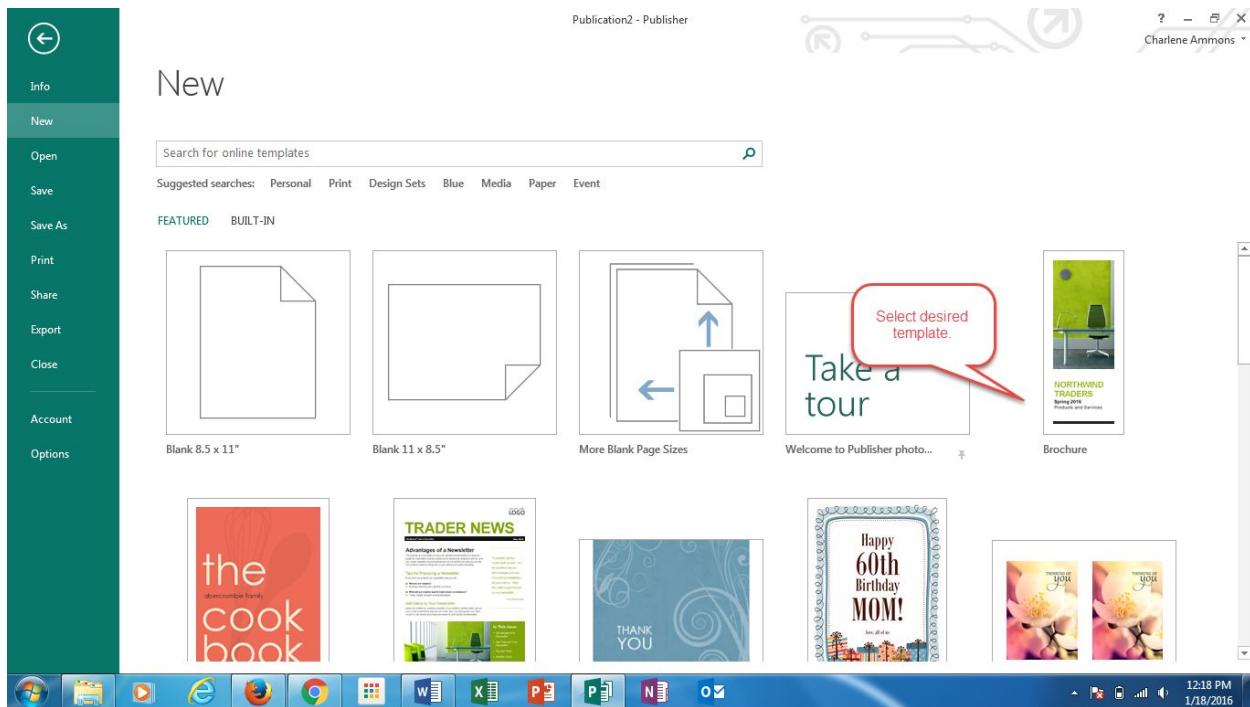


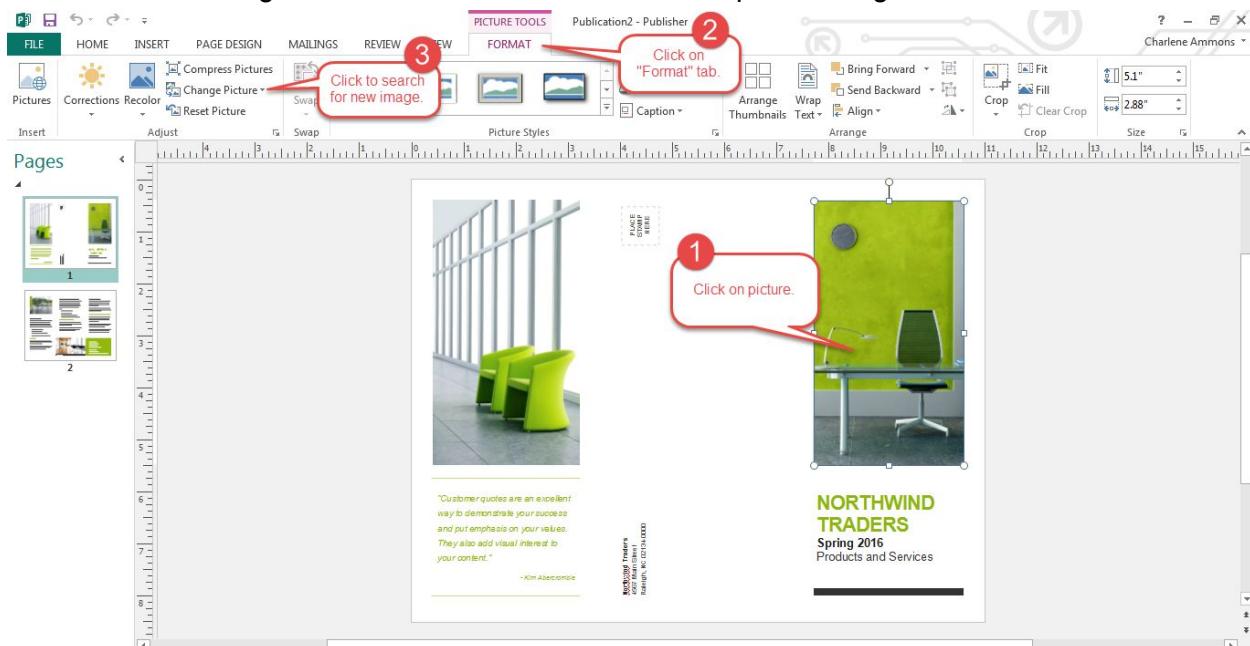
Publisher:

Search “Publisher” and select “Microsoft Publisher”

- Select a template

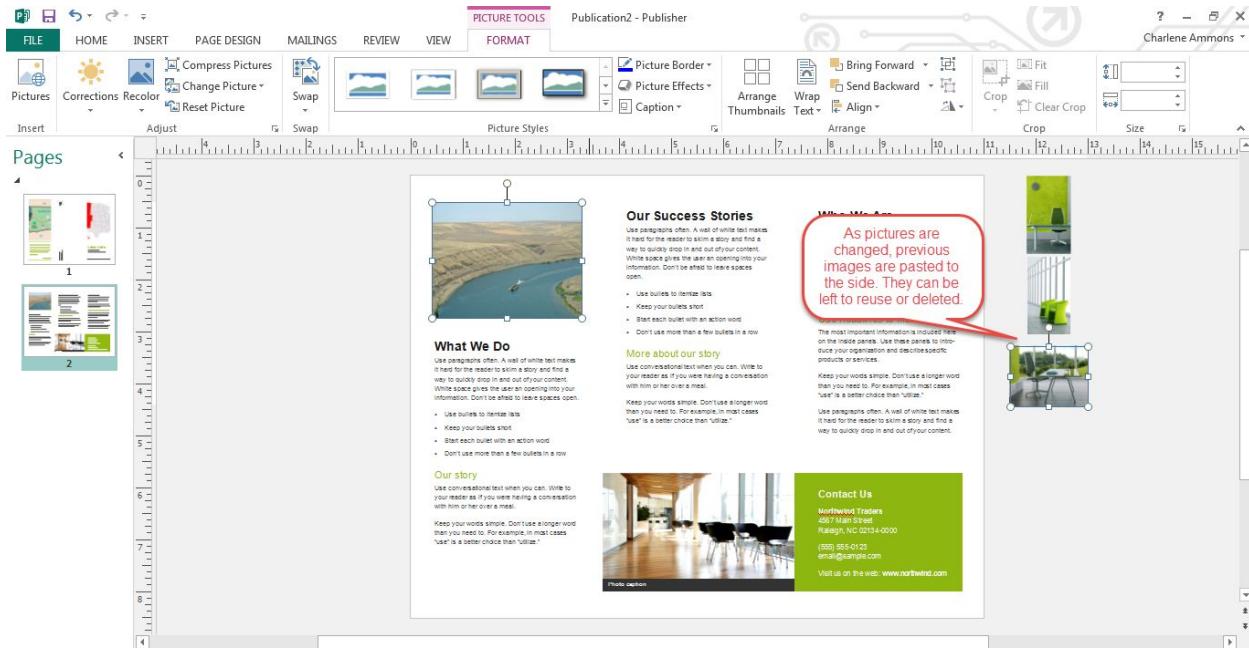


- For each element, click and replace
- Click on image and use the “Format” tab at the top to “Change Picture”



- Options to access previously saved images or search using Bing
  - If searching, first results will be licensed under Creative Commons
  - Option to “Show all web results” will not be filtered for reuse

- Any images used should be cited (copy image address and paste in Source document)
- Changed pictures are moved to the side for future use; they can be highlighted and deleted.



- Highlight and replace text within each text box
- Format text as desired.