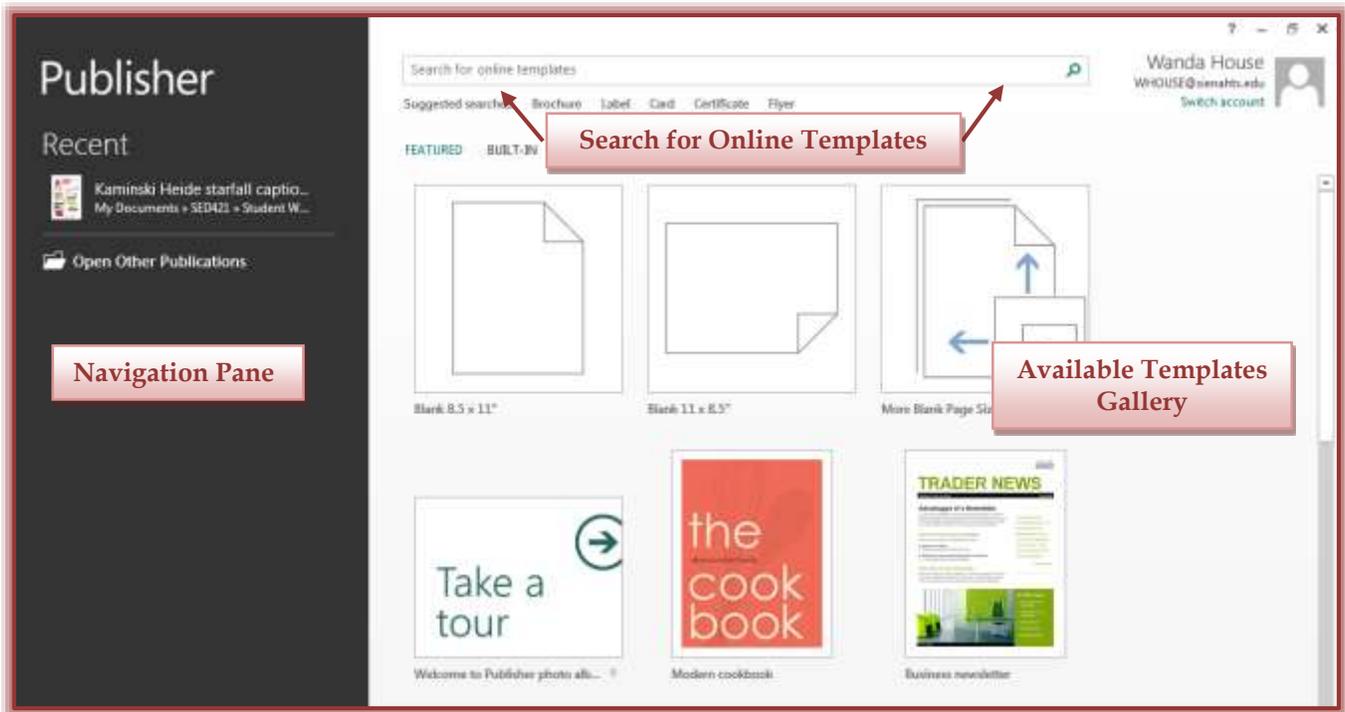# PUBLISHER-GETTING STARTED WINDOW

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 in **Backstage View** with the **New/Open** window selected. Once a template is chosen for the publication, the Publisher application window will display. This is the window where the elements and commands for creating a publication appear. The illustration and table below show and explain the different elements in the Publisher New/Open window.



| Element | Description |
|---|---|
| **Navigation Pane** | This pane appears on the left side of the Publisher window in Backstage View. It is used to create new publications or to open a previously created publication. |
| **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. |
| **Available Templates Gallery** | This area contains templates for creating a publication. The templates are grouped by category. Click one of the categories that appear under the Search for Online Templates box. A list of publications in that category will display. |
| **Help Button** | This button is used to obtain assistance with working with Microsoft Publisher. When the button is clicked, the Publisher Help Window will display. Click one of the options in the list or insert a search topic in the Search box. |
| **Minimize Button** | Click this button to reduce the window to the Task Bar. Click on the Task Bar to redisplay the window. |

| Element | Description |
|---|---|
| **Maximize/Restore Button**<br><br>⬛  ⬜ | 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. |