

Publisher Backstage View

The File Tab is used to perform such tasks as opening and closing a publication, printing a publication, or saving a publication. When the File Tab is selected Backstage View will display. Backstage view is the area where files and data about them is managed – creating, saving, printing, sending to others, inspecting for hidden metadata or personal information, and setting options.

Access Backstage View

- ✦ Open a publication.
- ✦ Click the **File** tab (see illustration below).



- ✦ The Backstage View will display.



Options/Categories

Feature	Description
Info	This tab displays different commands, properties, and metadata depending on the state of the publication and where it is stored. Commands on the Info tab may include Business Information, Design Checker, or Embedded Font Information.
New	This feature is used to create a new blank publication or to create a publication using a template. When the link for this feature is clicked, a list of templates will appear. Click on each of the templates to see the template gallery item.

Feature	Description
Open	Click this link to open a previously created publication. The Open dialog box will display. From this dialog box, it is possible to locate the publication that is to be opened.
Save	To save a publication, click this button. The Save As dialog box will appear the first time the publication is saved. After the publication has been saved the first time, clicking this button will override the old copy without asking.
Save As	Once a publication has been saved, click this link to rename the publication or to save the publication in a different format, or to save the publication to a different folder. To save the publication in a different format, such as PDF, click the Save As list. A list of different options will appear.
Print	Click this link to open the Print & Preview window. Several different print options will appear in the middle column of the window. A preview of the publication will appear on the right side of the window.
Share	This feature is used to send a publication using email. Publications can be sent in different formats, such as the current page, as an attachment, in PDF format, or in XPS format.
Export	To send a publication in PDF or other formats, select this option. There are several different types of formats available.
Close	Click this feature to close the currently open publication. This is the publication where the insertion point is located. The Publisher program, along with all other publications, will remain open.
Account	This option provides information about the user and allows the user to change the Background and Theme for the program. This does not change the Background and Theme just for Publisher but for all the programs in the Office Suite.
Options	Click the button to open the Publisher Options window. This window is used to make changes to the overall format of the Publisher program.

TIP: To quickly return to your publication from the Backstage view, click the arrow at the top of the Navigation Pane.