in the search box
- Click on MS Publisher to open it
- On the initial screen, select the desired template or use the search box to search for more templates
Creating a Business Card:

- Start Publisher
- Select the desired business card template from the initial screen or search for more templates using the search box
- Click on the desired template and click on create

Adding Text:

- To add text to the template, simply click on each text box and replace the placeholder text with your own text
- You can also insert a new text box (Insert Tab|Shapes|Text Box)
Formatting Text:
- Select the desired text and click on Home tab
- Use the Font group to change the text font, color, size, and style

Inserting Images:
- Click on Insert tab | Pictures to insert an image from your computer or storage media or select Online Pictures to search for pictures online
Flyers:

- Start Publisher
- Select the desired flyer template from the initial screen or search for more templates using the search box
- Click on the desired template and click on create

- Replace the text and pictures with your own ones and save the document
Brochures:
- Start Publisher
- Select the desired brochure template from the initial screen or search for more templates using the search box
- Click on the desired template and click on create
- Replace the text and pictures with your own ones and save the document

Starting from a Blank Screen:
1. Start Publisher
2. Select the desired blank page size
Modifying Page Margins: Click on Page Design Tab | Margins and select the desired margins.

Changing Page Size: Click on Page Design Tab | Size and select the desired page size.

Changing Page Orientation: Click on Page Design Tab | Orientation and select Portrait or Landscape.

Adding Text and Picture: Use the styles, draw text box, pictures, table, and shapes options under the Home Tab to create your own template.
Group/Ungrouping Objects: Grouping objects makes it easier to move and change their location

- **Group objects:**
  - Select the objects you want to group by holding the Shift key
  - Click on Home tab | Group

- **Ungroup objects:**
  - Click on the grouped objects
  - Click on Home tab | Ungroup