

STARTING A BLANK PUBLISHER DOCUMENT

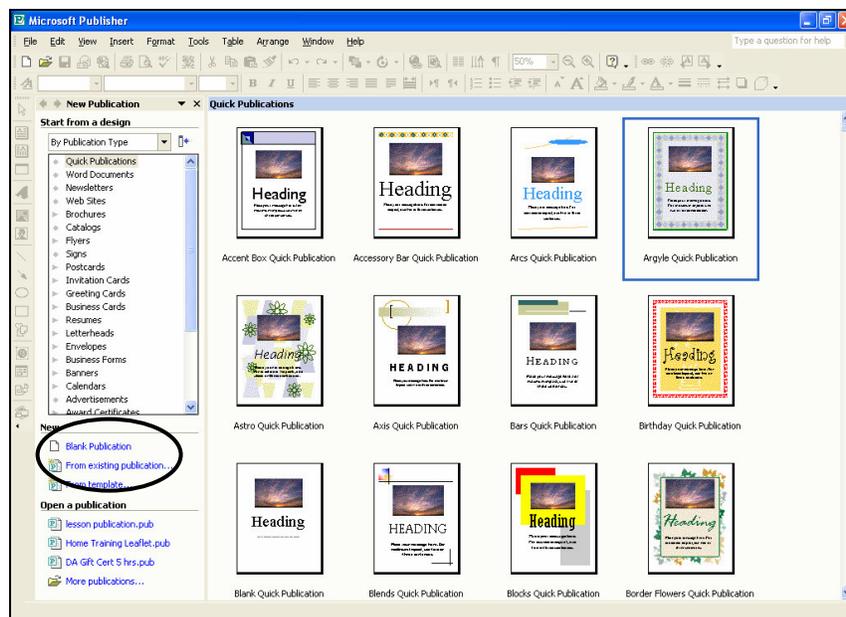
1. Double click on the 'MS Publisher' icon located on your desktop. (see figure 1.) (go to instruction 5.)



(figure 1.)

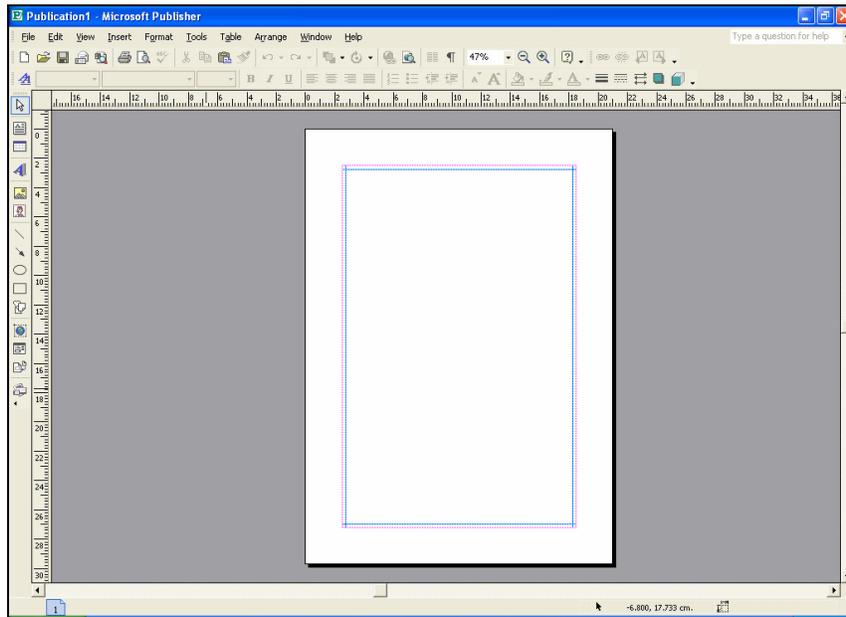
OR

2. Click once on 'Start' located in the lower left hand corner of the screen. A menu will appear.
3. Click once on 'Programs' or 'All Programs' (depending on which version of windows you are using). Another menu will appear.
4. Move the mouse over 'MS Publisher' and click once with the left mouse button.
5. Publisher will open on the screen. (see figure a.)



(figure a.)

6. Move the mouse over 'Blank Publication' located on the left hand side of the screen (see circled area figure a.) and click once with the left mouse button. A blank piece of paper will appear on the screen. (see figure b.)



(figure b.)