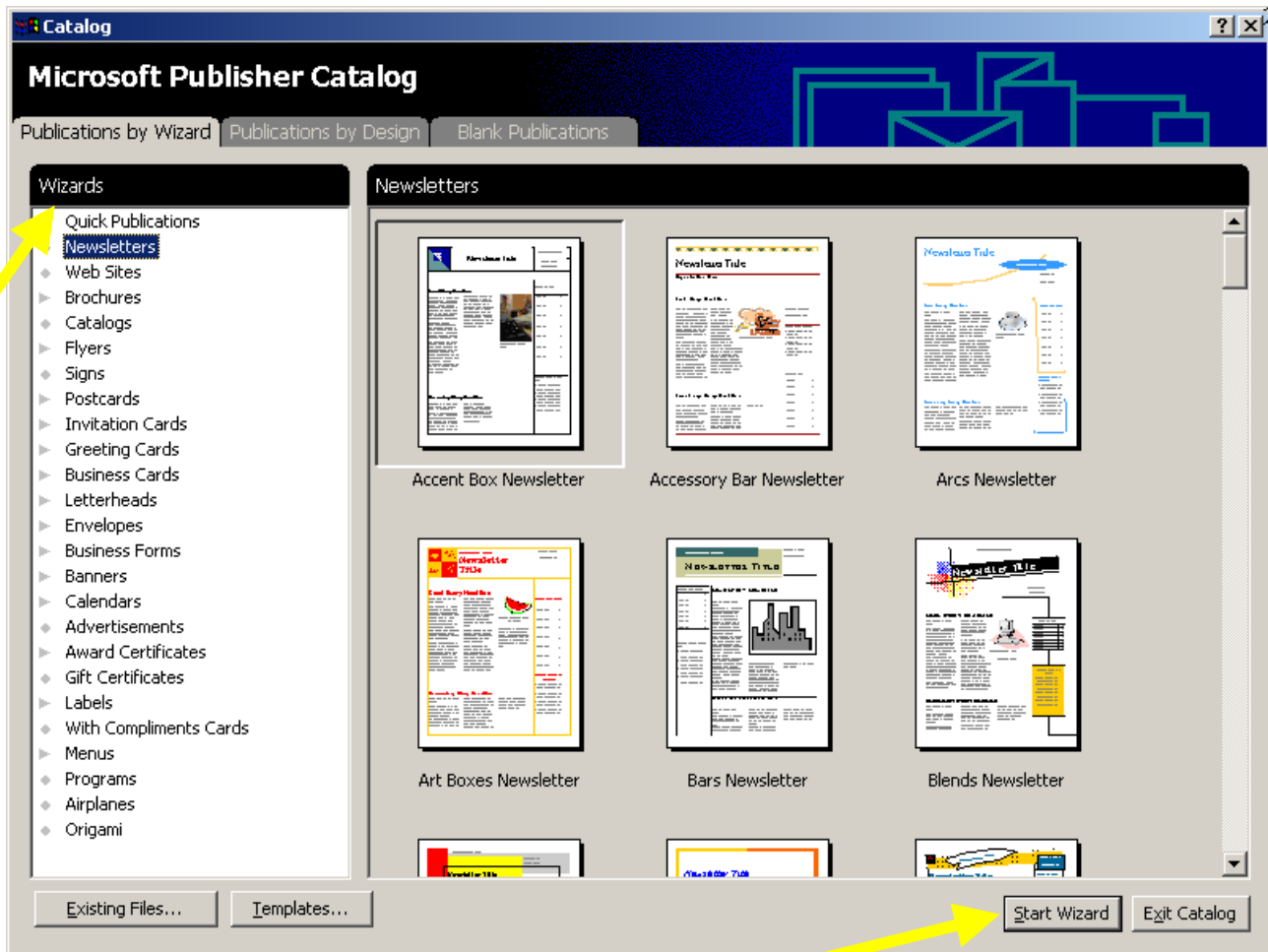


# MICROSOFT PUBLISHER 2000

## Create Publications from Templates

Microsoft Publisher has templates for just about everything...from newsletters to calendars to award certificates to labels! Just select the template you want and follow the instructions.



- 1) In the “Wizards” column, click on the product you wish to create, then click ‘Start Wizard’.
- 2) If you want to select different clip art, click on the picture you wish to change, then right click and select “Insert Clip Art...” Select the image you want from the clip art Gallery and click “OK”.

3) If you wish to change the text in the template...i.e. the caption under a picture, then simply click in the text box and begin typing.

