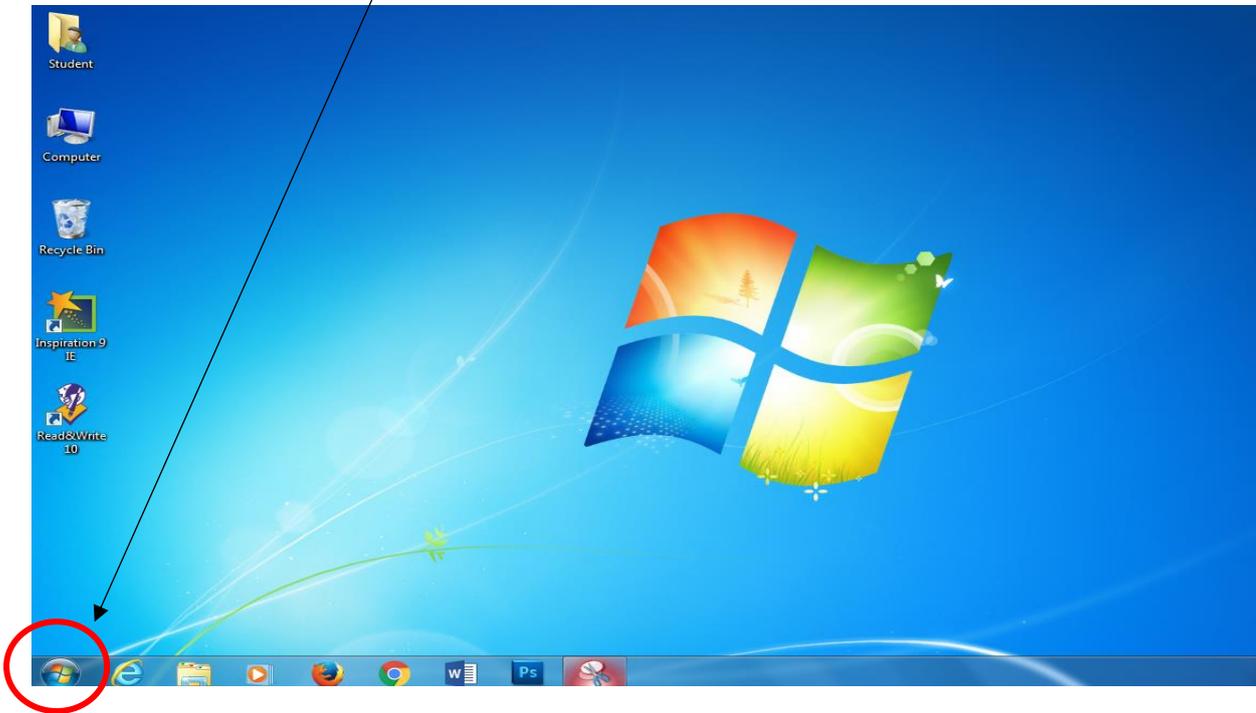
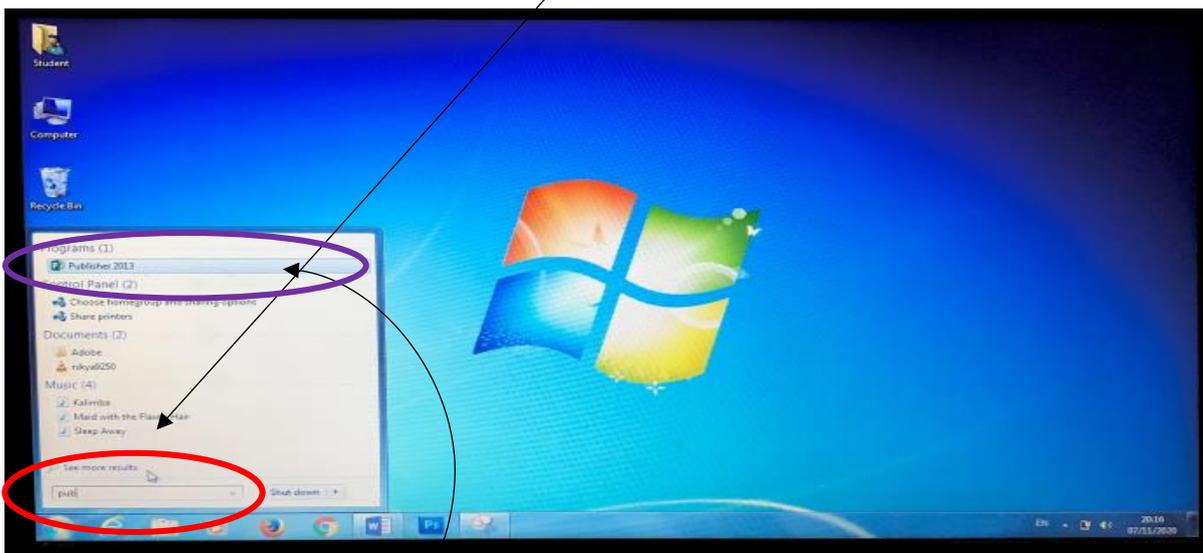


Desktop Publishing Step by Step Guide to getting into Publisher

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

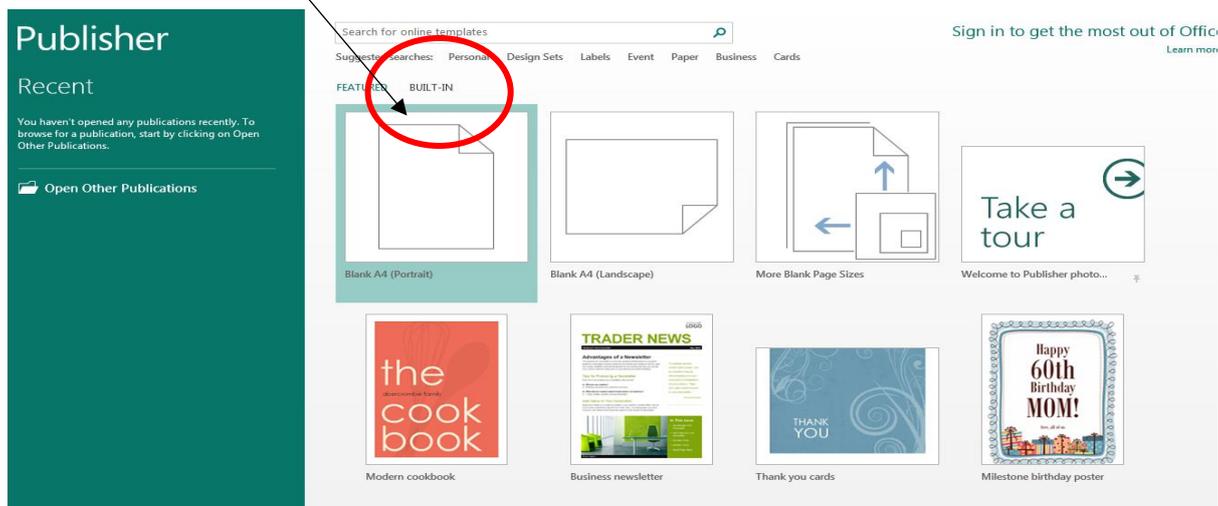


Step 2. When you click on this button, known as the start button, key in PUB into the box directly above it marked in red below.

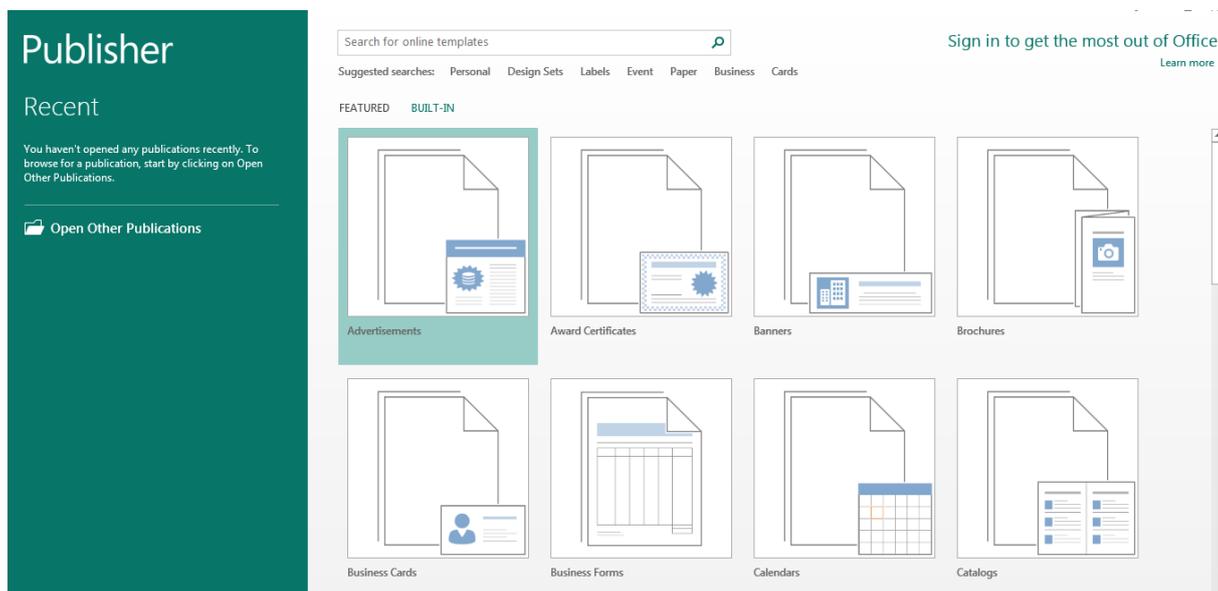


Step 3. You will see publisher 2016 appear at the top of this box marked in purple above. Click on it and it will open Publisher.

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.

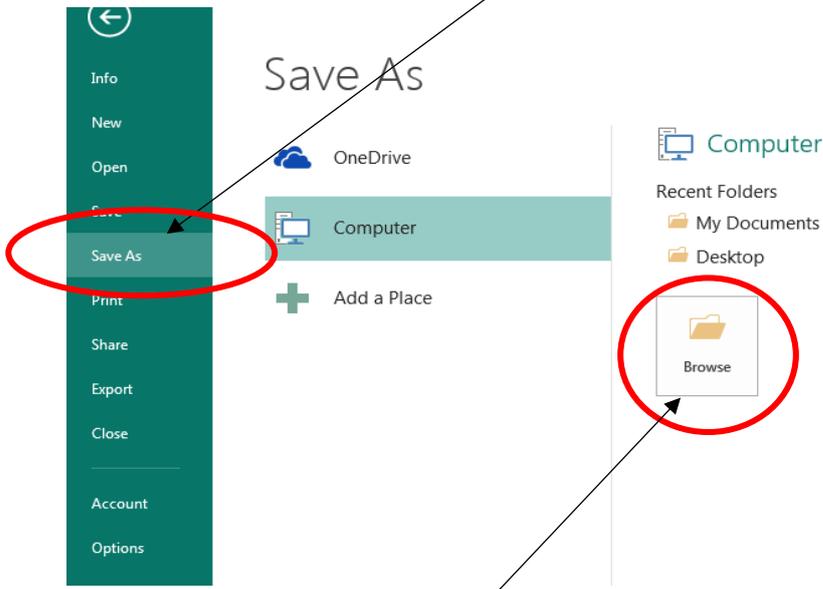


Step 4. The page looks like this when you click Built-in. Scroll down to find Quick Publications, flyers, business cards, labels etc.



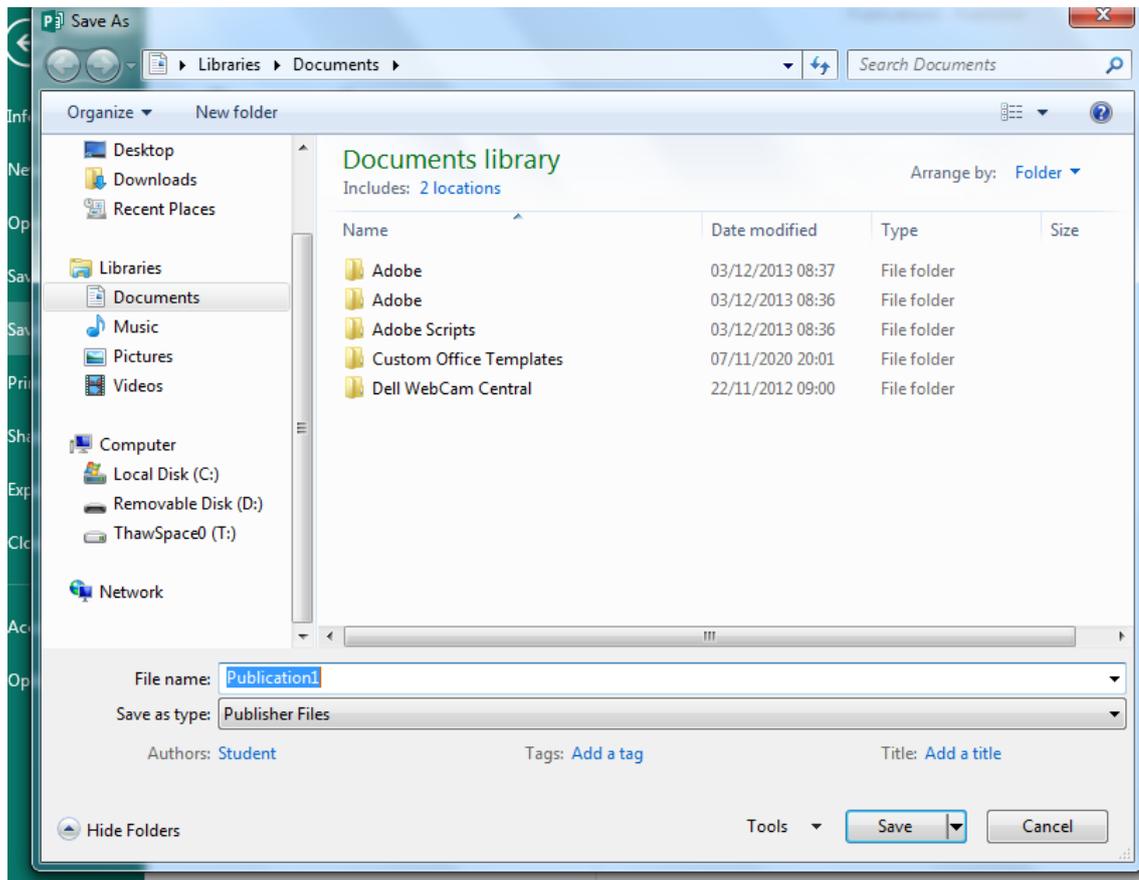
TO SAVE A DOCUMENT TO YOUR USB KEY

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

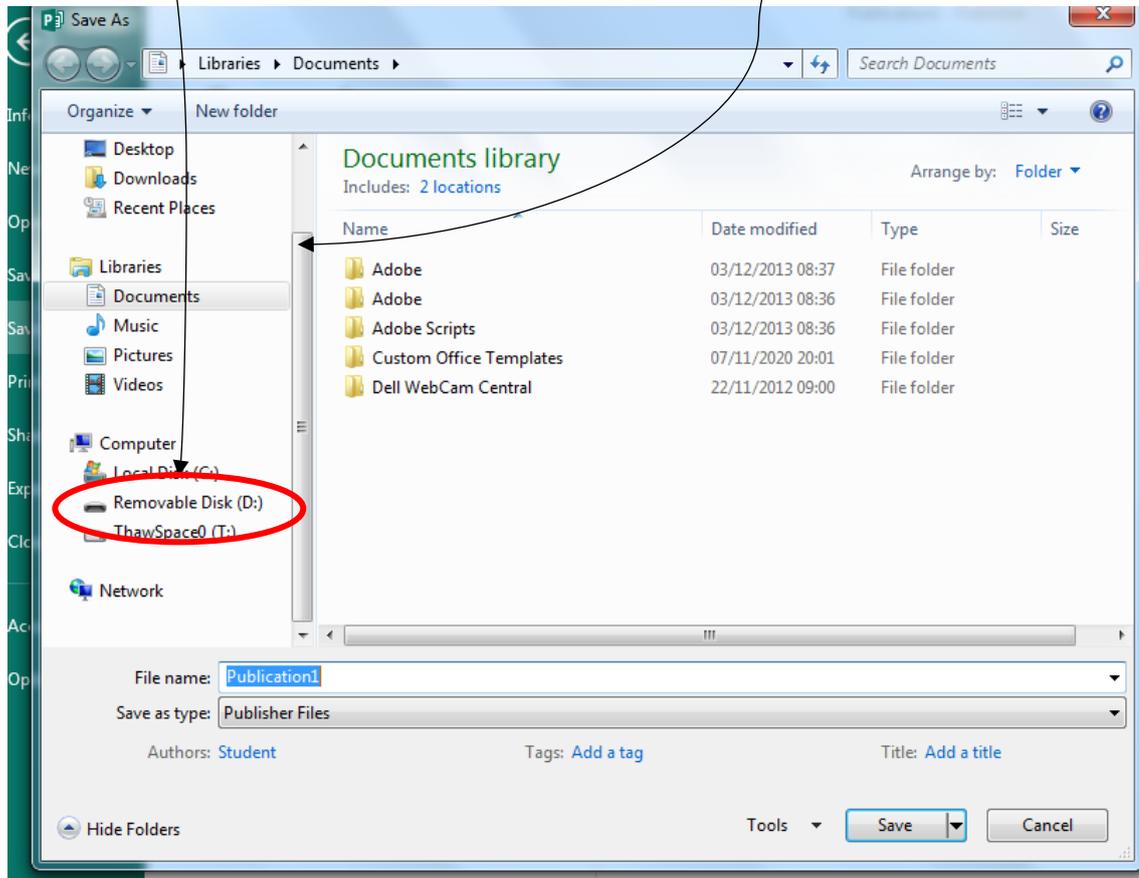


Step 2: Click on Browse as outlined in red above.

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



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.

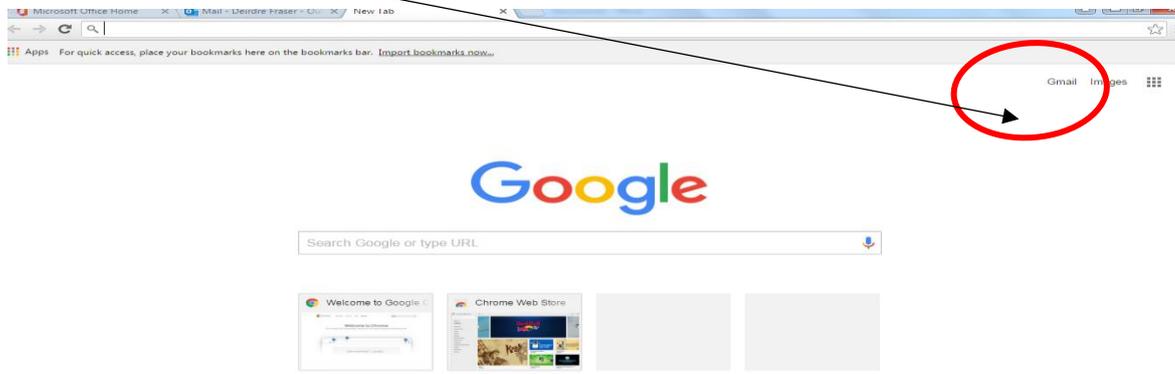


TO GET INTO YOUR EMAIL

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

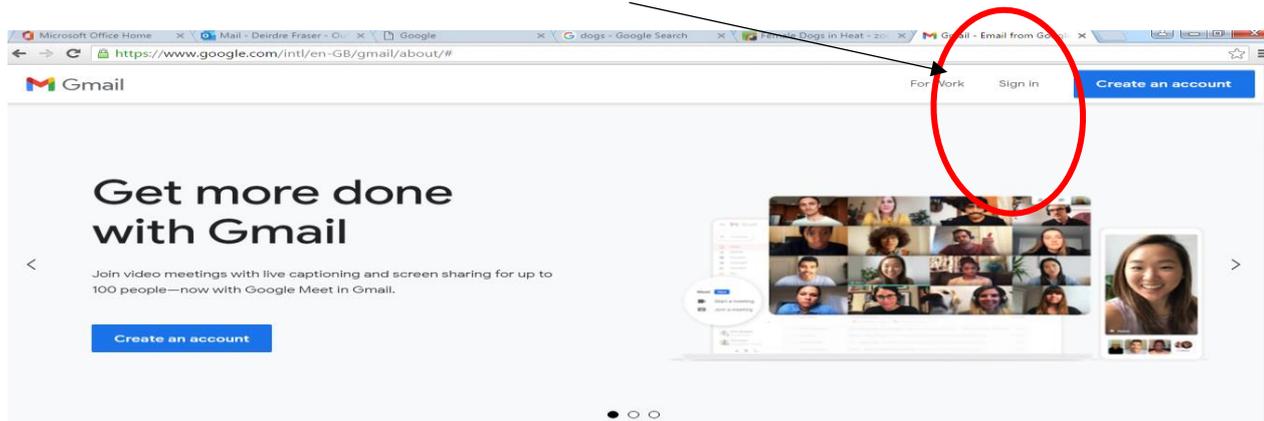
like this: 

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

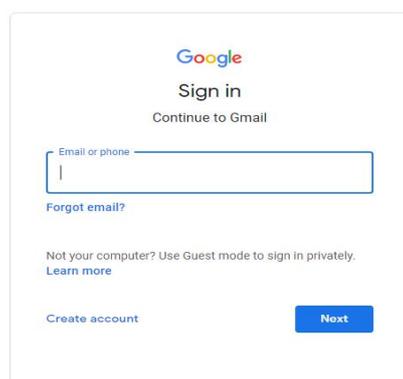


Step 3: This is the page that will open when you select GMAIL.

Select SIGN IN as outlined in red below.

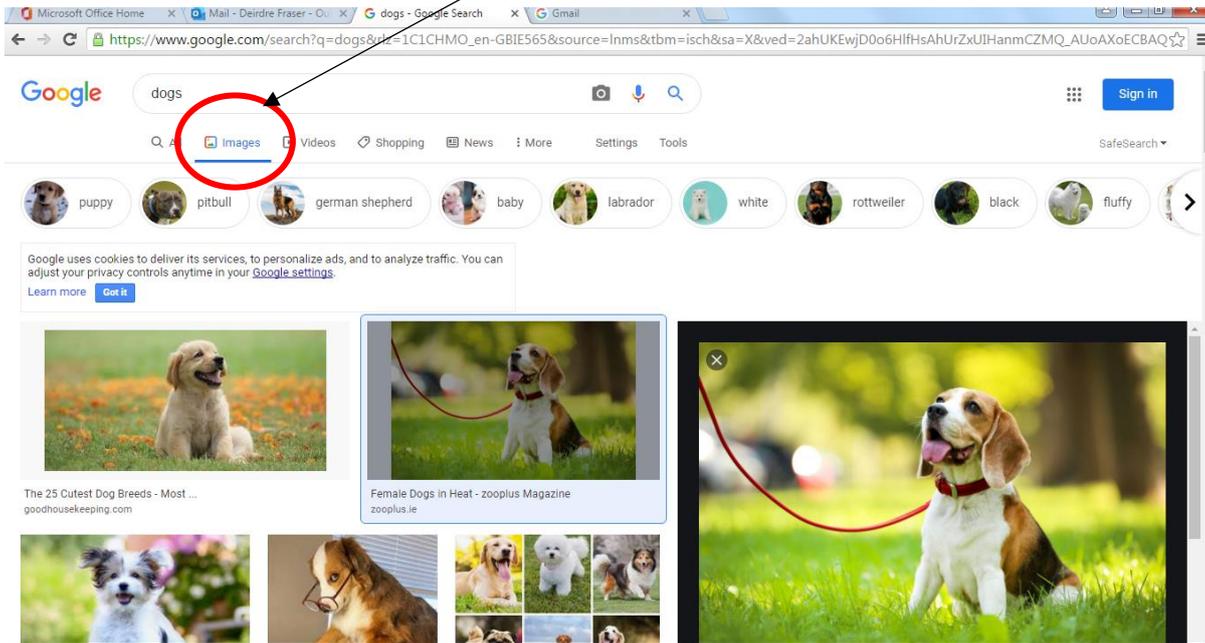


Step 4: This is the page that will now be on your screen. Put in your email and password.



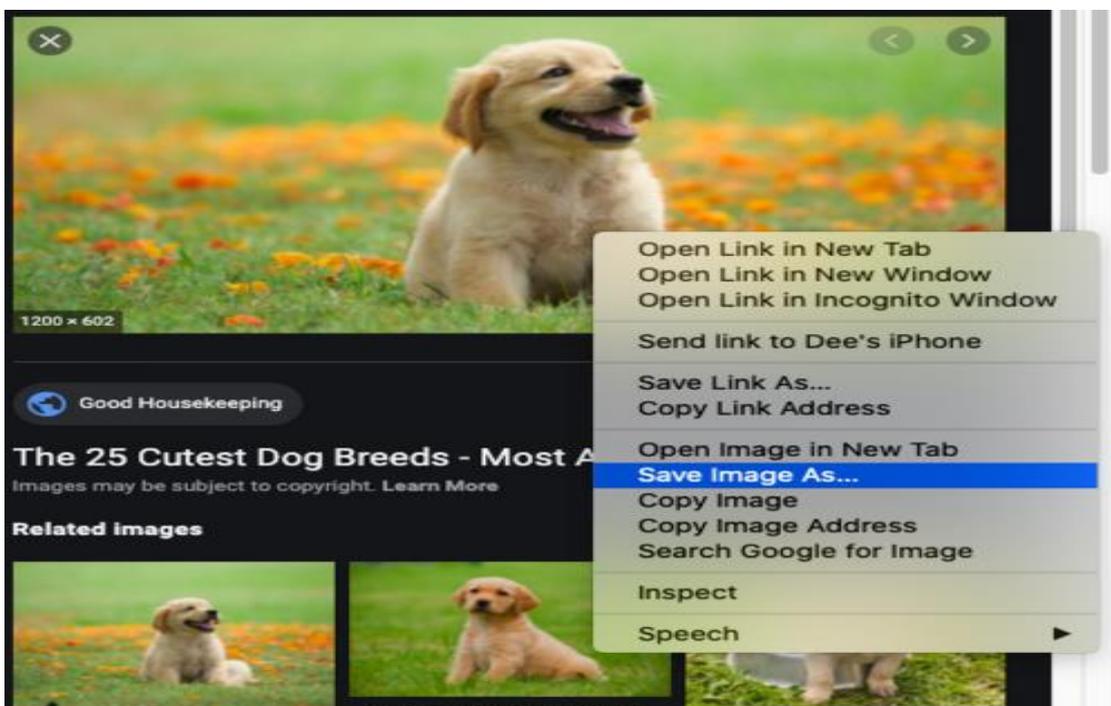
TO SAVE AN IMAGE

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.

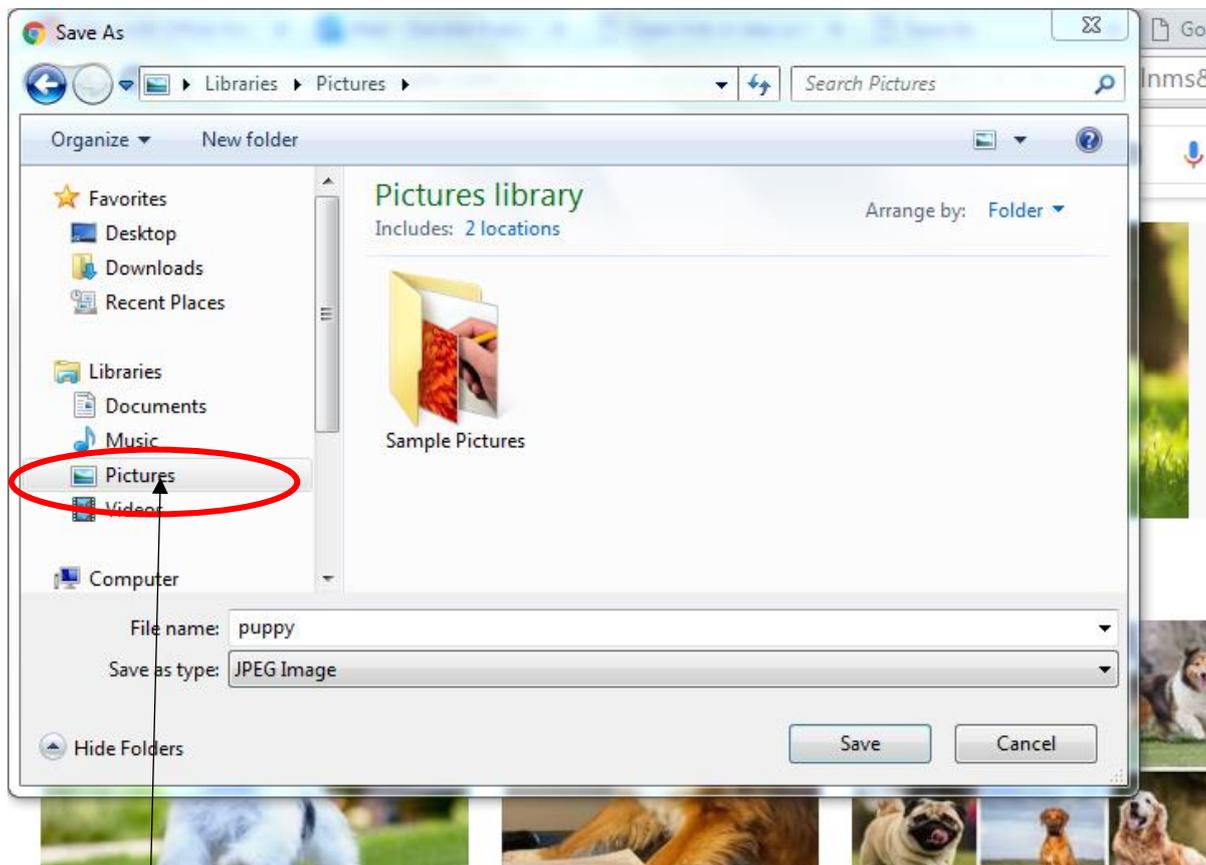


Step 2. When you have selected the picture you like, click on it once and it will appear enlarged on the right hand side of the screen as outlined above.

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.