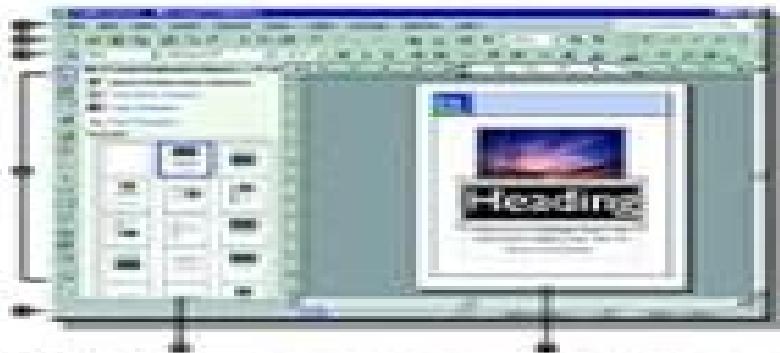




Getting Started

The Publisher 2002 Window



- **Menu Bar** – contains all tools for use with Publisher 2002.
- **Blank Publication** – contains documents for standard publications, such as brochures and newsletters.
- **Open Publication** – contains documents for Publisher's Standard type books.
- **Save Publication** – contains tools for working with Publisher documents.
- **Print Publication** – contains information about the selected document type.
- **Find Publication** – displays tools according to the selected task category.
- **Help** – displays the active publications.

Opening a QuickStart Publication

Before you launch Publisher 2002, the QuickStart Publication tools will appear. Click the categories on the left in the 'New Publications' task pane for more QuickStart publications.

The icon is a design type, click the down arrow button on the 'Blank Publication' design tools. Microsoft QuickStart Publications, Design Tools, and Blank Publications. Under 'Blank Publications', click 'Blank Publication' on the right side to create a publication.



Opening Task Panes

Task panes replace commonly used dialog boxes. For example, when you click the tools from the File menu, the Blank Publications task pane will appear.

- To change the task pane, click the down arrow button on the task pane and select a category from the menu.
- To open or close the task pane, select **Task Pane** from the View menu. (Or, to quickly close the task pane, click the button on the task pane.)

Using the Options Task Pane

When you select a publication type from the 'New Publication' task pane, the Options task pane will appear. Using Options for changes, View Options for changes, which.

To make changes to the publication, click the corresponding buttons.

- **Options** – to make changes to general publication settings.
- **Page Options** – to make changes to the orientation of a page.
- **Publication Options** – to apply a change to the publication.
- **Color Options** – to apply a pre-defined color scheme to the publication.
- **Font Options** – to apply a pre-defined font scheme to the publication.



Opening a New Blank Publication

- To create a new blank publication, first select **New** from the File menu. The 'New Publication' task pane will appear.
- In the 'New' section, click the **Blank Publication** button. (You can also create a new blank publication with the button, located on the Standard toolbar.)

Opening an Existing Publication

- To open an existing publication, select **Open** from the File menu (Alt+F or O), or click the button.
- Locate and select the publication document you want to open.
- Click the **Open** button.

Opening a New Publication from an Existing Publication

You can create a new publication from an existing publication. The existing publication is duplicated but not changed.

- Select a 'New' item in the **File** menu.
- Click 'New publication' in the 'New' section of the 'New Publications' task pane.
- Locate and select the publication you want.
- Click the **Create New** button.

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Katrin Zwirglmaier

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