

INTRODUCTION TO DESKTOP PUBLISHING

Desktop publishing uses page layout software and a personal computer to combine text, type, drawings, and images on a page to create books, newsletters, marketing brochures, flyers, greeting cards, and Web sites, for example. Anything you can print on a page can be put into a page layout program.

Microsoft Publisher 2007 lets you place elements on a page, precisely position them, modify them, and specify a print job by using techniques that commercial printers require. Whether you print to your inkjet or laser printer, go to your local Staples, or send your files to a commercial printer, Microsoft Publisher 2007 helps you prepare your work for that level of quality.

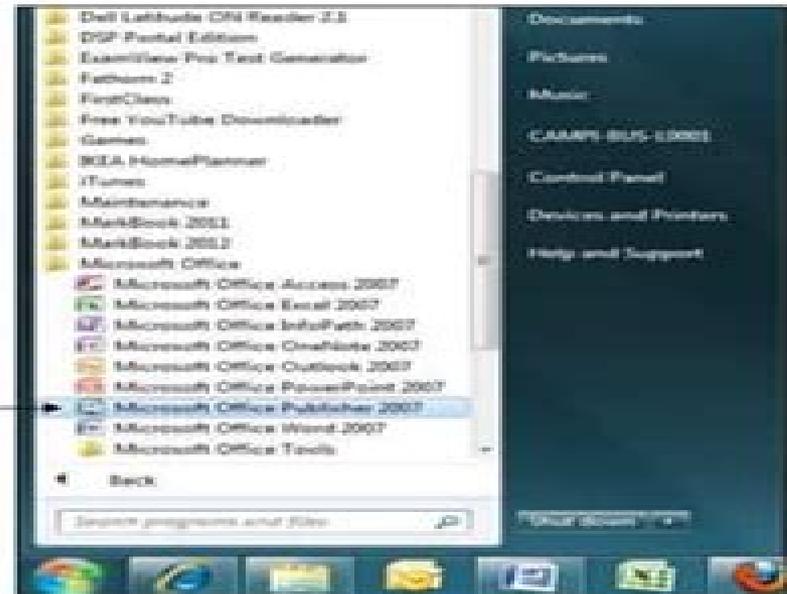


But why use Microsoft Publisher when you can do most of these things with Microsoft Word? The biggest advantage of using Publisher over Word is that Publisher lets you control the contents of a document with finer precision. It also includes special tools to help you format your document that do not exist in Word.

GETTING STARTED WITH MICROSOFT PUBLISHER

To open Microsoft Publisher, you will need to click on **Start > All Programs > Microsoft Office > Microsoft Office Publisher 2007**.

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Publishing The Basic Introduction

A Gutmann



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