

Cry for Help

Computer Tips & Tricks for
the novice to the advanced.

Microsoft Publisher

Want to prepare your own business stationary or start a newsletter for your regular clients? Then how about using MS Publisher. It comes free with MS Office and has many very useful features.

Publisher comes with hundreds of templates, for all types of business documents from business cards to menus to newsletters.

You start by entering your contact information and select your company colour scheme. Then when you select a template it will already have this information included for you.

Each document can be customised to exactly your requirements, but a lot of the preparation work can be removed if you find a template that is similar to your needs.

Many documents can be produced with either MSWord or MS Publisher, however for newsletters, Publisher is much better. The main difference is that all text you enter into Publisher is done using text boxes. You start by setting up the number of columns you want in your document, then arrange (insert) the images and text boxes on each page. Next, by right clicking on each text box you decide where each box will flow on to, be it in the next column or jumping to a specific page. Then lastly, you paste your pre-prepared words into the text boxes and watch them flow across the pages.

– Good Luck.



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