

# Publisher® 2021 & 365 Introduction

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## Quick Reference Guide

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### Creating Basic Publications

#### Creating a New Publication

1. If a document is open, click the "File" tab in the Ribbon and select "New" from the menu on the left.
2. Click a link (e.g. "Personal," "Built-in," etc.) to display the category's available templates.
3. Click a template to select it.
4. Select a design and change any available options in the "Customize" and "Options" sections to the right.
5. Click the "Create" button.
6. **To create a new blank publication,** click a "Blank" template size. **Or,** click the "More Blank Page Sizes" template; select a size, change settings in the "Customize" section, and click the "Create" button.

#### Changing a Publication's Template

1. Click the "Change Template" button in the "Template" group on the "Page Design" tab in the Ribbon.
2. Make changes to the existing publication's settings by adjusting options in the "Customize" and "Options" sections at the right of the "Change Template" dialog box. **Or,** select a new template from the list of choices. Click "OK."
3. Select "Apply template to the current publication" or "Create a new publication using my text and graphics." Click "OK."
5. Content that cannot be applied to a new template is displayed in the "Extra Content" pane. **To keep the content,** drag it onto the new publication.

#### Changing Page Size and Layout

1. Click the "Page Design" tab in the Ribbon.
2. **To switch the page orientation,** click the "Orientation" drop-down in the "Page Setup" group and select an orientation.
3. **To choose a preset page size,** click the "Size" drop-down in the "Page Setup" group and select size. **Or,** click "More Preset Page Sizes" at the bottom of the drop-down, select size, and click "OK."
4. **To change the margins using a preset option,** click the "Margins" drop-down in the "Page Setup

#### Creating a Business Information Set

A business information set stores frequently used information for future use, such as business name, position, address, email, phone, and logo.

1. Click the "Business Information" drop-down in the "Text" group on the "Insert" tab in the Ribbon and select "Add Business Information."
2. If no previous information set exists, enter the desired information into the "Create New Business Information Set" dialog box. Otherwise, click the "New" button that appears and enter information.
3. **To add a logo,** click the "Add Logo" button, navigate to the logo and select it, and click "Insert."
4. Enter a name in the "Business Information set name" field and click the "Save" button.
5. **To apply the new set to the existing publication,** click "Update Publication." Otherwise, click "Close."

#### Editing a Business Information Set

1. Click the "Business Information" drop-down in the "Text" group on the "Insert" tab in the Ribbon and select "Add Business Information."
2. Select the information set from the drop-down.
3. Click "Edit," make changes, and click "Save."
4. **To delete the information set,** click "Delete."
5. **To apply the set to the existing publication,** click "Update Publication." Otherwise, click "Close."

#### Switching Business Information Sets

1. Click the "Business Information" drop-down in the "Text" group on the "Insert" tab in the Ribbon and select "Add Business Information."
2. Select the information set from the drop-down.
3. Click "Update Publication."

#### Inserting Business Information

1. Click the "Business Information" drop-down in the "Text" group on the "Insert" tab in the Ribbon.

### Customizing Publications

A scheme refers to a default style set of colors or lettering that can be easily applied to a publication.

#### Changing Color Schemes

1. Click the "Page Design" tab in the Ribbon and select a scheme in the "Schemes" group.
2. **To view more schemes,** click the "More" button in the lower-right corner of the "Schemes" group.

#### Creating a Custom Color Scheme

1. Click the "Page Design" tab in the Ribbon and click the "Schemes" button in the lower-right corner of the "Schemes" group.
2. Select "Create New Color Scheme" at the bottom of the scheme list.
3. Make color choices using the drop-downs in the "Create New Color Scheme" dialog box.
4. Enter a name in the "Color scheme name" text box.
5. **To save the custom scheme and apply it to the current publication,** click the "Save" button.

#### Changing Font Schemes

1. Click the "Fonts" drop-down button in the "Schemes" group on the "Page Design" tab in the Ribbon and select a scheme.

#### Creating a Custom Font Scheme

1. Click the "Fonts" drop-down button in the "Schemes" group on the "Page Design" tab in the Ribbon and select "Create New Font Scheme."
2. Select a "heading font" and "body font" from the drop-down choices.
3. Enter a name in the "Font scheme name" text box.
4. **To save the custom scheme and apply it to the current publication,** click the "Save" button.

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# Microsoft Publisher 13 Instruction Manual

**Luisa Simone**



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## **Table of Contents Microsoft Publisher 13 Instruction Manual**

1. Understanding the eBook Microsoft Publisher 13 Instruction Manual
  - The Rise of Digital Reading Microsoft Publisher 13 Instruction Manual
  - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Publisher 13 Instruction Manual
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Microsoft Publisher 13 Instruction Manual
  - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Publisher 13 Instruction Manual
  - Personalized Recommendations
  - Microsoft Publisher 13 Instruction Manual User Reviews and Ratings
  - Microsoft Publisher 13 Instruction Manual and Bestseller Lists

5. Accessing Microsoft Publisher 13 Instruction Manual Free and Paid eBooks
  - Microsoft Publisher 13 Instruction Manual Public Domain eBooks
  - Microsoft Publisher 13 Instruction Manual eBook Subscription Services
  - Microsoft Publisher 13 Instruction Manual Budget-Friendly Options
6. Navigating Microsoft Publisher 13 Instruction Manual eBook Formats
  - ePub, PDF, MOBI, and More
  - Microsoft Publisher 13 Instruction Manual Compatibility with Devices
  - Microsoft Publisher 13 Instruction Manual Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Microsoft Publisher 13 Instruction Manual
  - Highlighting and Note-Taking Microsoft Publisher 13 Instruction Manual
  - Interactive Elements Microsoft Publisher 13 Instruction Manual
8. Staying Engaged with Microsoft Publisher 13 Instruction Manual
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Microsoft Publisher 13 Instruction Manual
9. Balancing eBooks and Physical Books Microsoft Publisher 13 Instruction Manual
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Microsoft Publisher 13 Instruction Manual
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Publisher 13 Instruction Manual
  - Setting Reading Goals Microsoft Publisher 13 Instruction Manual
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Publisher 13 Instruction Manual
  - Fact-Checking eBook Content of Microsoft Publisher 13 Instruction Manual
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning



- Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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