# Chip’s MS Publisher Bits

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## exploring templates

* Click “new” from the file menu
* Explore templates on initial screen, then full list of options on right side of screen
* Type in document in search box (event program, e.g.)

## manipulating document elements

* Click on any graphic element or area with text, right click for options
	+ Resize elements
	+ Change fonts
	+ Replace images
	+ Rotate elements
	+ Move elements to back or front
	+ Image shading or transparency
	+ Apply images to background

## on the insert tab

* Text boxes
* Text direction
* Pictures
* Page parts
* Borders and accents
* Pull quotes
* Pages (in multi-page docs)

## on the page design tab

* Change template
* Styles (or Schemes)
* Background
* Orientation