
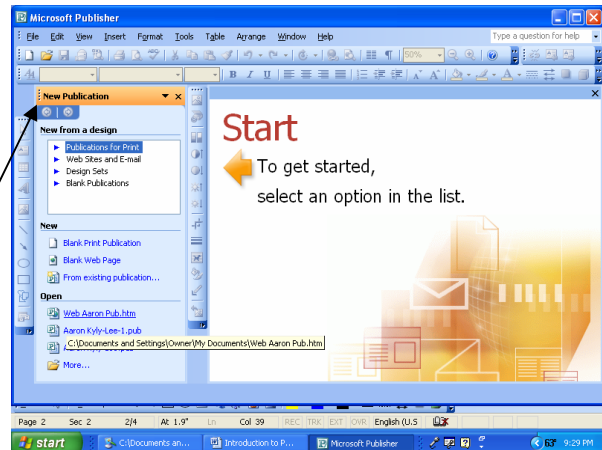


TO START PUBLISHER 2003

1. From the Windows XP Desktop, click Start, and point to All Programs. The Programs menu appears.
2. Point at Microsoft Office, and select Microsoft Office Publisher 2003.  The Publisher program window appears on the desktop.

CREATE A NEW PUBLICATION

A straightforward method of creating a new publication in which you are provided with design, layout, and page orientation help is using a design template provided in one of the publication categories. These categories are accessed using the Publications for Print Heading that is provided in the New Presentation task pane.

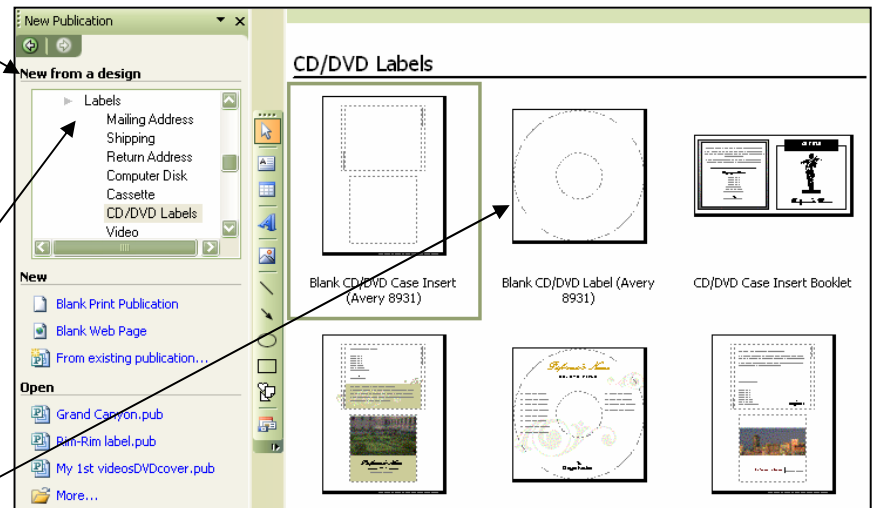


When you first start Publisher, the New Presentation task pane automatically opens.

You can open the New Presentation task pane at any time by selecting File, then New.

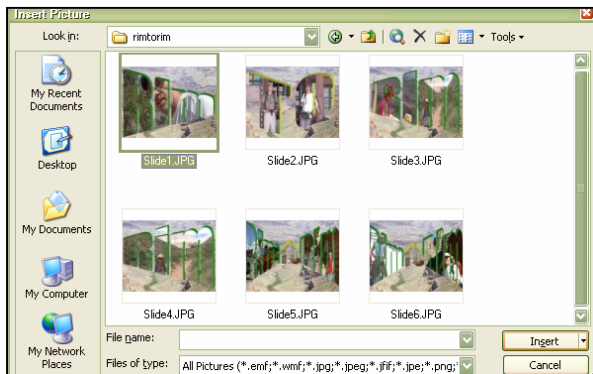
With the New Presentation task pane open, follow these steps to create a new print publication:

1. In the New Publication task pane, select the **Publications for Print** option. Click on it.
2. Scroll down through the list to view the publication categories. Then click on **Labels**.
3. A number of different designs supplied by the category will appear in the Preview window. Select **CD/DVD labels**.
4. Click on the **Blank CD/DVD Label**



Then you can **Insert** pictures **From File** and **Insert WordArt** (Check word document)

INSERT PICTURES

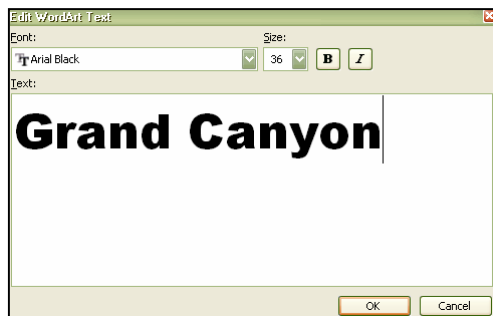


1. Select **Pictures** from the **Insert** menu, click on **From File**
2. Browse and find the folder with your pictures
3. Click on the picture that you want and select **Insert**

INSERT WORD ART



1. On the **Object toolbar** find the **Word Art** button and click on it
2. The **Word Art Gallery** dialog box appears
3. Select the word art that you like and click **OK**.



4. The **Edit Word Art Text** dialog box appears. Key the information that you need and press **OK**

TO CHANGE THE SHAPE

1. Click the **WordArt Shape** button on the **WordArt** toolbar and select **Arch Up (Curve)** or the shape that you want.

