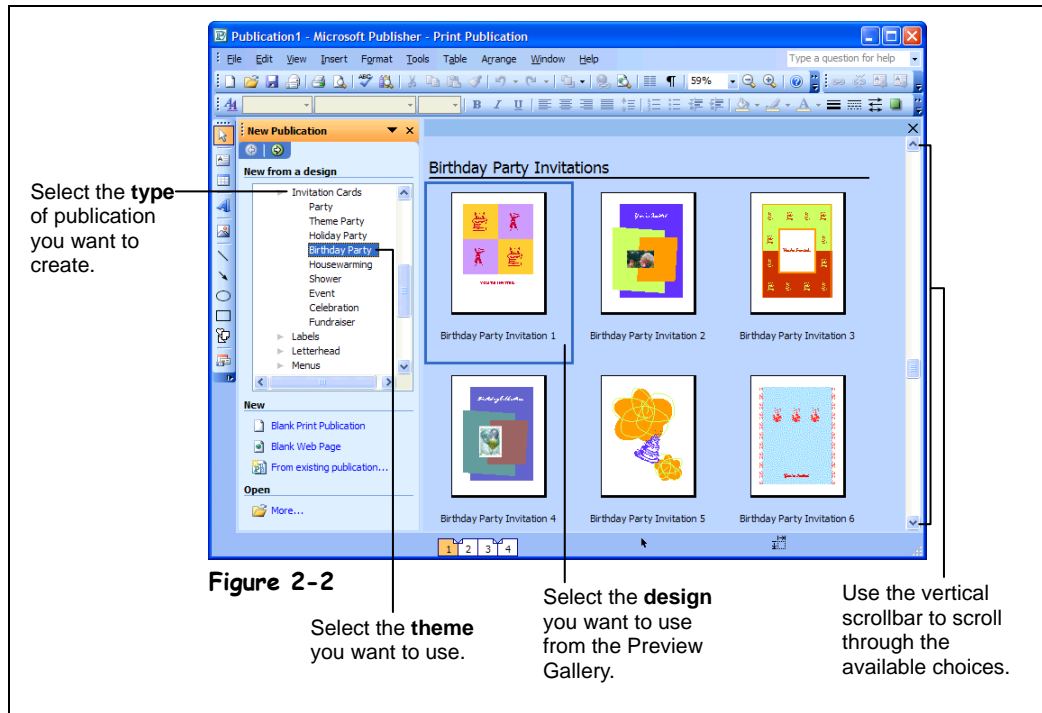


## Lesson 2-2: Creating a Publication by Type

**Figure 2-2**

Selecting a publication by type.



**Figure 2-2**

Select the **theme** you want to use.

Select the **design** you want to use from the Preview Gallery.

Use the vertical scrollbar to scroll through the available choices.

Uh-oh...January 1<sup>st</sup> is next week, and you haven't even started your Holiday newsletter! How in the world are you going to whip something up and have it mailed in time for the new year? Simple: summon the publication wizard.

If you're bound by time constraints or need a little help in the creativity department, the publication wizard will help you get the job done in no time. Although the publication wizard won't write your publication for you, it will help you find and select the perfect publication.

One of the main components of the publication wizard is the Preview Gallery, which is a visual directory of more than 1,600 pre-designed publications. Simply select a publication from the Preview Gallery, replace the sample text with your own, and voila! Mission accomplished.

The Preview Gallery is divided into categories, making it easy and convenient to find exactly what type of publication you're looking for. Brochures, Business Cards, Newsletters, and Resumes are just a few of the many options available. What are you waiting for? Let's take a look!

### 1. Open the Microsoft Publisher program (if necessary) and select **File** → **New** from the menu.

The New Publication task pane appears. Notice the "New from a design" section at the top of the task pane. There are four options listed here: Publications for Print, Web Sites and E-mail, Design Sets, and Blank Publications. Refer to Table 2-1: *The Publication Wizard* for a description of each.

For this exercise, we want to select the Publications for Print option.

**2. Click **Publications for Print** in the New Publication task pane.**

The Publications for Print option expands, displaying a long list of categories. Simply scroll through this list until you find the type of publication you want to create.

For this lesson, we want to create a Birthday Party invitation.

**3. Click the **Invitation Cards** category.**

The Invitation Cards category expands. Notice that the Invitation Cards category is organized by theme, such as Holiday Party, Birthday Party, etc. This makes it even easier to find exactly what type of publication you're looking for.

To view invitations that follow a particular theme, simply click the theme in the New Publication task pane.

**4. Click the **Birthday Party** theme.**

A variety of Birthday Party invitations appear in the Preview Gallery, as shown in Figure 2-2. Use the horizontal scrollbar to scroll through the available publication designs.

Once you have found a design that you like, click it to open it in Microsoft Publisher.

**5. Click the **Birthday Party Invitation 5** publication.**

The Preview Gallery closes and the publication you selected appears on the screen. All you have to do is replace the sample text with your own, and you've got an invitation.

**NOTE:** If you have not yet entered your personal information (see Lesson 1-5: *Entering Personal Information*), the Personal Information dialog box will appear every time you start a new publication. If you do not want to enter your personal information at this time, click Cancel to close the dialog box. Or, click the "Never show this dialog when starting a new publication" option to stop the Personal Information dialog box from appearing every time you start a new publication.

We don't need this publication anymore, so let's close it.

**6. Select **File** → **Close** from the menu.**

The publication closes.

Now that you know how to create a new publication by type, move on to the next lesson to learn how to create a new publication from a design set.

**Table 2-1: The Publication Wizard**

<b>Section</b>	<b>Description</b>
Publications for Print	Select this option to create a publication that you plan on printing. Publications are organized by type.
Web Sites and E-mail	Select this option to create a Web site or publication you plan on sending as an e-mail message.
Design Sets	Select this option to view publications by their design set. Design sets are several publications grouped together by design.
Blank Publications	Select this option to create a new publication from scratch. Select from 11 different layouts.

### Quick Reference

To Create a Publication by Type:

1. Select **File** → **New** from the menu.
2. Click **Publications for Print** in the New Publication task pane.
3. Select the type of publication you want to create.
4. If necessary, select a theme.
5. In the Preview Gallery, click the desired publication to open it in Publisher.