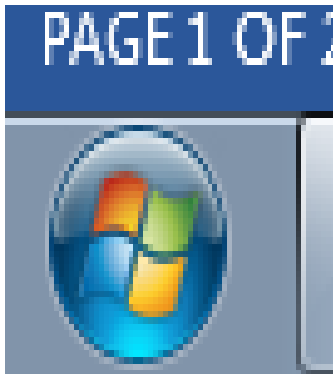


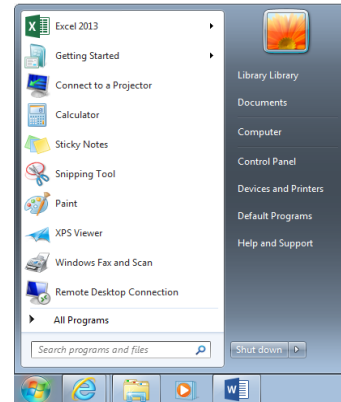
Sut i ...Greu Taflen



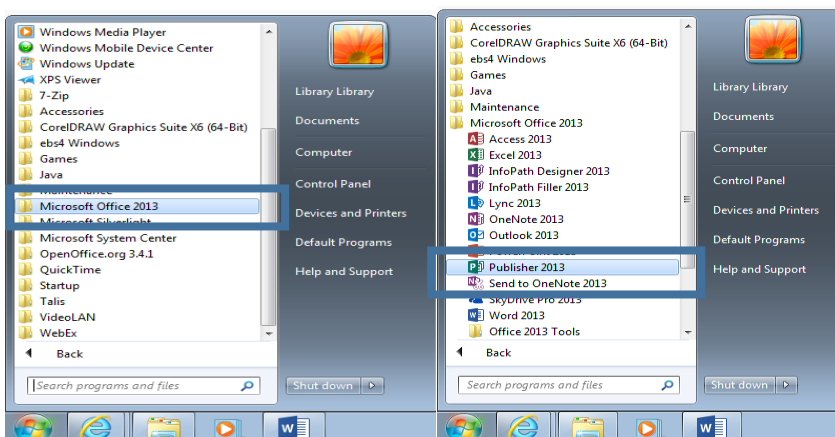
Cam 1. Cliciwch 'Dechrau'.



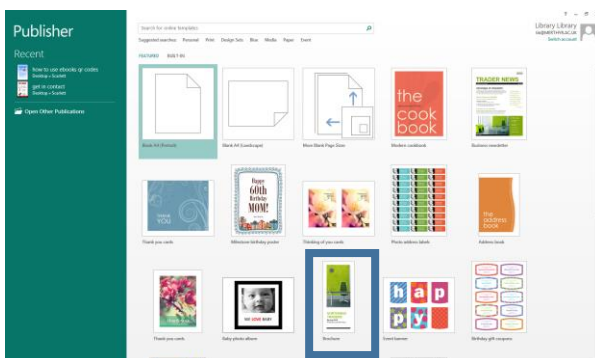
Cam 2. Dewiswch 'Pob Rhaglen'.



Cam 3. Dewiswch 'Microsoft Office'. Dewiswch 'Publisher'.

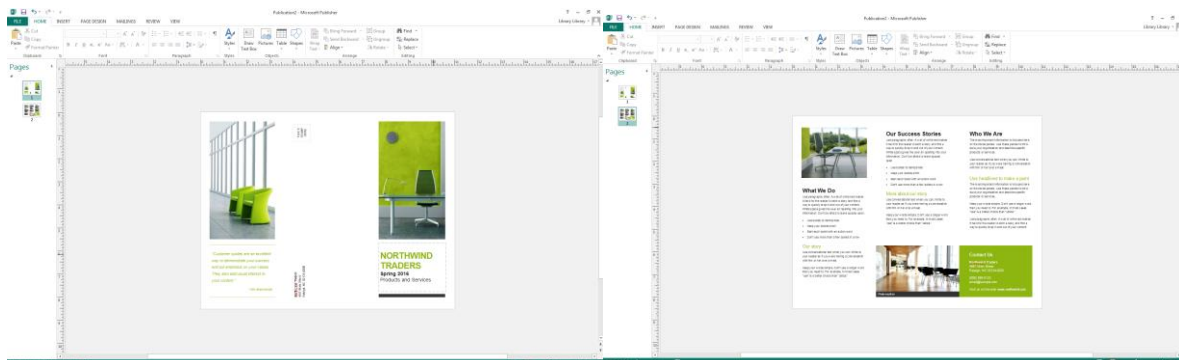


Step 4. Cliciwch ddwywaith ar yr opsiwn 'Llyfryn' am daflen templed parod.

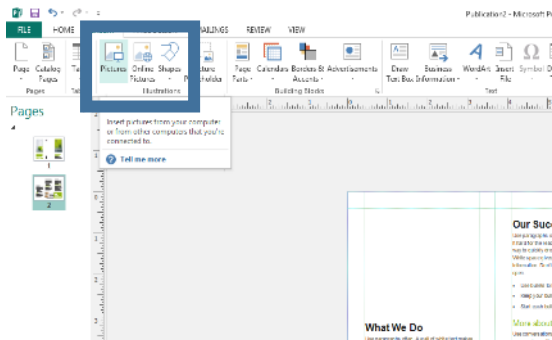




Cam 5. I newid y ddelwedd a thestun defnyddio'r opsiynau ar ben y dudalen.
Tudalen 1 yn y tu allan i'r daflen
Tudalen 2 yn y tu mewn i'r daflen.



Cam 6. I ychwanegu lluniau, ewch i 'Fewniod' a dewis 'Lluniau' neu 'luniau ar-lein'.



Cam 7. Er mwyn newid y testun, dewiswch y blwch testun yr ydych angen a theipiwch.

