OPENING PUBLISHER

The left-hand side of the opening screen contains the task pane, from where you will select the type of publication you want to create. You can choose to open one of Publisher's many pre-designed publications or you can use a blank publication to create a publication from scratch. Below is a representation of the screen you get when you open a publication.
This is a text frame. Frames can contain text, pictures, or other objects. The small squares around the edge of a frame are called handles.

To move a frame, move the mouse pointer to anywhere on the edge of the frame until you see the Move cursor. Click and drag to move the frame and its contents.

To resize a frame, move the mouse pointer to any handle on the edge of the frame until you see the Resize cursor. Click and drag to make the frame larger or smaller.