Desktop Pulishing Step by Step Guide to getting into Publisher

Step 1. This is the what your screen looks like when you switch on your laptop. Click on the button marked in red below.



Step 2. When you click on this button, known as the start button, key in PUB into the box directly above it marked in red below.



Step 3. You will see publisher 2016 appear at the top of this box marked in purple above. Click on it and it will open Publisher. Step 4. This is the first page that opens when you go into Publisher. Click on Built-in marked in red below to open up the templates that you can use for your publications.

Publisher	Search for online templates Suggester searches: Personar Desig	n Sets Labels Event Paper Bus	iness Cards	Sign in to get the most out of Office
Recent	FEATUREN BUILT-IN			
You haven't opened any publications recently. To browse for a publication, start by clicking on Open Other Publications.				
Dpen Other Publications	Blank A4 (Portrait)	Blank A4 (Landscape)	More Blank Page Sizes	Take a tour
	the example two COOK book		HANK YOU Thank you cards	Happy Both Birthday NO.1

Step 4. The page looks like this when you click Built-in. Scroll down to find Quick Publications, flyers, business cards, labels etc.



TO SAVE A DOCUMENT TO YOUR USB KEY

Step 1. Click on file and then Save As outlined in red below.



Step 2: Click on Browse as outlined in red above.

Step 3. As soon as you select Browse, this screen will appear.

Cover Libraries	Documents >	• •	Search Documents	
Organize 🔻 New folder				?
Desktop	Documents library Includes: 2 locations		Arrange by: Folde	er 🔻
Kecent Places	Name	Date modified	Туре	Size
🥃 Libraries	Adobe	03/12/2013 08:37	File folder	
Documents	Adobe	03/12/2013 08:36	File folder	
🍐 Music	Adobe Scripts	03/12/2013 08:36	File folder	
Pictures	Custom Office Templates	07/11/2020 20:01	File folder	
😸 Videos	📕 Dell WebCam Central	22/11/2012 09:00	File folder	
🖳 Computer	E			
Local Disk (C:)				
Removable Disk (D:)				
📬 Network				
	+ <			
File name: Publica	iion1			
Save as type: Publishe	r Files			
Authors: Student	Tags: Add a tag		Title: Add a title	
Autora student	Taga. Add a tag		The second the	
		Tools 👻	Save - Can	cel

To find your USB key, scroll down along the left as outlined here until you see Removable Disk (D) outlined in red below. Click on the removable disk, give the document you want to save a name and press SAVE.

						X
•	PJ Save As					
\geq		Libraries 🕨 De	ocuments 🕨	- [4 ₇]	Search Documents	٩
Infe	Organize 🔻	New folder			:= - (0
Ne	💻 Desktop 🚺 Download	ls aces	Documents library Includes: 2 locations		Arrange by: Folder 🔻	
Ор	in the contract		Name	Date modified	Type Size	
Sav	詞 Libraries		🌗 Adobe	03/12/2013 08:37	File folder	
	Documen	ts	퉬 Adobe	03/12/2013 08:36	File folder	
Sa∖	🁌 Music		퉬 Adobe Scripts	03/12/2013 08:36	File folder	
	Pictures		Custom Office Templates	07/11/2020 20:01	File folder	
Pril	🛃 Videos		퉬 Dell WebCam Central	22/11/2012 09:00	File folder	
Sha	🖳 Computer	=				
Exp	E local Dia	le Dick (Dr)				
	ThawSpace	re() (T·)				
Clc						
_	📬 Network					
Act	-]			
			•			•
Ор	File na	me: Publication	1			-
	Save as ty	/pe: Publisher F	iles			-
	Auth	ors: Student	Tags: Add a	i tag	Title: Add a title	
) Hide Folders			Tools 🔻	Save 🔽 Cancel	
e						

TO GET INTO YOUR EMAIL

Step 1 Go into Google Chrome which is on the tool-bar at the bottom of the screen and looks

like this:

Step 2: This is the page that will open when you select Chrome. Click on GMAIL outlined in red below.

- → C []	☆] =
Apps For quick access, place your bookmarks here on the bookmarks bar. <u>Import bookmarks.now</u>	Gmail impes III
Google	
Search Google or type URL	٩
Welcome to Google C Chrome Web Store	

Step 3: This is the page that will open when you select GMAIL.

Select SIGN IN as outlined in red below.



Step 4: This is the page that will now be on your screen. Put in your email and password.



TO SAVE AN IMAGE

Step 1. Go into Google Chrome and key the name of the image you want to get into the address bar and then select IMAGES outlined in red below.



Step 2. When you have selected the picture you like, click on it once and it will appear enlarged on the right hand side of the screen as outlined above.

Right click the picture and the box outlined below will appear. Select SAVE IMAGE AS



Step 3. After selecting SAVE IMAGE AS this is the screen that will appear:



Select PICTURES and give your picture a name and press SAVE.