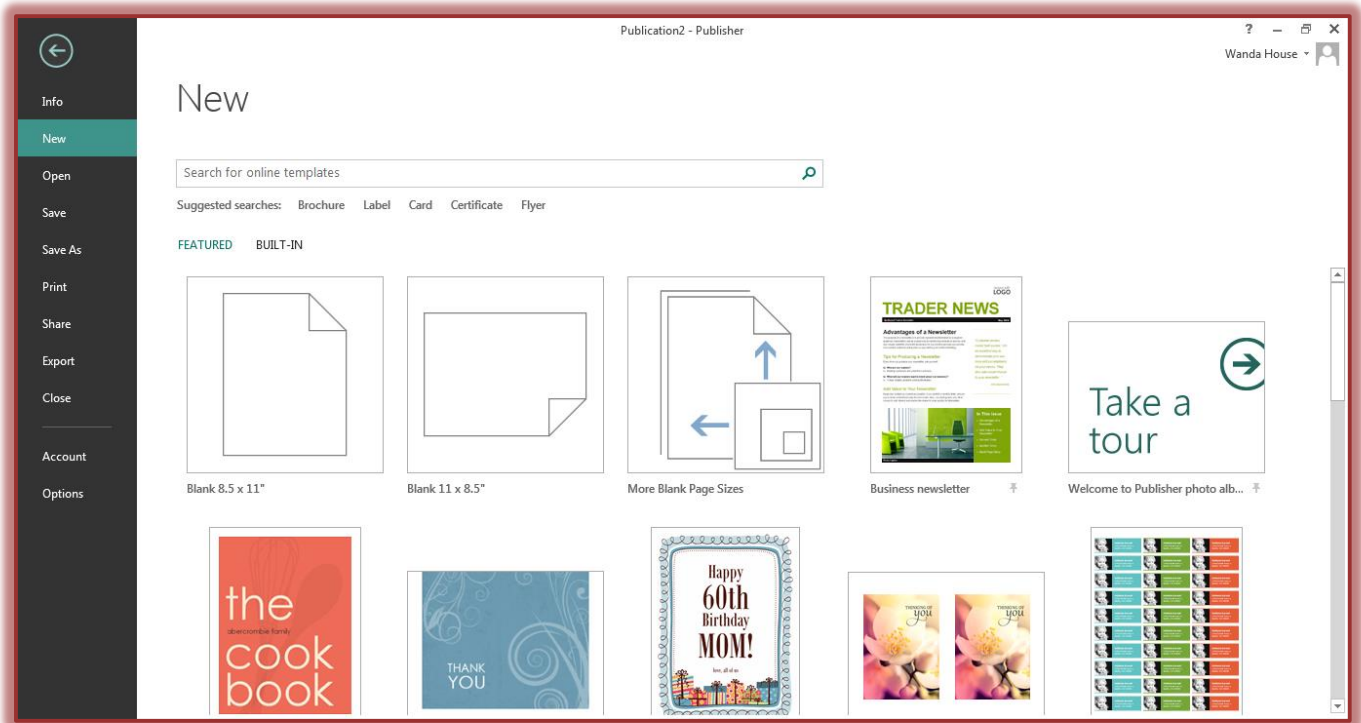


Create a Publication from a Template

Publisher provides several templates that can be used to create a publication. Templates are pre-designed publications that have been designed with pre-existing themes, styles, and layouts. They contain placeholder information instead of real content. This information can be personalized for individual publications.

✚ Click the **File Tab** and then click **New**.

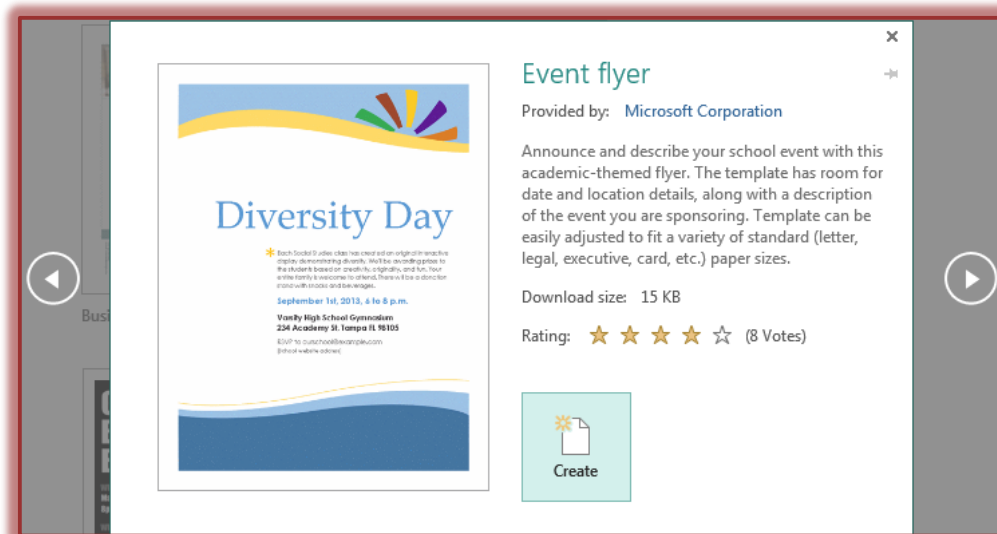
✚ The **New** window will display as shown in the illustration below.



✚ To search for a certain type of template, input the search term or phrase into the **Search** box.

✚ Click one of the categories, such as Brochures or Certificates, to display a gallery of templates matching that category.

✚ Click on the template to insert it into the **Publisher** page.



- † A window will appear as shown in the illustration on the previous page displaying an enlarged image of the Template and information about the Template.
- † Click the arrows on the **Left** and **Right** of the image to display other Templates.
- † Click the **Create** button.
- † The publication will appear in the window.
- † Select any of the placeholders to input the information for the publication.

NOTE: When the Publisher program first opens, a gallery of Templates will also display. This window is similar to the New Publisher window.