



OVERVIEW

In this quick reference guide, we will discuss the new features and enhancements in Microsoft Publisher 2013 for users migrating from earlier Publisher versions. A working knowledge of Publisher is recommended.

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USER INTERFACE

Microsoft Office 2013 applications are designed with a more elegant look and rely on the Ribbon which replaces the traditional menu bar and toolbars. New interface features also include the Microsoft Office Backstage View, the Quick Access Toolbar, improved Navigation and publication Formatting, as well as numerous enhancements that will be discussed throughout this quick reference guide.

GETTING STARTED

Publisher 2013 offers a new launch screen that allows you to work on files recently used, open existing files or create new ones from templates. Press Esc or click Blank if you wish to see a new publication. In addition, Publisher 2013 features the Office Backstage View through the File command. For example, you can save, print, publish, convert or close publications. Moreover, two commands are available at the bottom to add user accounts and to access Publisher options. The following section details the commands found "behind the scenes" in the Microsoft Office Backstage View.

> File Management: Save, Save As, Open, Close

1. Use the Save, Save As, Open and Close commands to manage your document files. You can also save the current document in one of many different formats - click **File/Save As/ Browse**, then click **Save as type** to choose from formats such as: Publisher templates, Publisher 07-2009, a Publisher XML document, PDF (Portable Document Format), and others.



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