

Pre-Made Publications on Publisher (Office 2003)

Customize a Publication for Print

- Double click on the Publisher icon to start the program.
- Click on Publications for Print (on the left)



Publisher has a wide variety of pre-made publications.

You can customize any of the following:

- Advertisements
- Award Certificates
- Banners
- Brochures
- Business Cards
- Business Forms (such as expense reports, fax covers, inventory lists, invoices, purchase orders, quotes, refunds, statements, time billing, and weekly records)
- Calendars
- Catalogs
- Envelopes
- Flyers
- Gift Certificates
- Greeting Cards
- Invitation Cards
- Labels
- Letterheads
- Menus
- Newsletters
- Paper Folding Projects (origami)
- Postcards
- Programs
- Resumes
- Signs
- With Compliments Cards

Each of these pre-made publications has different options that you can customize. These options will appear in a blue column on the left side of the screen.

The objects toolbar will also be on the left of the screen. You can add elements from this toolbar to any publication.

Object Toolbar:

