

Publisher 2016 Quick Start

Applies To: Publisher 2016

Overview

Set up / sign in

First steps

Next steps


Help and training

Create with a template

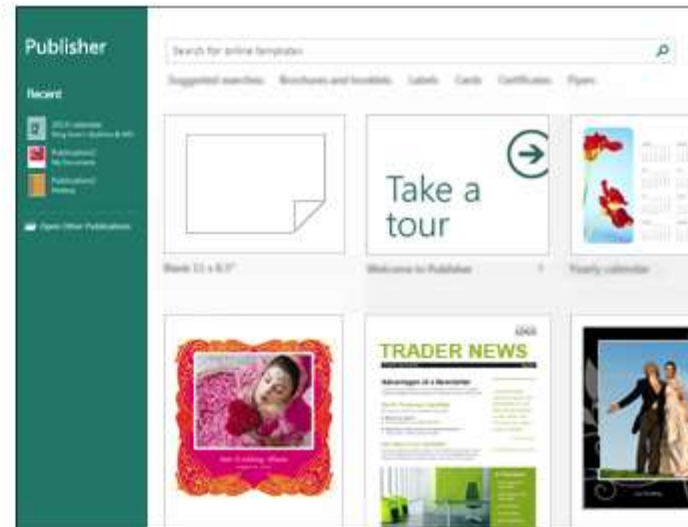
1. Open Publisher.

If you're already in Publisher, select **File** > **New**.

2. Select or search for a template:

- Select a **FEATURED** template.
- Select **BUILT-IN** and select a template.
- Search for a template using:
 - **Search for online templates** , or
 - One of the **Suggested searches**.

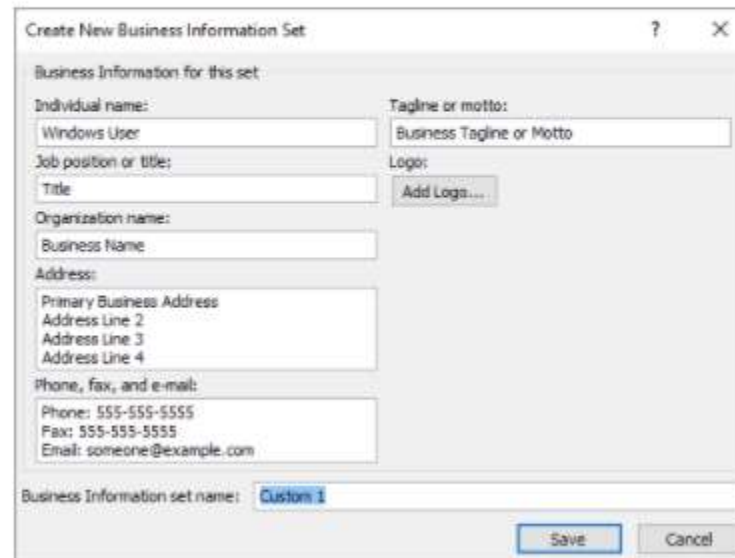
3. Select **Create**.



Save your business information to reuse

Save your business information, to pre-populate fields, save time, and ensure consistency.

1. Select **Insert** > **Business Information**
> **Edit Business Information**.
2. Select **New** and enter your information.
3. Select **Add Logo** to add a logo or image. Browse to the logo, and select **Open**.
4. For **Business Information set name**, type a name like *Personal*, *School*, or *Company*.
5. Select **Save**.

A screenshot of the 'Create New Business Information Set' dialog box. The dialog box contains several input fields for business information. The 'Business Information set name' field at the bottom is filled with 'Custom 1'. The 'Save' button is highlighted in blue.

Business Information for this set:

Individual name: Windows User	Tagline or motto: Business Tagline or Motto
Job position or title: Title	Logo: Add Logo...
Organization name: Business Name	
Address: Primary Business Address Address Line 2 Address Line 3 Address Line 4	
Phone, fax, and e-mail: Phone: 555-555-5555 Fax: 555-555-5555 Email: someone@example.com	

Business Information set name: Custom 1

Save Cancel



Add a text box

1. Select **Home** > **Draw Text Box**.
2. Drag the cross-shaped cursor to draw a box where you want to add text.
3. Type the text in the text box.

If the text doesn't fit in the text box, make the text box bigger, or link it to another text box.



Insert a picture

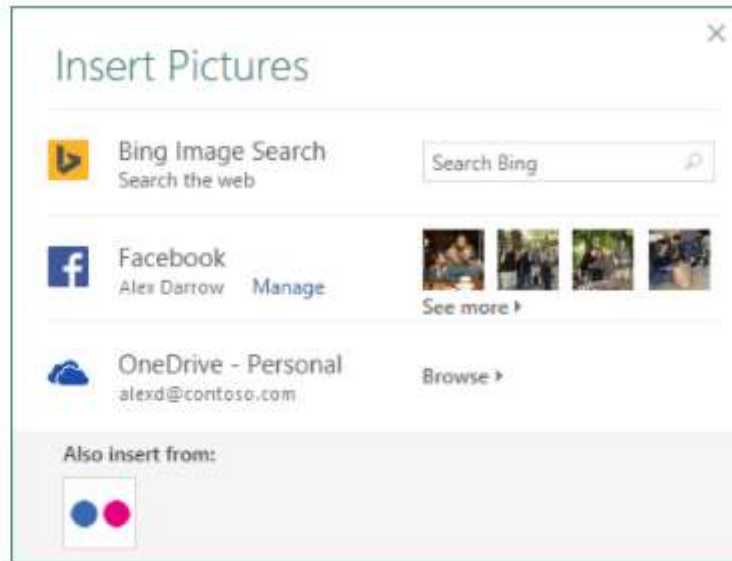
You can insert a picture from your computer, or insert an online picture from Facebook, OneDrive, or the web.

1. Select **Insert > Pictures** or

Insert > Online Pictures.

2. Find the picture you want and select it.

3. Select **Insert.**



Save your file

When you save your file to the cloud, you can share and collaborate with others, and get to your files on your computer, tablet or phone.

1. Select **File > Save As.**

