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Microsoft Publisher Templates:

Microsoft Publisher is a great program to scale and customize our templates. Once the file is opened, to get a better view of the information and graphics zoom into the page. To do so **GOTO ----- VIEW---
----ZOOM.** Zoom into the design at 100-150%. If the text box is already in your design, **CLICK** with the mouse inside the text box and replace the information to customize.

Note: When editing your document, use the arrow key to move through the document. If any of the formatting gets rearranged you can hit the back button to go back to a previous state or close the document and open it again.

If you need to add text boxes, **GOTO ----- INSERT-----TEXT BOX.** The boxes are quite easy to resize once you have them on the page. To resize hover and click on the edge of the text box. When the cursor turns into a plus sign or an arrow select the corner and pull it away from the middle. Once you do this you will understand how this works.

To print the Microsoft Publisher Template there are a few settings that have to be tweaked so that the design will print correctly. After customizing, **GOTO ----- PAGE SETUP -----PAPER -----
BORDERLESS.** Checking borderless printing ensures that the design prints plumb with the edge of the paper. If the design prints and there is a blank space around the edges, then this setting needs to be checked so that this does not happen.

Once you are finished customizing the text boxes with your information, save the file. It is always a good idea to rename the file so as to preserve the original file. So, to save **GOTO-----FILE-----
SAVE AS.** Then give file a meaningful name.

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