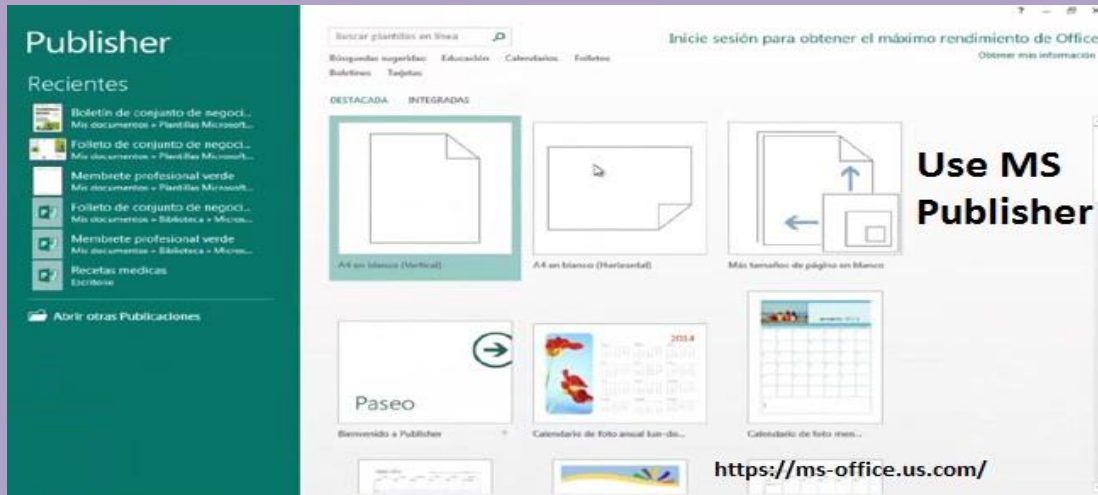


## Best Way To Use MS Publisher:

[www.office.com/setup](http://www.office.com/setup)



Microsoft Publisher is the application of MS Office designed by Microsoft. You can use this application on any device and can easily install through [www.office.com/setup](http://www.office.com/setup). Publisher is desktop publishing program for creating labels and greeting cards to more complex items like newsletters and brochures etc.

Also read>>> [Best Way To Solve MS Office Error Code 30180-4:](#)

### Create a New Document in Publisher:

For this, first you have to Start Publisher and then you have to select the Built-In tab. Now you have to Scroll down a bit and then you should select Greeting Cards. After this, you should Select a Publisher template from the Birthday section which is located at the top. At last, you should choose Create option which is in the right side of the screen.

### Edit Existing Text in Publisher:

If you want to change the text which is already in the template, then you have to select a text box to highlight the text, and after this, you should start typing to replace it.

### **Add New Text in Publisher:**

From here, you can add new text boxes to your publication. If you want to add text, then you should go to Insert option and then select Draw Text Box. Here the cursor will change to a cross/plus sign. Now you should Select and then drag anywhere on the page just to draw a text box. When you release the mouse button, then the text box will become editable so that you can type into it. Here the Format tab is also available from the menu, which helps you to change the font, alignment, and other formatting options. After customizing your text, you should select an area outside the text box just to exit from it.

[office.com/setup](http://office.com/setup)

### **Add Pictures to a Publisher Document:**

For this, first you have to select the Home tab. Then you have to choose Pictures from the menu. Now, here you have to select one of the options for where you want to import an image from like you can choose the Search Bing text box. Here you have to type a relevant keyword to search Bing for the image. You should select one or more images which you want to use and then you have to choose Insert option. Now, you have to select and then drag the inserted image to move it where you want, and you can use corners to resize it as you want.

### **Print Your Publication:**

For this, first you have to go to File option and then you have to select Print option, or you can use Ctrl-P key for shortcut. After this, you have to select a printer from the Printer menu. Here you have to Adjust the options if you want and then you should use the Print button to print from Publisher.

### **Save in MS Publisher:**

For this, first you have to go to File option and then select Save As option. You should select This PC or OneDrive. After this, you should choose Browse option to manually locate the folder where you want to save it. Now you have to locate the folder where you want to save the Publisher document. Then you should name for the document and then you should select Save option.

Through this way, you can easily use MS Publisher application. For more details about this app, just visit to the site of MS Office via [office.com/setup](https://office.com/setup).

#[webroot.com/safe](https://webroot.com/safe) #[avg.com/retail](https://avg.com/retail)