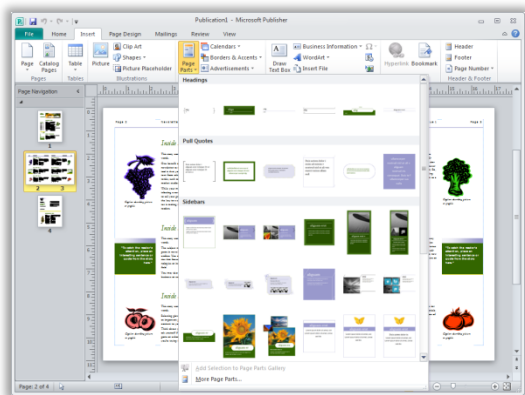


Microsoft Publisher 2010 Overview

Microsoft® Publisher 2010 helps you create, personalize and share a wide range of professional-quality publications and marketing materials. With Publisher 2010, you can easily communicate your message in a variety of publication types, saving you time and money. Whether you are creating brochures, newsletters, postcards, greeting cards or e-mail newsletters, you can deliver quality results without needing graphic design experience. Get the job done right the first time with Publisher 2010.

1 Start quickly and stay productive

Publisher 2010 delivers the features you need to focus on creating your best work. Preview the built-in templates with your brand elements and selected font schemes and color schemes applied. Review your publication for design and layout mistakes before printing or distributing. Easily reuse content from your work, including graphics and text. You can also insert and customize content from galleries of built-in and online building blocks, such as page stories, sidebars, advertisements, and calendars.



2 Energize your work with improved photo-editing tools

Look like a photo expert with Publisher 2010. Insert or replace photos with ease while preserving the look and layout of your publication or template. Pan, zoom or crop to get it picture-perfect while previewing the changes before they are applied. You can tweak color and brightness, choose from a library of picture caption layouts, or change the shapes of your photos, all from within Publisher.

3 Add a flair of sophistication to your publications

Publisher 2010 delivers new tools that help you transform ordinary text into fine typography. Use the stylistic sets, stylistic alternates, true small caps, ligatures, number styles and more that are available in many OpenType fonts that come with Publisher. You can also use additional OpenType fonts that are available through other companies. Put your own creative flourish on your publications.¹



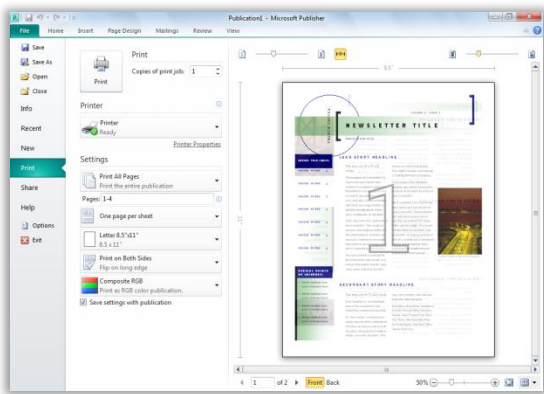
4 Enjoy more design control

New object alignment technology and guides in Publisher 2010 make it easier than ever to align new objects, images or text boxes to existing objects in a publication or template. Visual layout guidance quickly provides a suggested location for the new object before you place it and always leaves the final placement up to you. You're in the driver's seat!

¹ The new typography tools may be used only with OpenType fonts that have the ability to support them such as Gabriola, Candara, Cambria, Calibri and others.

5 Get it right the first time

With Publisher 2010, you can see exactly how your work will look when printed. You can adjust print settings while viewing a large print preview of your publication — no need to switch back and forth between multiple views or screens to see the impact of your changes. You can also use the new backlight feature to see “through” the paper to preview the other side of your publication, so that your page “flips” exactly as you want it.



6 Communicate with confidence

Publisher 2010 makes it a snap to eliminate publication errors. The new Microsoft® Office Backstage™ view gives you centralized access to information about your publication. This includes the Design Checker that automatically reviews your publication for a variety of mistakes, identifying common desktop, commercial print or e-mail problems, with options to fix them before distribution.

7 Enhance your work with new templates

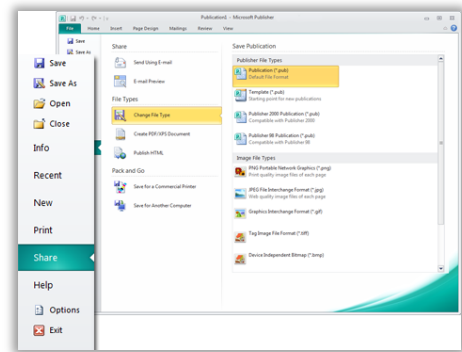
Looking for something special? Without leaving Publisher 2010, you can view and download high-quality templates created by businesses and other Publisher users, which are hosted on Office.com. Or choose from a library of hundreds of built-in, customizable design templates. Create and share your templates with the Publisher user community. It's easy, fun and fast.

8 Combine lists within Publisher for targeted mailings

The Mailings tab on the Ribbon makes it even more efficient to create, manage and store a single customer list in Publisher. Combine and edit customer lists from multiple sources, including Microsoft Excel®, Microsoft Outlook®, Microsoft Word and more. Then personalize your publications and marketing materials for additional impact.

9 Share your work easily

Now you can more easily share your publications. Create a PDF or XPS. Or, save a copy in an image file format, such as JPEG, for easy printing and sharing. No add-ins are required.



10 Get things done faster

Complete tasks quickly and more efficiently with Publisher 2010. With the Ribbon now incorporated in Publisher, you can access commands more quickly and easily, and customize the Ribbon to display the commands that are most relevant to you. Microsoft Office Backstage view makes it easier to save, share, print and publish your documents with just a few clicks. In addition, new visual navigation provides a thumbnail view of each page of your publication so that you can quickly move from page to page or even drag thumbnails to reorder pages. With a streamlined document workspace, you can focus on the task at hand.

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