Publisher® 2019 Introduction

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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 the "Featured," "Personal" or "Built-in" link 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."
4. Content that cannot be applied to a new template is displayed in the "Extra Content" panel. **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 a 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" group and choose a preset option.

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 "Edit 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 "Edit 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 "Edit 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 "More" 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.

Changing Page Backgrounds

Instruction Manual For Microsoft Publisher 201

Erin Dunigan

Instruction Manual For Microsoft Publisher 201:

The Complete Collections Assessment Manual Madeline M. Kelly,2020-10-12 Assessment is increasingly integral to building managing and justifying library collections Unfortunately assessment can also be a daunting undertaking And though every institution is unique as this manual demonstrates there s no need to reinvent the wheel Spanning both concept and practice Kelly offers a holistic assessment framework suitable to a variety of collections and contexts With a structure that makes it applicable as both a training tool for practicing librarians and a useful course text for library students this manual introduces foundational assessment methodologies then provides concrete guidance on how to contextualize those methodologies within a holistic collections assessment program covers topics such as assessment goals assessment stakeholders selecting data and methodologies working through project constraints and project planning includes sample assessment program structures and other useful templates provides step by step instructions for more than a dozen specific methodologies describing which aspect of the collection is being measured what goals the methodology can address technological requirements recommended visualizations and other helpful pointers and shares best practices for communicating effectively with internal and external stakeholders about assessment projects with sample communication plans that can be easily adapted Bridging the divide between the big picture and the nitty gritty this manual guides the reader through the development and implementation of a collections assessment program tailored to local needs and resources **The Classroom Teacher's Technology Survival Guide** Doug Johnson,2012-03-06 A comprehensive guide for integrating educational technology in the K 12 classroom This is a must have resource for all K 12 teachers and administrators who want to really make the best use of available technologies Written by Doug Johnson an expert in educational technology The Classroom Teacher s Technology Survival Guide is replete with practical tips teachers can easily use to engage their students and make their classrooms places where both students and teachers will enjoy learning Covers the most up to date technologies and how they can best be used in the classroom Includes advice on upgrading time tested educational strategies using technology Talks about managing disruptive technologies in the classroom Includes a wealth of illustrative examples helpful suggestions and practical tips This timely book provides a commonsense approach to choosing and using educational technology to enhance learning **MCSE Training Guide** Jason Sirockman,1998 Solid objective based content prepares readers to take the MCSE Windows NT Server Enterprise exam The CD ROM features an exam simulation program so they can practice the test MCSE Training Guide Rob Scrimger,Kelli Adam,1999 MCSE candidates can practice taking the TCP IP exam by using the software provided in this book CD ROM The guide offers solid objective based content along with sample questions and exercises to allow the reader to learn the information in depth *Upgrader's Guide to Microsoft Office System 2003* Susan Sales Harkins,Mike Gunderloy,2004-08-10 Microsoft Office 2003 is the sixth version of Microsoft s best selling Office suite As such most of the audience is comprised of people who have used previous

versions of Office and are quite familiar with most of the features Upgraders do not need a 800 page book that covers every aspect of every Office application They need a book that s focused only on what s new so that they can move forward with a minimum of fuss That s what this book is all about **The Complete Idiot's Guide to Making Money with Your Hobby** Barbara Arena,2001-01-01 PLEASE PROVIDE COURSE INFORMATION PLEASE PROVIDE <u>SharePoint 2013 User's Guide</u> Anthony Smith,2013-07-27 Microsoft SharePoint 2013 provides a collection of tools and services you can use to improve user and team productivity make information sharing more effective and facilitate business decision making processes In order to get the most out of SharePoint 2013 you need to understand how to best use the capabilities to support your information management collaboration and business process management needs The SharePoint 2013 User s Guide is designed to provide you with the information you need to effectively use these tools Whether you are using SharePoint as an intranet or business solution platform you will learn how to use the resources such as lists libraries and sites and services such as search workflow and social that make up these environments In the fourth edition of this bestselling book author Tony Smith walks you through the components and capabilities that make up a SharePoint 2013 environment He provides step by step instructions for using and managing these elements as well as recommendations for how to best leverage them The author has brought together this information based on his extensive experience working with these tools and with business users who effectively leverage these technologies within their organizations These real world experiences were incorporated into the writing of this book to make it easy for you to gain the knowledge you need to make the most of the product Pick up a copy of the SharePoint 2013 User s Guide today **SharePoint 2010 User's Guide** Seth Bates,Anthony Smith,Roderick Smith,2010-07-30 Microsoft SharePoint Foundation 2010 and SharePoint Server 2010 provide a collection of tools and services you can use to improve user and team productivity make information sharing more effective and facilitate business decision making processes In order to get the most out of SharePoint 2010 you need to understand how to best use the capabilities to support your information management collaboration and business process management needs This book is designed to provide you with the information you need to effectively use these tools Whether you are using SharePoint as an intranet or business solution platform you will learn how to use the resources such as lists libraries and sites and services such as publishing workflow and policies that make up these environments Information and process owners will be given the knowledge they need to build and manage solutions Information and process consumers will be given the knowledge they need to effectively use SharePoint resources In this book Seth Bates and Tony Smith walk you through the components and capabilities that make up a SharePoint 2010 environment Their expertise shines as they provide step by step instructions for using and managing these elements as well as recommendations for how to best leverage them As a reader you ll then embrace two common SharePoint uses document management and project information management and walk through creating samples of these solutions understanding the challenges these solutions are designed to address and the benefits

they can provide The authors have brought together this information based on their extensive experience working with these tools and with business users who effectively leverage these technologies within their organizations These experiences were incorporated into the writing of this book to make it easy for you to gain the knowledge you need to make the most of theproduct   *MCSE Training Guide* Edward Tetz,Ed Wilson,Daniel A. Lauer,1998 Covering the new Windows 95 core exam 70 64 this book CD ROM features test questions and practice exams The chapters are directly organized around the exam topics and objectives and feature numerous tables figures screen shots and lists   **The Administrator's Guide to SharePoint Portal Server 2001** Bill English,2003 This is the most thorough guide available to SharePoint s Portal Server the newest of Microsoft s Enterprise Servers   **MCSE Training Guide** Erin Dunigan,1997 Solid information insider tips and the exclusive TestPrep test engine on the CD ROM make this the only book readers need to pass this popular elective exam The book provides readers with more than just exam basics it offers extra information on the technology itself

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