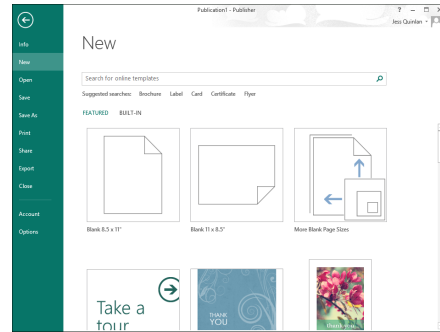
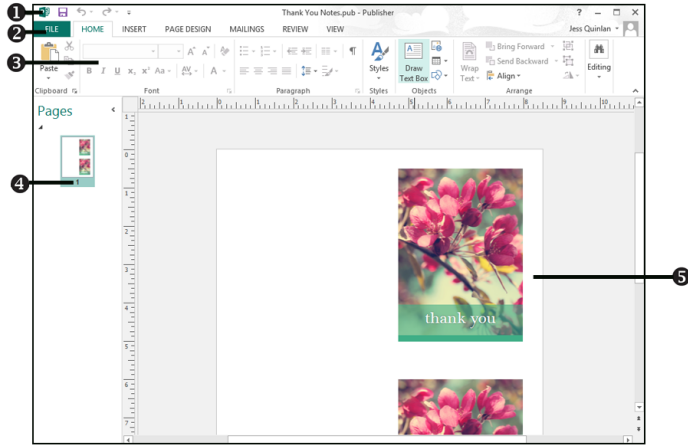



Getting Started

The Publisher Window





- ❶ **Quick Access Toolbar** – contains shortcuts for the most commonly used tools.
- ❷ **Tab Bar** – contains tabs that display tools and commands in the ribbon.
- ❸ **Ribbon** – contains groups of tools for use with Publisher 2013.
- ❹ **Page Navigation Pane** – displays thumbnails of the pages in your publication.
- ❺ **Workspace** – displays the active page in the current publication.




Using the Backstage View **NEW!**

The Backstage view replaces and expands on the File menu. The Backstage view allows you to quickly manage Publisher settings. You can save, open, or print the current presentation. To access the **Backstage** view, click on the **File** tab on the **Tab Bar**. Make selections in the **Left pane**. Click the **Back**  button to exit.

Creating a Publication

1. Click on the **File** tab.
2. Select **New** in the left pane and do one of the following:
 - To create a new blank publication, select **Blank 8.5 x 11"** or **Blank 11 x 8.5"**. You can also click **More Blank Page Sizes** to select another size.
 - To create a document from a template, select a template type in the **Featured** or **Built-In** sections. Select the template you want to use and click the **Create**  button.
 - To search for more templates online, enter a search keyword in the **Search** bar. Click **Enter** and select a search result or choose an option under the **Category** section. Click **Home**  to return to **Featured** templates.



Opening a Publication **NEW!**

1. Click on the **File** tab.
2. Select **Open** in the left pane and do one of the following:
 - To open a recent file, click the **Recent Publications**  button. Locate and select the file you want to open and click the **Open** button.
 - To open a file from your SkyDrive, click the **SkyDrive**  button. Select a recent **SkyDrive** folder or click **Browse**  to search your **SkyDrive**. Select the file and click **Open**.
 - To open a file from your computer, click the **Computer**  button. Select a folder or click **Browse** . Select the file and click **Open**.
 - To add a place, click the **Add a Place**  button. Select a location and follow the on screen instructions.

Saving a Publication **NEW!**

1. Click on the **File** tab.
 2. Select **Save** in the left pane.
 3. Select a location to save the file.
 4. Enter a name for the publication in the **File name** box.
 5. *Optional:* To save the publication as a different file type, click the arrow on the **Save as type** box and select a file type.
 6. Click the **Save** button.
- Note: To quickly save, press **Ctrl + S**.*

NEW! Customizing the Ribbon

1. Click on the **File** tab.
2. Select **Options** in the left pane.
3. Select **Customize Ribbon**.
4. Click the arrow on the **Customize the Ribbon** box and select the tab group you want to customize from the resulting menu.
5. Do any of the following:
 - To hide or display a tab, check or clear the box next to the group name in the box on the right.
 - To rename a tab or group, select the current name and click the **Rename** button. Enter a new name in the **Display name** box and click the **OK** button.
 - To rearrange tabs and groups, select the tab or group name and click the **Move Up**  or **Move Down**  button.
6. *Optional:* To add a command to the Ribbon, select a command from the **Choose commands from:** box. Click **Add** to add the command to the Ribbon.
7. Click the **OK** button when you are finished.

NEW! Customizing Publisher Tools

1. Click the **Customize Quick Access Toolbar**  button in the top-right corner of the **Quick Access** toolbar.
2. Check or uncheck commands from the resulting menu to add or remove shortcuts.