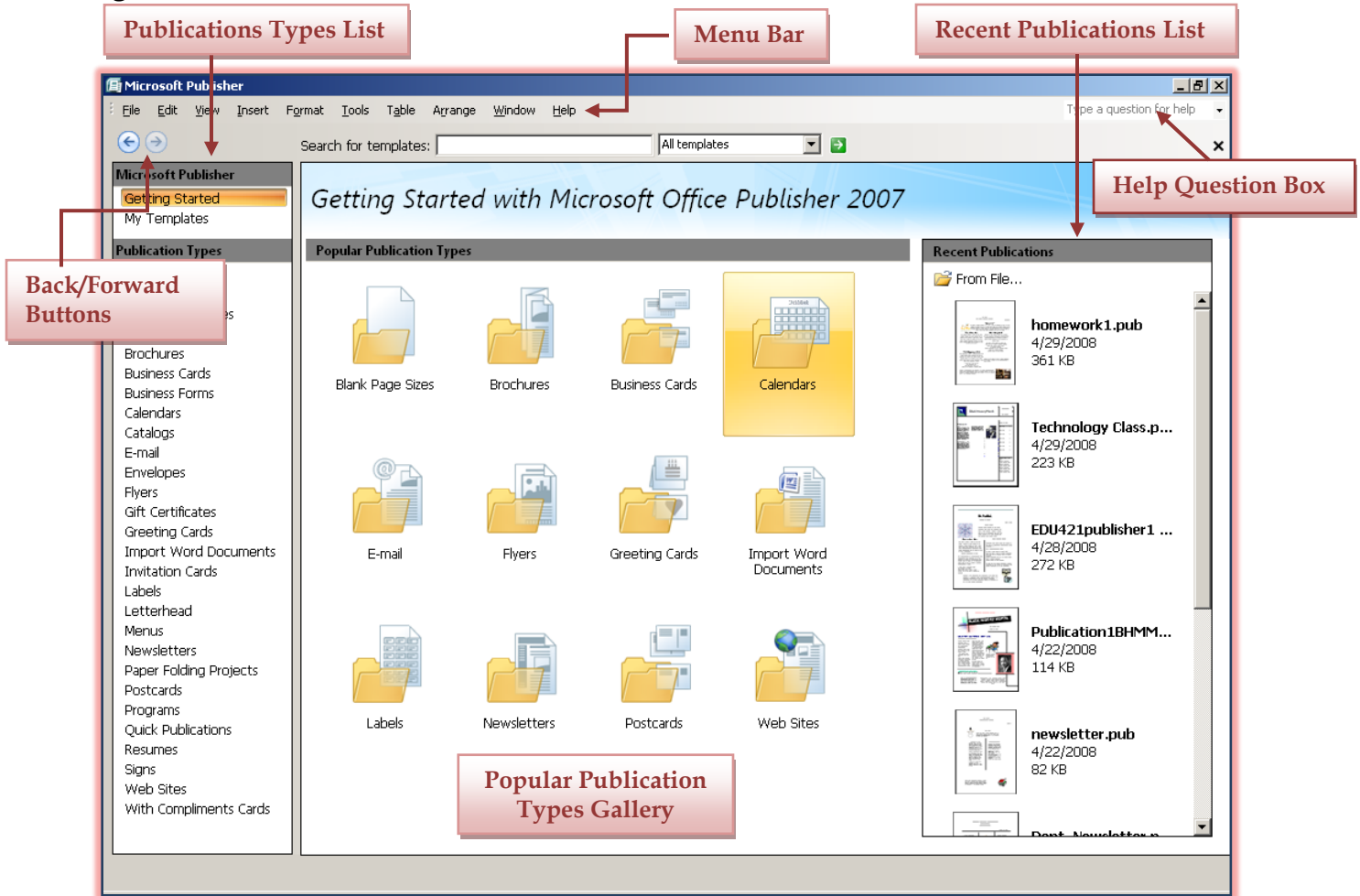





ELEMENTS OF THE PUBLISHER GETTING STARTED WINDOW

The Publisher window looks and feels like the windows in the other Microsoft Office Suite applications, such as Microsoft Word or Microsoft Excel. However, these two applications usually open with a blank workspace. Publisher opens with the **Getting Started** window displayed. Once a template is chosen for the publication, the Publisher application window will display. This is the window where the publication appears. The illustration and table below provide a view of the **Getting Started** window and what each element is used for.



Element	Description
Publication Types List	Whether starting from a blank publication or using a template, this list provides a publication for many different needs. Just look through the extensive list of publications or search the Internet for a publication that meets a specific need.
Menu Bar	The menu bar contains the commands for working with a publication. Just click on each of the items on the menu and then select from a command.
Recent Publications List	This area provides a list of publications that were open recently. Just click on the publication in the list to open it.
Back/Forward Buttons	These buttons are used to move between a publication and the Getting Started window.

Element	Description
Search for Templates	Use this area to search for particular types of publications, such as birthday cards or business cards. Input the publication type into the search box, select from either All Templates, On Microsoft Office Online , or On This Computer .
Popular Publication Type Gallery	This area provides a gallery of the most popular types of publications. Just click on one of the categories in the gallery to locate additional publications related to the category.
Minimize Button	 Click this button to reduce the window to the Task Bar. Click on the Task Bar to redisplay the window.
Maximize/Restore Button	 This is a toggle button. When the window doesn't fill the entire screen, the maximize button enlarges the window so that it covers the full screen. The button then becomes a restore button. This means the window will be restored to the original size.
Close Button	 Use this button to close the publication and close out of the Publisher program.
Help Question Box	Type a question in this box regarding a particular topic when working with publications in Publisher.