

---

MICROSOFT PUBLISHER 2003

# CREATING FLYERS

---

---

# COPYRIGHT & TRADEMARKS

© Copyright 2003 Global Knowledge Network, Inc. All rights reserved.

No part of this publication, including interior design, cover design, icons or content may be reproduced by any means, be it transmitted, transcribed, photocopied, stored in a retrieval system, or translated into any language in any form, without the prior written permission of Global Knowledge Network, Inc. (“Global Knowledge”).

**Trademarks:** All brand names used in this book are trade names, service marks, trademarks, or registered trademarks of their respective owners. CustomDOC® is a registered trademark of Global Knowledge, Inc. Courseware Express™, Global Knowledge™, and the Global Knowledge logo are trademarks of Global Knowledge.

---

## CREATING FLYERS

<b>COPYRIGHT &amp; TRADEMARKS.....</b>	<b>II</b>
<b>LESSON 1 - CREATING A NEW PUBLICATION .....</b>	<b>1</b>
Opening the New Publication Task Pane .....	1
Using the New Publication Task Pane.....	1
Using a Publication Type Wizard.....	2
Saving a Publication .....	2
Closing a Publication.....	4
Opening an Existing Publication .....	4
Using an Existing Publication .....	5
<b>LESSON 2 - USING BASIC PUBLICATION SKILLS .....</b>	<b>6</b>
Magnifying a Publication .....	6
Adding Text to a Text Box.....	6
Moving an Object.....	7
Resizing an Object.....	8
Using Undo and Redo.....	9
Using the Layout Guides .....	9
Hiding and Displaying Layout Guides .....	10
Moving the Rulers .....	11
Creating and Clearing Ruler Guides.....	11
<b>LESSON 3 - CHANGING PUBLICATION DESIGN.....</b>	<b>13</b>
Modifying a Publication .....	13
Using the Publication Options Task Pane .....	13
Using the Publication Designs Task Pane .....	14
Using the Color Schemes Task Pane.....	14
Using the Font Schemes Task Pane.....	15
Using the Page Content Task Pane.....	15
<b>LESSON 4 - ENHANCING PUBLICATION TEXT.....</b>	<b>17</b>
Displaying and Hiding Special Characters .....	17
Changing the Font .....	17

Changing the Font Size .....	18
Changing Font Style and Effect.....	19
Changing the Font Color .....	19
Changing Text Alignment .....	20
Modifying Line and Paragraph Spacing .....	21
Setting Paragraph Breaks.....	22
Using the Format Painter.....	22
<b>LESSON 5 - WORKING WITH DRAWING OBJECTS .....</b>	<b>24</b>
Working with Objects.....	24
Using the Objects Toolbar.....	25
Drawing a Line .....	25
Sizing and Positioning Objects.....	26
Drawing AutoShapes.....	27
Adding Text to an Object .....	27
<b>LESSON 6 - FORMATTING OBJECTS .....</b>	<b>28</b>
Changing the Fill Color of an Object .....	28
Formatting Lines and Borders .....	28
Working with Layers.....	29
Selecting Multiple Objects .....	30
Grouping Objects.....	31
Deleting an Object.....	31
Rotating and Flipping Objects.....	32
<b>LESSON 7 - USING GRAPHIC IMAGES.....</b>	<b>33</b>
Working with Graphics .....	33
Using the Insert Clip Art Task Pane.....	33
Inserting Clips with the Clip Organizer.....	35
Organizing Clips.....	36
Inserting a Picture.....	37
Cropping a Picture .....	38
Changing Text Wrapping .....	39
Recoloring a Clip or Picture .....	40
Using the Design Gallery .....	40
<b>LESSON 8 - USING TEXT BOXES .....</b>	<b>42</b>
Creating a Text Box.....	42
Moving and Copying Text.....	42
Using the Paste Options Button.....	43
Importing Text from Word.....	44
<b>INDEX.....</b>	<b>46</b>

---

## LESSON 1 - CREATING A NEW PUBLICATION

---

### OPENING THE NEW PUBLICATION TASK PANE



#### Discussion

The **New Publication** task pane appears each time you open Publisher. The task pane provides the tools and wizards for creating a new publication from a predefined publication type and design. Other task pane options allow you to create a new publication using a blank publication, an existing publication or a template.

The **New Publication** task pane also contains links to existing publications. The **Open** section at the bottom of the task pane displays links to the last three publications you have recently opened and a **More publications** link to open the Open dialog box.

You can open the **New Publication** task pane any time you need to create a new publication.



#### Procedures

1. Select the **File** menu.
2. Select the **New** command.

---

### USING THE NEW PUBLICATION TASK PANE



#### Discussion

You can create a new publication using one of the Publisher wizards on the **New Publication** task pane. The wizards are sorted by four main categories: **Publications for Print, Web Sites and E-mail, Design Sets**, and **Blank Publications**. You select a main category from the **New from a design** list. After selecting a main category, a list of available categories appears in the task pane below the main category. Categories in the left pane expand to display subcategories. When you click a category in the left pane, the publication choices appear in the Publication Gallery in the right pane. All the available publications appear in the right pane; the subcategories are just shortcuts you can use to quickly scroll the list to a specific type of publication.

The **Publications for Print** and **Design Sets** categories display the same publications, but organized differently. When you view the publications for print, you can select a specific type, such as a brochure, and scroll the Publication Gallery to see the brochure displayed in all the preset designs.



## Procedures

1. Display the **New Publication** task pane.
2. Select **Publications for Print, Web Sites and E-mail, Design Sets** or **Blank Publications**.
3. Select a category or design set in the left pane.
4. Select a subcategory in the left pane, if applicable.

---

## USING A PUBLICATION TYPE WIZARD



## Discussion

The **Publications for Print** list sorts publication wizards by the type of publication you want to create. Publication types include flyers, postcards, signs, greeting and business cards, letterheads, labels, and a general page called quick publications. After you select the type of publication from the task pane on the left, you select a design wizard in the Publication Gallery in the right pane. You should view publications by type when you know the type of publication you want to create, but want to select from a wide variety of preset designs.

Publisher will prompt you to enter personal information, such as your name and address the first time you create a publication. You can enter the information then, or close the Personal Information dialog box without entering this information.



Personal information can be entered or changed at any time.



## Procedures

1. Display the **New Publication** task pane.
2. Select **Publications for Print**.
3. Select a category to expand it, if applicable.
4. Select a publication type in the left pane.
5. Scroll the Publication Gallery in the right pane to view the available designs.
6. Click the desired publication wizard in the right pane.

---

## SAVING A PUBLICATION



## Discussion

After creating a new publication, you can save it to disk so that you can retrieve it at another time.

When you save a publication for the first time, Publisher opens the Save As dialog box in which you enter the desired file name and location. You should give the publication a short, descriptive name. Publisher automatically assigns the **.pub** extension when you are saving a file.

If you want to save the publication in a different drive or folder, you can use the **Save in** list to select the desired location. The folders and files residing in the selected location appear in the list box below the **Save in** box. The Places Bar on the left side of the dialog box contains shortcuts to various folders and can be used to quickly select a folder.

Once a publication has been saved, its file name appears on the application title bar. The Save As dialog box does not open during subsequent saves. Instead, Publisher updates the changes to the existing file each time you save the publication.

There may be times when you want to save a copy of the current publication using a different file name and/or to a different location. For instance, you may want to permanently preserve a version of your publication in its current form, even though it is not yet complete. You can save a publication to a separate file by selecting the **Save As** command from the **File** menu to open the Save As dialog box and entering a new file name; such as Newsletter1, Newsletter2, etc.

In addition to saving a publication, you can create a backup copy as protection against losing work. A backup copy is your previously saved version. For instance, if this is the fourth time you have saved a publication, the backup will include all of the changes you made through the third save. This feature is useful if you decide you do not want to keep some of the changes you have already saved. You can then use the backup copy to go back a few steps without much trouble. Once a backup is created, a previous copy of the file is saved to the same backup every time you save the publication so that you do not need to use the **Save with Backup** command every time.



To create a backup file for a file you previously saved, open the Save As dialog box, click the arrow on the **Save** button and select the **Save with Backup** command.




You can use the **Create New Folder** button in the Save As dialog box to create a new folder without leaving Publisher.



You can also save a new or existing publication by selecting the **File** menu and the **Save** command.



## Procedures

1. Click the **Save** button  on the **Standard** toolbar.
2. Type the desired file name.
3. Select the **Save in** list.
4. Select the drive where you want to save the publication.
5. Open the folder where you want to save the publication.
6. Select the **Save** button.

---

## CLOSING A PUBLICATION



### Discussion

When you finish working on a publication, you can close it to remove it from the application window. When you close a publication, a blank publication opens.

If you close a publication that contains changes which have not been saved, Publisher prompts you to save the publication. You can choose to save the changes made to the publication, or you can close the publication without saving the changes.



When you close a file, Publisher creates a blank publication until you open or create a different publication.



### Procedures

1. Select the **File** menu.
2. Select the **Close** command.

---

## OPENING AN EXISTING PUBLICATION



### Discussion

You can view or edit an existing publication by opening it from disk. You do not need to remember the file name because the Open dialog box displays a list of folders and files in the current drive and folder. You can select the desired publication from the list, or you can type the name of the publication you want to open.

If the publication resides in a different drive or folder, you can use the **Look in** list to select the correct location. The folders and files residing in the selected location appear in the list box below the **Look in** box. You can resize the Open dialog box to view more of its contents.

You can protect the original version of a publication from modifications by using the **Open** list to open a copy of the publication or open the publication as read-only. Files created in another program can be opened in Publisher by selecting another file type from the **Files of type** list. Other file types include a Word document or an Excel worksheet.

If you created a backup copy of your publication, you can open that file just as you would open any other publication. A backup has the same name as the original publication, preceded by the text **Backup of**.

You can have more than one publication file open at a time; however, you must open each file separately. Once the files are open, you can use the **Window** menu to switch to one of the open files. You can display open publications side by side using the **Arrange All** command on the **Window** menu. This option is helpful if you are copying between publications.



You can also access the Open dialog box by selecting the **More** link in the **New Publication** task pane, or by selecting the **File** menu and then the **Open** command.




Publisher displays the names of recently opened publications at the bottom of the **File** menu and at the bottom of the **New Publication** task pane. When you click a file name in the list, the corresponding publication opens.



Depending on your operating system, a button appears in the taskbar for each open Publisher file. You can use the taskbar buttons to switch between open files.



## Procedures

1. Click the **Open** button  on the **Standard** toolbar.
2. Select the **Look in** list.
3. Select the drive where the publication you want to open is located.
4. Open the folder in which the publication you want to open is located.
5. Select the name of the publication you want to open.
6. Select **Open**.

---

## USING AN EXISTING PUBLICATION



### Discussion

An existing publication may contain the elements you want to use in a new publication. For example, you may have customized the color and font scheme of a publication to suit your needs. You can use this existing publication to create a new publication with the same content and formatting.

When you select an existing publication using the **From existing publication** link in the **New Publication** task pane, Publisher creates a copy of the publication rather than opening the original. You are then free to change the content, publication elements or formatting for the new publication. Using a copy prevents you from accidentally overwriting the original.



## Procedures

1. Display the **New Publication** task pane.
2. Select the **From existing publication** link under **New**.
3. Select the **Look in** list.
4. Select the drive where the publication you want to use is located.
5. Open the folder in which the publication you want to use is located.
6. Select the name of the publication you want to use.
7. Select **Create New**.

---

## LESSON 2 - USING BASIC PUBLICATION SKILLS

---

### MAGNIFYING A PUBLICATION



#### Discussion

You can magnify a publication to make it easier to read, or you can reduce the magnification in order to see more of the publication. For instance, you may want to zoom in to work with text boxes and zoom out to view an overall page layout.

The magnification level can be set to a percentage of the actual size, or you can choose to view the entire width of the page. Changing the magnification does not change the publication content; it only changes how it appears on the screen.



You also can enlarge or reduce your view of a publication using the **Zoom** list on the **Standard** toolbar.





You can also press the **[F9]** key to toggle back and forth between your current magnification setting and **100%** magnification.



You can create a custom magnification by clicking in the **Zoom** box on the **Standard** toolbar, typing the desired percentage, and pressing the **[Enter]** key.



#### Procedures

1. Select the **View** menu.
2. Point to the **Zoom** command.
3. Select the desired zoom command.
4. To reduce the view of the publication, click the **Zoom Out** button  on the **Standard** toolbar as desired.
5. To enlarge the view of the publication, click the **Zoom In** button  on the **Standard** toolbar as desired.

---

### ADDING TEXT TO A TEXT BOX



#### Discussion

When you use a wizard to create a publication, the publication contains placeholders for entering text. A placeholder is a text box containing sample text. The text box determines the placement of the text on the page. A text box may also include text formatting, including the text font, size and color. In addition, Publisher also contains placeholders for graphics and pictures.

Text boxes contain sample text until you type your own text. The default text allows you to see the formatting and gives you an idea of how much text you will want to type. If you do not enter any replacement text, the default text appears on the screen, but it is not printed. You can replace existing text in a text box by selecting the text and deleting it.

The amount of text you enter in a text box depends upon which box is selected. For example, when you create a newsletter, placeholders for the newsletter title and headlines contain larger type and fewer words than the boxes provided for the body text. For some text boxes, a copyfitting setting is enabled that shrinks the text if you enter more text than the box can hold, automatically reducing the size of the type so that more text will fit into the box. You can disable this setting, if desired.

When you click a text box, selection handles appear around the placeholder and either the insertion point appears in the box or the text it contains is selected.



Placeholders and text boxes containing text behave differently. When you select a placeholder, all placeholder text is selected so that you can easily replace it. Once the text box's contents are customized, the insertion point appears where you click; all text in the text box is not selected.



You can select all the text in the current text box by pressing the **[Ctrl+A]** key combination.



You can delete text in a text box by selecting the desired text and pressing the **[Delete]** key.



## Procedures

1. Click the text box where you want to add text.
2. To replace the existing text, select the text you want to replace.
3. Type the new text.
4. To deselect the text box, click outside of it.

---

## MOVING AN OBJECT



### Discussion

You can easily move a Publisher object such as a graphic, picture, or text box. You simply drag the object to a new location. Multiple objects are often grouped so that you can work with them as a single object. If several objects are grouped, all the objects will move when you drag any individual object in the group.

The mouse pointer must change into a four-headed arrow, called the Move pointer, to move a graphic. The Move pointer appears when you point anywhere in a filled object, such as a drawing object or picture. However, to move a text box or an unfilled object, you must point to an edge of the box for the Move pointer to appear.

You can also use the keyboard to move an object. Select the object and then tap or hold down an arrow key to move the object in the selected direction.



To move an object horizontally or vertically, hold the **[Shift]** key as you drag the object.



Objects may snap into place along another object, a ruler mark, or page guides. To retain full control over positioning, select the **Arrange** menu, point to the **Snap** command, and deselect the **To Ruler Marks**, **To Guides**, and **To Objects** commands.



The status bar displays two sets of numbers when you select an object. The first set of numbers, the **Object Position** numbers, correspond to the measurements on the horizontal and vertical rulers. You can use the **Object Position** numbers to accurately place the upper left corner of an object on the page.



## Procedures

1. Point to the edge of the object you want to move until the mouse pointer changes into the Move pointer.
2. Drag the graphic to the desired location.

---

## RESIZING AN OBJECT



## Discussion

You may want to resize an object so that it fits your publication better. An object such as a picture, graphic, or text box can be resized easily using its resize handles. If you use a middle resize handle on the side of an object, you can change the size either horizontally or vertically. However, if you use a resize handle in the corner of an object, you can change the size both horizontally and vertically at the same time.

The mouse pointer must change into a double-headed arrow, called the Resize pointer, to resize a graphic.



To resize a picture proportionally, drag a corner resize handle. To resize other objects proportionally, hold the **[Shift]** key and drag a corner handle.



To size or position an object to your exact specifications, right-click the object and select the **Format <Object>** (**Text Box**, **Object**, **Picture**, etc.) command. In the **Format <Object>** dialog box, select the **Size** tab and change the width and height settings as desired.



When you select an object, the status bar displays two sets of numbers. The second set of numbers, the **Object Size** numbers, display the width and length of an object.



## Procedures

1. Select the graphic you want to resize.
2. Point to the desired sizing handle until the mouse pointer changes into the Resize pointer.
3. Drag the sizing handle to increase or decrease the size of the object.

---

## USING UNDO AND REDO



### Discussion

The **Undo** feature allows you to reverse the results of a previous command or action.

Once you use the **Undo** feature, the **Redo** feature becomes available. The **Redo** feature allows you to restore the results of the command or action you reversed with the **Undo** feature. Both features can be accessed using the **Standard** toolbar or the **Edit** menu.

The task that will be undone or redone appears as part of the ScreenTip for the **Undo** and **Redo** buttons. For example, if you just deleted text, the ScreenTip for the **Undo** button would read **Undo Delete Text**. The **Undo** feature is particularly useful if you accidentally move an object and want to return it to its original position.





You can undo multiple actions by repeatedly using the **Undo** feature. You can undo the last 20 actions you have taken. You can also use the list arrow on the **Undo** or **Redo** button to undo or redo multiple actions. This feature is useful if you want to reverse a previous action, but have performed a number of actions subsequent to it. When you select an action to undo or redo, however, all the items performed after the selected action in the list are also reversed or redone.



You can also undo and redo actions by selecting the **Edit** menu and then selecting the **Undo** or **Redo** commands. The action to be undone or redone appears as part of the command.



### Procedures

1. To undo the previous command or action, click the **Undo** button  on the **Standard** toolbar.
2. To redo the undone command or action, click the **Redo** button  on the **Standard** toolbar.
3. To undo or redo multiple consecutive actions, click the arrow on the **Undo** button  or the **Redo** button .
4. Select the action you want to undo or redo.

---

## USING THE LAYOUT GUIDES



### Discussion

Publisher includes several kinds of boundaries and layout guides to help you manage and organize text, pictures and other objects on the page. Layout guides appear as black and blue dotted lines on the page.

Every publication has black and blue margin guides to help you define the white space that is left along the edge of your page. You can enter specific measurements for the left, right, top, and bottom margin guides on the **Margin Guides** page of the Layout Guides dialog box.

Grid guides divide the page into columns and rows. While the default grid is set to one row and one column, you can designate the number of rows and columns to create your own grid system on the **Grid Guides** page of the Layout Guides dialog box. You can also indicate the amount of spacing you want between columns or rows on this page.

Margin, grid, and baseline guides help you line up your objects properly, and objects you are moving will snap to place with the guides if that option is enabled. Layout guides only apply to the current publication, and appear on every page of the publication; however, they do not appear when printed. Layout guide settings are saved with the publication.

On the **Baseline Guides** page, you can designate the amount of spacing you want between the invisible lines on which text rests, known as baselines. Publisher uses baseline guides to align baselines across all columns of a publication.



You can prevent objects from snapping to the guides when you move them by selecting the **Arrange** menu, pointing to the **Snap** command, and then deselecting the **To Guides** command.



## Procedures

1. Select the **Arrange** menu.
2. Select the **Layout Guides** command.
3. Select the **Margin Guides** page, if necessary.
4. Under **Margin Guides**, enter the desired values for the **Left**, **Right**, **Top** and **Bottom** boxes.
5. Select the **Grid Guides** page.
6. Enter the desired values in the **Columns** and **Rows** boxes.
7. Select the **Baseline Guides** page.
8. Enter the amount of spacing you want between the horizontal baseline guides in the **Spacing** box.
9. Enter the amount of offset you want from the top margin guide to the horizontal baseline guide directly below it.
10. Select **OK**.

---

## HIDING AND DISPLAYING LAYOUT GUIDES



## Discussion

To preview how your publication will look when it is printed, you simply hide the boundaries that surround the framed objects and the layout guides. If you previously displayed hidden characters (such as paragraph marks), you will need to hide those as well.



## Procedures

1. Select the **View** menu.
2. Select the **Hide Boundaries and Guides** or **Show Boundaries and Guides** command.

---

## MOVING THE RULERS



### Discussion

The rulers, which can be easily shown or hidden, are useful when sizing and positioning text boxes and graphics. You can also move the rulers into a publication so that they are closer to the object with which you are working. You can move the horizontal or vertical ruler by dragging either ruler, or you can move both rulers at the same time by dragging the **Move Both Rulers** button, which appears at the intersection of the horizontal and vertical rulers. Changes to the rulers affect every page in the publication.

The rulers can display measurement units of inches, centimeters, picas, and points. By default, the zero (0) point on the rulers appears at the top and left edges of the paper. Numbers to the right of the horizontal ruler zero point and below the vertical ruler zero point are expressed as positive numbers (+1, +2.25, etc.). Numbers to the left and above the zero points are expressed as negative numbers (-1, -2.25, etc.). You can, however, change the zero point to another position by holding the **[Shift]** key and right-clicking the ruler at the position where you want to create the new zero point. Changes to the zero point only affect the current publication.



The measurement unit for the rulers can be changed on the **General** page in the Options dialog box.



You can hide and display the rulers by selecting the **View** menu and the **Rulers** command.



### Procedures

1. To move the horizontal ruler, press **[Shift]** and point to the ruler until a two-headed arrow appears.
2. Drag the ruler into the work area to the desired position.
3. To move the vertical ruler, press **[Shift]** and point to the ruler until a two-headed arrow appears.
4. Drag the ruler into the work area to the desired position.
5. To move both rulers, press **[Shift]** and point to the gray button at the intersection between the horizontal and vertical rulers.
6. Drag the **Move Both Rulers** button diagonally into the work area, to the desired position.

---

## CREATING AND CLEARING RULER GUIDES



### Discussion

In addition to moving the rulers into the publication, you can create horizontal or vertical guide lines in a publication to use as an aid. Rulers are useful tools for sizing and positioning graphics, but sometimes it is useful to have a guide based on a point on the ruler directly in your work area. You can then use this guide to more accurately align your graphics. Ruler guides are only visible on the page on which they are placed and they do not print.

You create guides by dragging either ruler into the publication. A thin, green dotted line appears in the publication that you can use to align objects. You can create as many ruler guides as you want. After you are finished with a ruler guide, you can either move it to another position or remove it by dragging the ruler guide into the ruler. You can also clear all ruler guides on the page at the same time using the **Ruler Guides** submenu on the **Arrange** menu.

Unlike grid guides, which display on every page in the publication, ruler guides only appear on the currently displayed page(s). You can choose a separate ruler guide display for each page. Ruler guide settings are saved with the publication.



You can also use the **Ruler Guides** submenu, which is located on the **Arrange** menu, to add horizontal and vertical ruler guides.



You can use the **Object Position** numbers on the status bar to precisely position the ruler guides. Use the first number to position vertical ruler guides and the second number to position horizontal ruler guides.



If the **To Ruler Marks** command on the **Snap** submenu of the **Arrange** menu is enabled, the ruler guide will snap to a ruler mark and if the **To Objects** command on the **Snap** submenu of the **Arrange** menu is enabled, the ruler guide will snap to an object.



## Procedures

1. To create a ruler guide, point to a ruler until a two-headed arrow appears.
2. Drag the ruler into the work area to the desired position.
3. Continue creating ruler guides as needed.
4. To move a ruler guide, point to the ruler guide you want to move.
5. Drag the ruler guide to the new position.
6. To remove all ruler guides, select the **Arrange** menu.
7. Point to the **Ruler Guides** command.
8. Select the **Clear All Ruler Guides** command.

---

## LESSON 3 - CHANGING PUBLICATION DESIGN

---

### MODIFYING A PUBLICATION



#### Discussion

After creating a publication using a wizard, you may decide that you do not want to use some of the components and design elements in the publication. The publication's task pane provides the tools for modifying its basic elements. The task pane is actually split into two panes, with the top pane containing links to the elements you can change and the bottom pane containing options for the selected element.

There are four main task panes for the elements in a publication that can be changed; **<Publication> Options**, **Publication Designs**, **Color Schemes**, and **Font Schemes**. A **Page Content** task pane is also available for some types of publications.



You can also use the commands on the **Format** menu to display the corresponding task pane for a publication element. For example, the **Flyer Options** command opens the **Flyer Options** task pane for a flyer publication and the **Color Schemes** command opens the **Color Schemes** task pane for all publications.



If the task pane is open, you can use the **Other Task Panes** list to switch to the desired publication task pane.

---

### USING THE PUBLICATION OPTIONS TASK PANE



#### Discussion

The **<Publication> Options** task pane contains the tools to modify the layout and components of a publication. The options available depend on the selected publication type. While the **Newsletter Options** task pane allows you to select 1-sided or 2-sided printing, the **Brochure Options** task pane contains the options to add a form element, such as an order form to a brochure.



Many types of publications include the option to add the customer's address to the publication. The customer address option inserts address fields that you can mail merge with your customer address list or database. You can perform the mail merge from within Publisher.



#### Procedures

1. Select the **Format** menu and the **<Publication> Options** command or select the **<Publication> Options** link in the publication task pane.
2. Select the desired options.

---

## USING THE PUBLICATION DESIGNS TASK PANE



### Discussion

After creating a publication, you may change your mind about the design you selected. You can apply a different design using the **Publication Designs** task pane.

While you can switch to another publication design, the layout may change dramatically, sometimes hiding or removing objects that no longer fit. If you have already started customizing the publication, you may want to stay with your original design.



As you format the text, objects and layout of a publication, you may regret some of your changes. You can use the **Reset current design** link at the bottom of the **Publication Designs** task pane to select the type of elements you want to reset to the original.



### Procedures

1. Select the **Format** menu and the **Publication Designs** command or select the **Publication Designs** link in the publication task pane.
2. Select the desired design under **Apply a design**.

---

## USING THE COLOR SCHEMES TASK PANE



### Discussion

Each Publisher design set is assigned a group of colors called a color scheme. A new publication appears in these colors unless you have saved a color scheme preference in your personal information set. If you like the overall layout of a design, but do not like the colors used, you can use the **Color Schemes** task pane to change the color palette of a publication.

Color schemes are made up of five main colors that appear in the color scheme palette, plus three additional colors. The first color is called the main color, and is used for the body text in a publication. In addition to the main color, a color scheme includes five accent colors used for headings, accent lines and graphics, and two colors for hyperlinks.



You can use the **Custom color scheme** link at the bottom of the **Color Schemes** task pane to create and save a customized color scheme that you can apply to other publications.



## Procedures

1. Select the **Format** menu and the **Color Schemes** command or select the **Color Schemes** link in the publication task pane.
2. Select the desired color scheme under **Apply a color scheme**.

---

## USING THE FONT SCHEMES TASK PANE



### Discussion

Each publication design includes its own font scheme. A font scheme is a combination of font typefaces and font sizes assigned to the different text elements in the publication. The typeface determines the look of the text characters. Typefaces range from heavy, bold typefaces to thin, light ones. Typefaces are often classified as serif, sans serif, cursive, and monospace. Serif typefaces are more decorative and formal, displaying flared or decorative lines at the ending strokes of a letter. Common serif fonts are Times New Roman and Garamond. Sans serif fonts, with its plain stroke endings, are simpler and more informal. Common sans serif fonts include Arial and Tahoma. Cursive fonts, often called script fonts, display connected letters that look like handwriting. Monotype fonts display characters with the same fixed-widths. Courier is an example of a monotype font.

Publisher's font schemes use different size fonts for the text elements in a publication; a large font size for main headings, a much smaller font size for body text, and other sizes for various elements. Font sizes are measured in points, with 72 points equaling a vertical inch. The larger the font size, the larger the character.

Some font schemes use different sizes of the same typeface, while others mix typefaces, often mixing serif and sans serif fonts. For instance, the design for a flyer may display main text headings in a 38 point Verdana typeface and body text in a 12 point Garamond typeface. Varying the font within a publication improves the readability of the text and emphasizes important points.



You can use the **Font Scheme Options** link at the bottom of the **Font Schemes** task pane to prevent the new font scheme from changing certain text formatting, such as custom text formatting you have already applied.



## Procedures

1. Select the **Format** menu and the **Font Schemes** command or select the **Font Schemes** link in the publication task pane.
2. Select the desired scheme under **Apply a font scheme**.

---

## USING THE PAGE CONTENT TASK PANE



### Discussion

A **Page Content** task pane is available for certain publication types, such as newsletters and catalogs. You can use the task pane to add various content objects to a page. These objects include several column layouts with and without

pictures, calendars, various forms, a table of contents, and a variety of arrangements for displaying multiple items on a page.

Page content changes usually apply to the inside pages of a publication. When viewing a two-page spread, you select whether to apply the content to the left or right page. Depending on the publication type, there are limited or no content changes that you can make to the first and last pages of a publication.



The **Select a page to modify** list does not appear when you disable two-page spread.



You can use the **Insert page** link at the bottom of the **Page Content** task pane to add more pages to the publication and select the layout of the new pages.



## Procedures

1. Select the **Format** menu and the **Page Content** command or select the **Page Content** link in the publication task pane.
2. Display the page(s) you want to modify.
3. Select the **Select a page to modify** list.
4. Select the page you want to modify.
5. Select the desired content under **Content for <Page> Page**.

---

## LESSON 4 - ENHANCING PUBLICATION TEXT

---

### DISPLAYING AND HIDING SPECIAL CHARACTERS



#### Discussion

Each time you press the **[Enter]**, **[Spacebar]**, or **[Tab]** keys while you are in a text box, a special formatting character is inserted into the publication. You do not usually see these formatting characters; you only see the results of the keystroke. When editing a publication, it is sometimes useful to display the special formatting characters. Formatting characters are also frequently called non-printing characters since they do not print when you print the publication.

The keystrokes **[Enter]**, **[Spacebar]**, and **[Tab]** are represented by the paragraph character (¶), a dot (•), and a right arrow (→), respectively. The last character in a text box or table cell is followed by a circle in a small square box.



#### Procedures

1. Click the **Special Characters** button  on the **Standard** toolbar to display or hide the formatting characters.

---

### CHANGING THE FONT



#### Discussion

Text font is determined by the design you choose when you create a publication. Although you can apply a new font scheme to the whole publication, you can also change the font for specific text to suit your needs. In this way, you can customize a publication to accommodate special conditions, such as text for a company logo. Publisher includes many font typefaces from which you can choose.

You can change the font of existing text or select a font prior to typing. When you select a font before typing, any text you type into the frame appears in the selected font until you select a new font.

The fonts available to you depend upon which fonts are installed on your computer and printer. A **TT** symbol next to a font name indicates that it is a TrueType font installed on your system in Windows. A printer icon next to a font name indicates that it is a font available in your printer.



You can quickly select a font by selecting the text in the **Font** box on the **Formatting** toolbar, typing the name of the desired font, and pressing the **[Enter]** key. You can also select the **Format** menu, select the **Font** command, and use the Font dialog box to change the fonts.



To change the font of a single word, you do not have to select the whole word, just position the insertion point within the word.



The most recently used fonts appear in a list at the top of the **Font** list on the **Formatting** toolbar.



## Procedures

1. Select the text with the font you want to change.
2. Click the **Font** arrow on the **Formatting** toolbar.
3. Select the desired font.

---

## CHANGING THE FONT SIZE



## Discussion

The default font size of titles, bulleted text, and other text in a publication depends upon the template, design, or font scheme you use to create the publication. You can change font size as needed in order to emphasize or de-emphasize text.

Font size is measured in points. One point is approximately 1/72 of an inch. The larger the font size, the larger the type. Therefore, a word with a 36 point font size is approximately one-half inch in height.

Generally speaking, larger font sizes are used for headlines and titles, and smaller font sizes are used for body text.

You can change the font size of existing text or select a font size prior to typing. You can also mix font sizes. For example, you can use a 22 point font for the headings on a page and a 12 point font for the corresponding text. Varying the font size in a page adds impact to a publication by emphasizing key points.



You can quickly change a font size by selecting the number in the **Font Size** box on the **Formatting** toolbar, typing the desired font size, and pressing the **[Enter]** key. You can also select the **Format** menu, select the **Font** command, and use the Font dialog box to change the font size.



You can also use the **Increase Font Size** and **Decrease Font Size** buttons on the **Formatting** toolbar to incrementally increase or decrease the font size of selected text.



## Procedures

1. Select the text with the font size you want to change.
2. Click the **Font Size** arrow on the **Formatting** toolbar.
3. Select the desired font size.

---

## CHANGING FONT STYLE AND EFFECT



### Discussion

To enhance a publication, you can change the font style and effect for text characters. Font styles and effects can make words stand out and are often used to call attention to important text in a publication. Font styles include bold, italic, and underline. Font effects include outline, emboss, small caps, all caps, shadow, engrave, superscript, and subscript.

You can change styles or effects for characters as you type text, or enter the text first and add the formatting later. In addition, you can mix these character formats and effects in any combination within the same publication. To get the maximum effect of any formatting, however, it is best to use font styles and effects sparingly. Buttons for bold, italic, and underline appear on the **Formatting** toolbar.



You can view all available font formatting commands by selecting the **Format** menu and then selecting the **Font** command. In the Font dialog box, you can apply a combination of font styles and effects at one time.



The **Bold**, **Italic**, and **Underline** buttons are toggles. If you select text that contains one of these formats and click one of these buttons, the format is removed.



To underline, bold, or italicize a single word, you do not have to select the whole word; just position the insertion point within the word.



### Procedures

1. Select the text to which you want to add a font style or effect.
2. Click the desired font style or effect button on the **Formatting** toolbar.

---

## CHANGING THE FONT COLOR



### Discussion

The original text colors in a publication are part of the publication's color scheme. A color scheme is a set of five main coordinated colors, plus additional colors for hyperlinked text. Although color schemes give a publication a harmonious appearance, you may want to use another text color for emphasis.

The **Font Color** button has two components. The **Font Color** button always displays the currently selected color. To apply this color to selected text, you only have to click the **Font Color** button. In addition, you can use the **Font Color** arrow to select a different color from the color scheme. If you want to add another color to the palette, you can select the **More Colors** command and then choose a color from the **Standard** page, or you can mix your own color on the **Custom** page in the Colors dialog box.



Publisher keeps track of the colors you have used recently. When you display the **Font Color** menu, the **Recent colors** section appears below the **Scheme colors** section.




You can also change font colors by selecting the **Format** menu and then selecting the **Font** command. In the Font dialog box, you can select the desired font colors.



The **Font Color** palette is a tear-off menu that can be displayed as a floating toolbar in the work area. To float the toolbar, point to the horizontal bar at the top of the palette and drag it into the work area. To close the toolbar, click the **Close** button on the toolbar's title bar.



## Procedures

1. Select the text with the font color you want to change.
2. Click the arrow on the **Font Color** button  on the **Formatting** toolbar.
3. Select **More Colors**.
4. To use a standard color, select the **Standard** tab.
5. Select a color from the spectrum.
6. To select a more specific color, select the **Custom** tab.
7. Select a color from the large **Colors** box of color gradients.
8. Use the slider on the right to select the brightness of the color.
9. Select **OK**.

---

## CHANGING TEXT ALIGNMENT






### Discussion


Paragraph alignment refers to the position of each line of text in a paragraph between the left and right margins.

You can change the alignment of text on a page to achieve a desired look. The **Formatting** toolbar contains four alignment buttons: **Align Left**, **Center**, **Align Right**, and **Justify**.

Aligning text affects the entire paragraph. You do not need to select the text in the paragraph you want to align; you can simply position the insertion point anywhere within the paragraph.

The following table describes the various types of paragraph alignment:

Alignment Button	Result
 <b>Align Left</b>	Text is flush to the left margin, but uneven along the right margin. Business documents are often aligned this way.
 <b>Center</b>	Text is centered for each line of the paragraph between the margins. Titles are often aligned this way.
 <b>Align Right</b>	Text is flush to the right margin, but uneven along the left margin. Names and addresses on letterhead and business cards, for example, are sometimes formatted this way.

Alignment Button	Result
 <b>Justify</b>	Text is flush to both the left and right margins. To accomplish this alignment, space is added between words to stretch the line to the margins. Columns in a newspaper are usually aligned this way.



## Procedures

1. Select the text you want to align in the text box.
2. Click the desired alignment button on the **Formatting** toolbar.

---

## MODIFYING LINE AND PARAGRAPH SPACING



## Discussion

You can change the default line and paragraph spacing on a page if you want to spread lines out on the page or condense them into a smaller area.

If paragraphs are too crowded, you can add extra space above or below the paragraphs. This option is useful when adding an extra hard return creates too much space between paragraphs, but the paragraphs would look better with additional separation.

You can also indent a paragraph when you want to call attention to sections in a publication or are indicating subordinate text. Indenting a paragraph refers to moving it away from the left, right, or both margins.

There are several types of indents that you can apply to a paragraph. For example, you can create a left indent for the first line of a paragraph. The first line of each paragraph in many letters and documents is often indented from the left to improve readability. A hanging indent applies a left indent to all lines of a paragraph except the first line. A hanging indent is often used for lists or in technical reference materials.

You set paragraph indentation in the **Indentation** section on the **Indents and Spacing** page of the Paragraph dialog box by entering left, right, and first line indent measurements. If you are not sure what measurements to use to create the desired paragraph indent, you can select one of the preset paragraph formats from the **Preset** list and modify its settings, if needed. Many of the preset paragraph formats also apply a paragraph alignment; however, you can use the Paragraph dialog box to select the alignment you want to use.

You can adjust paragraph spacing and preview your changes in the **Line spacing** section on the **Indents and Spacing** page of the Paragraph dialog box.



You can also use the **Line Spacing** button on the **Formatting** toolbar to open the Paragraph dialog box.



## Procedures

1. Select the text for which you want to modify the line and paragraph spacing.

2. Select the **Format** menu.
3. Select the **Paragraph** command.
4. Select the **Preset** list.
5. Select the desired setting.
6. Change the settings as desired.
7. Enter the desired spacing in the **Between lines** spin box under **Line Spacing**.
8. Enter the desired spacing in the **Before paragraphs** or **After paragraphs** spin box.
9. Select **OK**.

---

## SETTING PARAGRAPH BREAKS



### Discussion

There may be times when you want to insure that text stays together within a text box. You can use the options on the **Line and Paragraph Breaks** page of the Paragraph dialog box to determine how lines of text stay together. For example, you can use the **Keep with next** option to prevent two paragraphs from breaking across text boxes or columns. In addition, you can use the **Keep lines together** option to keep a paragraph together rather than having it split. The **Start in next** option ensures that a specific paragraph will always start at the beginning of a **text box**. To prevent a single line of text from appearing all by itself in a text box or column, you can use the **Widow/Orphan control** option.

Any changes you make are previewed in the Paragraph dialog box.



### Procedures

1. Select the text or paragraph for which you want to manually control the break.
2. Select the **Format** menu.
3. Select the **Paragraph** command.
4. Select the **Line and Paragraph Breaks** tab.
5. Select the desired option.
6. Select **OK**.

---

## USING THE FORMAT PAINTER



### Discussion

You can use the Format Painter to copy the formatting of text and apply it to other text. This feature allows you to apply the exact same formatting to text throughout a publication without having to remember exactly which effects have been applied. You can apply the formatting to a single character or to an entire paragraph.




To copy the selected formatting to multiple locations, double-click the **Format Painter** button to enable it. Then, click it again when you have finished formatting text to disable it.



If you are using the Format Painter to copy character formatting, such as font type or bolding, you must select all the destination text to which you want to copy the formatting.



## Procedures

1. Select the text containing the formatting you want to copy.
2. Click the **Format Painter** button  on the **Standard** toolbar.
3. Navigate to the desired page, if necessary.
4. Select the text to which you want to apply the formats.

---

## LESSON 5 - WORKING WITH DRAWING OBJECTS

---

### WORKING WITH OBJECTS



#### Discussion

A publication is a combination of text, pictures, and graphics. These publication elements are called objects, and each object is contained in a frame. In addition, publications can also include drawing objects, which are drawn directly into a publication and are not contained in a frame.

After inserting an object, you can control the size, position, fill color, border type, and border color of the object by changing its properties. In addition, objects can be stacked so that one object appears in front of another. Text can wrap around an overlapping object or flow through it.

The following Publisher tools may be helpful when you are working with objects. These tools do not print with the publication.

- Rulers can be moved into the publication so that they are closer to the object with which you are working.
- Horizontal or vertical guide lines can be created by holding the **[Shift]** key and dragging either ruler into the publication. You can create as many guide lines as you need.
- The Layout Guides dialog box can be used to create a system of column, row, and baseline grid guides.

The **Arrange** menu contains several other tools for working with objects; particularly the **Snap** and **Nudge** features.

When creating objects, you may notice that your mouse pointer pulls to certain positions. This automatic alignment is due to the **Snap** features. These features may be useful when trying to align objects, but may not allow you to position an object where you want it. You can use the **Snap** menu to enable or disable the **To Ruler Marks**, **To Guides**, or **To Objects** commands.

Even with the **Snap** features disabled, it is often difficult to move objects a small amount with the mouse. You can move objects a fraction of an inch using the **Nudge** feature. Nudging provides more accurate control over moving objects than using the mouse. You can nudge a selected object up, down, left, or right using the **Nudge** menu. Another quick way to nudge a selected object is to press the arrow key, as needed, in the direction you want to move the object.



You can remove a single horizontal or vertical guide line by holding the **[Shift]** key and dragging the line off the page. You can also add and clear guides by selecting the **Arrange** menu, pointing to the **Ruler Guides** command, and selecting the desired command.



You can open the Layout Guides dialog box by selecting the **Arrange** menu and the **Layout Guides** command.



Many of the commands on the **Arrange** menu are tear-off menus. A tear-off menu is a menu that can be displayed in the work area as a floating menu. To float the menu, point to the horizontal dotted bar at the top of the menu and drag it into the work area. To close the menu, click the **Close** button on the menu's title bar.

---

## USING THE OBJECTS TOOLBAR



### Discussion

The **Objects** toolbar, which appears vertically on the left side of the screen by default when you launch Publisher, contains several tools and features to assist you in drawing objects and text. For example, if you want to add a balloon graphic to a publication, you can use the **Oval** and **Line** buttons on the **Objects** toolbar to draw the balloon and a string.

The **Objects** toolbar provides a variety of drawing tools for creating simple shapes such as lines, arrows, rectangles, and ellipses, as well as for adding text. After creating an object, you can use the buttons on the **Formatting** toolbar to select a fill color, line color, and line style for the object. The availability of the buttons on the **Formatting** toolbar change depending upon the drawing object that is selected.



The **AutoShapes** menu is a tear-off menu that can be displayed in the work area as a floating menu.

---

## DRAWING A LINE



### Discussion

Lines can be used to create sections in a publication or add visual effects. For example, you can add a line to separate two text boxes. Lines can be drawn at various angles and positions. Drawn lines can be moved and sized as desired.

When you draw a line, the mouse pointer changes into a crosshair. The center of the crosshair is the point at which the line is drawn.



You can create a straight horizontal or vertical line by clicking the **Line** button, clicking at the beginning point, and holding the **[Shift]** key as you drag. The angle of the line changes in 22.5 degree increments.




You can use the **Arrow** button to create a line with an arrowhead at the end of it. You can also convert a line into an arrow after you create it by selecting a style from the **Arrow Style** button on the **Formatting** toolbar.



You can define a precise length and position for an existing line using the **Measurement** toolbar or the **Size** and **Layout** tabs in the Format AutoShape dialog box.



### Procedures

1. Click the **Line** button  on the **Objects** toolbar.
2. Drag from the desired beginning point to the desired end point.

# SIZING AND POSITIONING OBJECTS



## Discussion

There are several methods you can use to size and position objects. One method is to drag an object or its sizing handles to move and resize it. Although you can use the **Object Size** and **Object Position** indicators on the status bar at the bottom of the publication window to judge the object's size and position, you may need to enter more precise measurements.

Another method is to use the pages in the Format <Object Type> dialog box to precisely size and position an object. On the **Size** page, you size a selected object by entering measurements in the **Height** and **Width** spin boxes. If the selected object is a horizontal line, you set the length using the **Width** spin box. Conversely, for a vertical line, you use the **Height** spin box to set the length. The values entered into the **Horizontal** and **Vertical** spin boxes on the **Layout** page determine the positioning of the object. The zero (0) position is the edge of the page.

A final method is to use the **Measurement** toolbar to size and position an object. While you must close the Format <Object Type> dialog box before selecting another object, the **Measurement** toolbar can remain displayed. There are nine spin box options on the toolbar to size and position a selected object. The options available depend upon the object selected. The position options are **Horizontal Position** (x) and **Vertical Position** (y) and the size options are **Width** and **Height**. You can rotate an object using the **Rotation** option. Text box options include **Tracking**, **Text Scaling**, **Kerning**, and **Line Spacing**.



You can display the **Measurement** toolbar by double-clicking either the **Object Size** and **Object Position** numbers or indicators on the status bar; or by selecting the **View** menu, pointing to the **Toolbars** command, and then selecting the **Measurement** command.



You can also open the Format <Object Type> dialog box by selecting the **Format** menu and the name of the object at the bottom of the menu or by double-clicking the object.



## Procedures

1. Point to an object until the Move pointer appears.
2. Right-click the object you want to size or position.
3. Select the **Format <Object Type>** command.
4. Select the **Size** tab.
5. Enter size settings in the desired spin boxes.
6. Select the **Layout** tab.
7. Enter position settings in the desired spin boxes.
8. Select **OK**.

---

## DRAWING AUTOSHAPES



### Discussion

You can create objects quickly and easily using the **AutoShapes** button on the **Objects** toolbar. The **AutoShapes** button provides a palette of different shapes. You can use the drawing guides and the rulers to visually align objects on a publication when you are drawing AutoShapes.

Enclosed drawing objects, such as rectangles or ovals, are empty or transparent by default. In other words, you will be able to see through the object to view anything behind it, such as text. Text will wrap around an overlapping AutoShape.




To maintain a custom shape's width-to-height ratio, hold the **[Shift]** key as you drag to create or resize the shape.



You can define a precise size and position for an existing autoshape by right-clicking the shape, selecting the **Format AutoShape** command, and then using the **Size** and **Layout** pages.



### Procedures

1. Click the **AutoShapes** button  on the **Objects** toolbar.
2. Point to the desired category.
3. Click the AutoShape you want to draw.
4. Drag to position and size the AutoShape as desired.

---

## ADDING TEXT TO AN OBJECT



### Discussion

You can easily add text to an AutoShape, oval or rectangle by selecting the object and typing the text. Text in an object wraps within the object's borders. However, many AutoShapes, such as lines and connectors cannot contain text.

Once the text has been entered into an object, you can select the text and format it. If the text exceeds the size of the object, you can either resize the object to fit the text, or reduce the font size of the text. You can select all the text in an object by placing the insertion point in the object and selecting the **Select All** command from the **Edit** menu or by pressing the **[Ctrl+A]** key combination.



### Procedures

1. Select the object to which you want to add text.
2. Type the desired text.

---

## LESSON 6 - FORMATTING OBJECTS

---

### CHANGING THE FILL COLOR OF AN OBJECT



#### Discussion

All objects have a background color, called a fill. Objects that appear to have no background color probably have a white background or a transparent fill setting. You can change the fill color to achieve the desired effect.

The **Fill Color** button consists of two components. The currently selected color appears under the bucket on the **Fill Color** button. To apply the currently selected color to another object, you only have to select the object and click the button. If you wish to use another color, you can use the arrow on the **Fill Color** button to select another color from the color scheme palette. If the colors in the color palette do not meet your needs, you can use the **More Fill Colors** command to select or mix any color of your choosing, or the **Fill Effects** command to select from a variety of fill effects, including tints, patterns, and gradients. You can also select the **No Fill** option to make an object transparent so that you can view what is behind the object.


You must select the desired object or objects before you can apply a fill color.



You can also change the fill color by right-clicking an object, selecting the **Format <Object Type>** command, selecting the **Colors and Lines** tab, and then using the **Color** list under **Fill**.



#### Procedures

1. Select the object containing the fill color you want to change.
2. Click the arrow on the **Fill Color** button  on the **Formatting** toolbar.
3. Select the desired fill color.

---

## FORMATTING LINES AND BORDERS



#### Discussion

You can format lines and borders using the buttons on the **Formatting** toolbar. In an enclosed object, the line is the border around an object. In an open object, such as a line or an arrow, the line itself is the object.

You can add a border to define the edges of a frame containing a light colored object, or to make an object such as a text box or an inserted picture stand out. When working with a drawn object, however, the border style is not applied to the frame edges, but is instead applied to the lines contained in the drawn object, such as the sides of a triangle.

You can add a border to an object or apply another style to a line using the **Line/Border Style** button. Line styles can be used to change the thickness of a line or to create double and triple lines.

When you first apply a border style, the color is black; however, you can change the color of a border or line. The **Line Color** button consists of two components. The currently selected color appears under the paintbrush on the **Line Color** button. To apply the currently selected color to another object, you only have to select the object and click the **Line Color** button. In addition, you can use the **Line Color** list to select a different color from the color palette.

Depending upon the type of object with which you are working, you may be able to apply a different border to each side of the frame or shape. By selecting a border button in the **Preview** section on the **Colors and Lines** page of the Format *<Object Type>* dialog box, you apply the formatting to that border only. This option is available, for instance, for text boxes and drawn boxes.



You must select the desired object before you can format its line or border.



You can open the Format *<Object Type>* dialog box by right-clicking the object and selecting the **Format <Object Type>** command.



## Procedures

1. Select the object that contains the line you want to format.
2. Click the **Line/Border Style** button  on the **Formatting** toolbar.
3. Select the desired border style.
4. To change the line color, click the arrow on the **Line Color** button  on the **Formatting** toolbar.
5. Select the desired line color.

---

## WORKING WITH LAYERS



## Discussion

When objects overlap, they are layered so that one object appears in front of the other. Sometimes an object you want to work with will be partially hidden behind another object. To select an obscured object, you need to click an area of that object that is not overlapped by another layer. Occasionally, to expose an obscured object, you will need to move the front layer behind the other object. You can return the objects to their original order later, if desired.

If the objects do not appear in the desired order, you can use the four options on the **Order** menu to change the order of the layers. The **Bring to Front** and **Send to Back** commands move an object to the top or bottom of the stack. If you wish to move an object forward or backward one layer at a time, you use the **Bring Forward** or **Send Backward** commands.



If you want to see through an object to a top layer, you can change the fill color for the object to **No Fill**.



You can also use the **Order** button on the **Standard** toolbar to change the order of objects. The **Order** button displays an icon and ScreenTip for the last order command you selected from the list, but you can use the button's list arrow to select a different order.



If you cannot select an object that appears to be stacked on top of another object, the object may be in the publication's background, which you can access by selecting the **View** menu and the **Master Page** command.



## Procedures

1. Select the object you want to move forward or backward.
2. Select the **Arrange** menu.
3. Point to the **Order** command.
4. Select the desired command.

---

## SELECTING MULTIPLE OBJECTS



## Discussion

You can select several objects at a time. When you select multiple objects, you can size and position the grouped objects as a single object. In other words, you can copy, flip, rotate, and size the grouped objects as a unit, rather than duplicating, moving, or changing each item individually.

You can select multiple objects by dragging a selection box around them. When you select objects by dragging, the entire object you want to select must be within the selection box. If only part of the object is covered by the box, the object is not selected.

When multiple objects are selected, a **Group Objects** button appears below the selected objects, which you can use to group the desired objects. If you will always want to work with the objects as a single object, you can group them. When you select an object in a group, the entire group is selected.




You can also select multiple objects by holding the **[Ctrl]** key while you click each of the desired objects.



If you accidentally move an object instead of selecting it, you can use the **Undo** button on the **Standard** toolbar to undo the move.



## Procedures

1. Click the **Select Objects** button  on the **Objects** toolbar, if necessary.
2. Drag the selection box around the desired objects.

---

## GROUPING OBJECTS



### Discussion

When you group objects, you can work with them as if they were a single item. Grouping is particularly useful when multiple objects are intended to work together. When you combine multiple objects into a single group, you can size and position the grouped objects as a single object. In other words, you can copy, flip, rotate, and size the grouped objects as a unit, rather than changing each item individually.

Conversely, you can ungroup a picture into its individual objects to modify the objects individually. For example, if you have drawn and grouped ovals, circles, and freeform shapes to represent a face, you can ungroup the objects to resize them individually. After you have made the desired changes, you can regroup the objects to preserve the object as a single unit.

Imported graphics (such as pictures and clip art) often consist of multiple objects that have been grouped into a single object. You can create interesting effects by ungrouping them and making changes to the individual objects. You can change object attributes or rearrange, resize, and delete objects from the graphic. You can even combine elements from different images. You can then regroup the objects to form new, modified images.


When you select multiple objects, a **Group Objects** button with a graphic of two overlapping rectangles with sizing handles around them appears under the selected objects. You can use this button to group the desired objects. After the objects are grouped, the button changes into the **Ungroup Objects** button and the graphic changes to show that the two puzzle pieces are connected.



You can also group objects by selecting the desired objects, selecting the **Arrange** menu, and then selecting the **Group** command. The **Ungroup** command is enabled on the **Arrange** menu if a grouped object is selected.



### Procedures

1. Select the objects you want to group.
2. Click the **Group Objects** button .

---

## DELETING AN OBJECT



### Discussion

As the design for your publication starts to take form, you will find that you have text boxes and other objects that you do not need. You can easily delete these objects using the shortcut menu. All components of a publication, such as text boxes, graphics, or charts, are called objects.

If you delete an object by mistake, you can use the **Undo** feature to restore the deleted object to the publication.



You can also delete an object by selecting the **Edit** menu and then selecting the **Delete Object** command. Pictures and graphic objects can also be deleted using the **[Delete]** key.



You can delete a set of grouped objects just as you would delete an individual object. To delete multiple objects that are not grouped, simply select the objects and use the **Delete Object** command; all the selected objects are deleted at once.



## Procedures

1. Right-click the object you want to delete.
2. Select the **Delete Object** command.

---

## ROTATING AND FLIPPING OBJECTS



## Discussion

Objects and groups can be turned in another direction by rotating them. When you select a graphic object, a green rotate handle appears at the top of the object. The rotate handle allows you to freely rotate the object by turning it in any direction. If the object you are rotating contains text, the text rotates with the object.

In addition to freely rotating an object, you can use the **Rotate or Flip** submenu on the **Arrange** menu to rotate an object 90 degrees to the left or right or flip an object horizontally or vertically. Flipping an object creates a mirror image of the object. Flipping is useful if you have an object such as a pointing hand facing the wrong direction or if the object contains text that will display upside down if rotated.



You can reset the rotation of an object by selecting the **Size** page in the Format <Object Type> dialog box and changing the degrees in the **Rotation** box to 0.



You can also use the **Rotate or Flip** button on the **Standard** toolbar to rotate or flip objects. The **Rotate or Flip** button displays an icon and ScreenTip for the last rotate or flip command you selected from the list, but you can use the button's list arrow to select a different option.



## Procedures

1. Select the object you want to freely rotate.
2. Drag the green rotate handle in the desired direction.
3. Select the object you want to rotate or flip.
4. Select the **Arrange** menu.
5. Point to the **Rotate or Flip** command.
6. Select the desired **Rotate** or **Flip** command.

---

## LESSON 7 - USING GRAPHIC IMAGES

---

### WORKING WITH GRAPHICS



#### Discussion

You can include graphics in a publication by inserting them. A graphic can enhance a publication by depicting an idea that may be difficult to describe or by making the publication more visually appealing.

Graphic images that can be used in Publisher include simple drawn shapes, clip art, and pictures (such as scanned images that are saved as files).

One method of adding graphics to a publication is to use the Microsoft Clip Organizer, which contains numerous images called clip art. Another method is to insert a picture from a file.

The Clip Organizer contains hundreds of professionally designed illustrations that can be freely incorporated into your publications. These illustrations include people, animals, landscapes, banners, various types of equipment and tools, food, and an assortment of symbols.

You can also purchase clip art libraries that specialize in specific types of images, such as education, business, or particular industries. In addition to clip art, the Clip Organizer contains many photographs, sounds, and video clips you can insert quickly to create multimedia publications.

The Clip Organizer can be used to organize the graphics and clip art on your available drives into the existing categories, or you can create custom categories. In addition, you can assign keywords to clip art images to make them easier to find, as well as keep the Clip Organizer open in a smaller window as you work on your publication.

Publisher also has a Design Gallery, which contains graphic images such as fancy banners and borders you can use to enhance your publications.

Once you have inserted a graphic into a publication, you can resize it, crop or cut portions of the image away, or change the colors. You also can move the graphic, make copies of it, and add text to it. The **Picture** toolbar contains many of the tools for working with graphics. The toolbar appears as soon as you select any graphic in a publication and closes when you deselect the graphic.



You can resize a picture using its sizing handles or the **Measurement** toolbar. You can also use the options on the **Size** page in the Format Object dialog box. The **Scale** options on the **Size** page can also be used to resize a picture in proportion to its original size. A larger percentage increases the size, while a smaller percentage decreases the size.

---

### USING THE INSERT CLIP ART TASK PANE



#### Discussion

Clip art images are a way to add interest to a publication. You can use the **Insert Clip Art** task pane to access the Clip Organizer. The first time you open the **Clip Art** task pane, Publisher prompts you to organize all your available clip art. The Clip Organizer catalogs your pictures, clips and graphics so that you can find them easier.

To find a clip, enter a word related to the type of clip art you want to insert in the **Search for** box. Words used in a search are called keywords. If you want to insert a clip on a page, but you are not sure which one you want to add, you can use a keyword search for clips. For example, if your publication contains the text **ideas**, you can use that keyword to search the Clip Organizer; any clip art pertaining to **ideas** will appear.

You can limit searches to a specific type of collection or media file by selecting the corresponding option under the **Results should be** area.

After entering your search criteria and selecting the **Go** button, thumbnails of the clip art found based on the search criteria appear in the **Results** box. You can expand the **Results** box by clicking the button above the first image. Clicking the button again returns the **Results** box to its previous size.

When you point to a clip, a ScreenTip displays the keywords related to that image, its size in pixels, its file size, and its graphic format. Clicking directly on a clip inserts it into your publication. You can use the list of options that appears when you right-click a clip or click its drop-down arrow to copy or delete the clip, edit the clip's keywords, find clips with a similar style, or view the clip's properties.

If the list of found clips does not suit your needs, you can change your search criteria and search again.




You can also find a graphic file by entering its file name in the **Search for** box in the **Clip Art** task pane. In addition, you can use wildcard characters [such as an asterisk (\*)] to find similarly named files. If you select the **Go** button with no text in the **Search for** box, the **Results** box displays all available clips.



The **Organize clips** and **Clip art on Office Online** links in the **Clip Art** task pane display additional ways of searching for graphics, sounds, and animations.



## Procedures

1. Click the **Picture Frame** button  on the **Objects** toolbar.
2. Select the **Clip Art** command.
3. If necessary, select **Now** in the Add Clips to Organizer message box to catalog the clips.
4. Select the **Search for** box.
5. Type the desired keyword.
6. To limit the search, click the **Search in** arrow.
7. Click options as desired to select the collections you want to search or deselect the collections you do not want to search.
8. Click the plus sign next to a collection to expand its contents.
9. Click options as desired to select the collections you want to search or deselect the collections you do not want to search.
10. Press [**Esc**] to close the **Search in** list.
11. To limit what to search, click the **Results should be** arrow.
12. Click the plus sign next to any media type to expand its contents.
13. Click options as desired to select media you want to search or deselect media you do not want to search.
14. Press [**Esc**] to close the **Results should be** list.

15. Select the **Go** button.
16. Click any clip to insert it.

---

## INSERTING CLIPS WITH THE CLIP ORGANIZER



### Discussion

In addition to using the **Clip Art** task pane to search the Clip Organizer for media clips, you can open the Clip Organizer to view and insert clip art.

The Clip Organizer window consists of two panes. The left pane is the Collection List, which displays all available collections. The right pane displays thumbnails of the clips stored in the selected collection.

The first time you open the Clip Organizer or the **Clip Art** task pane, Publisher scans your available drives for all media files and creates collections under **My Collections**, using the same names as the folder(s) in which the files are stored. Collections located on web sites appear under **Web Collections**.

The clip art supplied with Microsoft Office is located in the **Office Collections** folder. Office clip art is divided into several thematic collections, such as **Animals**, **Concepts**, **People**, and **Seasons**. Some collections contain subcollections, such as the **Domestic** and **Wild** folders under **Animals**.

Browsing through the collections in the Clip Organizer is helpful if you want to view available clip art to get an idea for a good visual illustration. If you want to search by keyword, you can use the **Search** button on the toolbar to display the **Search** task pane in place of the Collection List. The **Collection List** button redisplay the Collection List.

You can leave the Clip Organizer open while you work and use the Windows taskbar to switch between the publication and Clip Organizer windows. If you copy a clip and then close the Clip Organizer, Publisher will ask if you want the clip to remain on the Clipboard.



You can use the **Copy** button on the Clip Organizer window toolbar to copy a clip.




Right-clicking a clip or clicking its list arrow displays a shortcut menu.



The Clip Organizer comes complete with its own Help system, specific to inserting and using clip art.



### Procedures

1. Click the **Picture Frame** button  on the **Objects** toolbar.
2. Select the **Clip Art** command.
3. Select the **Organize clips** link at the bottom of the task pane.
4. If necessary, select **Now** in the Add Clips to Organizer message box to catalog the clips.
5. Click the plus sign next to any collection to view its contents.
6. Select the collection you want to view.

7. Right-click the clip you want to insert.
8. Select the **Copy** command.
9. Switch to the publication window.
10. Paste the clip into the desired publication.

---

## ORGANIZING CLIPS



### Discussion

The Clip Organizer window provides both a menu bar and a toolbar for organizing media clips.

The default view for browsing clips is the **Thumbnails** view, which displays the files graphically. However, you can use the **List** or **Details** button on the Clip Organizer toolbar to view just the file names or detailed information about each file, respectively.

The clips installed by Microsoft Office have searchable keywords already assigned to them. You can assign keywords to other media files as well, to make them easier to find.

In addition to the default collections Publisher creates in **My Collections**, you can create new collections, rename and delete collections, and move and copy clips and graphics to other collections. The same clip can belong to more than one collection.

The **Office Collections** folder is read-only. Therefore, you cannot create, rename or delete a file in it, nor can you move or copy clips into any Office collection. However, clips in the **Office Collections** can be copied to any collection under **My Collections**.

Clips, as well as entire collections, can be deleted from **My Collections**. You can delete a clip from one or more collections or, or you can delete it from the Clip Organizer, which removes it from all collections. Although you cannot delete a collection from **Office Collections**, you can remove Office clips from the Clip Organizer.

You can force Publisher to refresh your collections automatically, or you can use the **Add Clips to Organizer** command on the **File** menu to manually add clips to the Clip Organizer. When you add a clip to the Clip Organizer, you can select categories and create keywords for it. In addition, the **Clips Online** button allows you to download and add clips to your Clip Organizer from the Microsoft Clip Gallery web site.

The Clip Organizer can be collapsed to view a slide.



If you select multiple clips, you can use the **All Clips at Once** page in the Keywords dialog box to add the same keyword to all the selected clips. To select multiple clips, hold the **[Ctrl]** key and click each desired clip; to select all clips in the collection, select the **Edit** menu and the **Select All** command.




You can delete a clip from a collection by right-clicking it and selecting the **Delete from "collection"** command. You can delete a collection by right-clicking it in the Collection List pane and selecting the **Delete "collection\_name"** command.



Collections are not physical folders on a drive. When you move or copy a clip to another collection, you are not actually moving or copying the file, you are just creating or modifying the shortcut to the actual file.



## Procedures

1. Click the **Picture Frame** button  on the **Objects** toolbar.
2. Select the **Clip Art** command.
3. Select the **Organize clips** link at the bottom of the task pane.
4. If necessary, select **Now** in the Add Clips to Organizer message box to catalog the clips.
5. Click the plus sign next to any collection to view its contents.
6. Expand collections as necessary, and select the desired collection.
7. Select the desired view.
8. Continue selecting views as desired.
9. Right-click the clip for which you want to edit keywords.
10. Select the **Edit Keywords** command.
11. Select the **Keyword** box.
12. Enter the desired keyword.
13. Select **Add**.
14. Select **Apply**.
15. To view the next clip, select **Next**.
16. When you have finished adding keywords, select **OK**.
17. To create a new collection, right-click the desired location for the collection in the Collection List.
18. Select **New Collection**.
19. Enter the desired name for the new collection.
20. Select **OK**.
21. To copy a clip to a different collection, drag it to the desired collection.
22. To move a clip to another collection, hold [**Alt**] and drag it to the desired collection.

---

## INSERTING A PICTURE



### Discussion

Besides clip art, you can also insert a picture into a publication from an existing graphic file. Pictures can include scanned images, photographs, and drawn objects saved as files.

Publisher accepts several types of graphic file formats. Some formats are accepted without a graphic filter, such as bitmap (**.bmp**) files. Other formats require a graphics filter that can be installed using the Office Setup.

There are two ways to use the **Insert Picture** feature to insert picture files. If you prefer to size and position the picture before inserting it, you should use the **Picture Frame** button on the **Objects** toolbar. Using this tool, you drag to create a picture frame in the desired position before inserting the picture. The picture is then inserted into the publication in the same approximate size as the frame.

You can also insert a picture using the **From File** command on the **Picture** submenu (located on the **Insert** menu). When you insert a picture using this method, the picture appears, in its default size, centered in the publication window. You can then move and resize the picture as necessary.

If you have added your graphic files to the Clip Organizer, you can also use the **Clip Art** task pane or the Clip Organizer to insert pictures. The **Picture** toolbar appears as soon as you select a picture in a publication and disappears when you deselect the picture.




For more information on specific filters, type **graphic filters** in the **Type a question for help** box and press **[Enter]**. Then, select **Graphic file formats and filters**, scroll the help topic, and click the desired filter.



You can replace an existing picture or picture placeholder by right-clicking the picture, selecting the **Change Picture** command, and selecting the **From File** command. The new picture will be inserted with the same size and position settings as the replaced picture.



## Procedures

1. Click the **Picture Frame** button  on the **Objects** toolbar.
2. Select the **Picture from File** command.
3. Drag to create a picture frame in the desired position.
4. Select the **Look in** list.
5. Select the drive containing the picture file you want to insert.
6. Open the folder containing the picture file you want to insert.
7. Select the picture file you want to insert.
8. Select **Insert**.

---

## CROPPING A PICTURE



## Discussion

You can crop a graphic by reducing the size of the graphic frame. Cropping differs from sizing. When you crop a picture, you are not changing the size of the graphic, you are actually cutting information out of it by changing the size of the picture frame. For example, if a clip displays two people, you can crop it so that only one person appears in the clip.

Although cropping is usually used to reduce the displayed area of a picture, it can also be used to increase the background area around a picture.

When you activate the **Crop** feature, the mouse pointer changes into a cropping tool. You can use the **Reset Picture** button on the **Picture** toolbar to return a picture to its original size.




You can crop uniformly around the center of a picture by pressing the **[Ctrl]** key as you drag.



You can also restore a cropped picture to its original size by selecting the **Format** menu and then selecting the **Picture** command. In the Format Picture dialog box, select the **Reset** button and then select **OK**.



## Procedures

1. Click the picture you want to crop.
2. If necessary, display the **Picture** toolbar.
3. Click the **Crop** button  on the **Picture** toolbar.
4. Drag the desired cropping handle toward the center of the picture.
5. Click in any blank area to deactivate the cropping tool.

---

## CHANGING TEXT WRAPPING



### Discussion

You can change how text wraps around a graphic, such as a clip or a picture. Usually, text squares off around the frame containing the picture. You may sometimes prefer to allow the text to wrap around the picture's outline, which extends the text to the edges of the image, wrapping through the white space of the frame.

You can select a text wrapping style using the **Text Wrapping** menu. In addition to the default **Square** style, other styles include **Tight**, **Through**, and **Top and Bottom**.

Advanced text wrapping controls are available on the **Layout** page in the Format Picture dialog box. In addition to selecting a text-wrapping style, you can control to which side of an object the text wraps, as well as specify the distance between the object and the text for a **Square** wrapping style.

In order for text to wrap around a graphic object, the object must be on a layer in front of the text box.



When wrapping text around the outline of a picture, you can change the picture's outline by selecting the **Edit Wrap Points** command on the **Text Wrapping** menu. You can then adjust the individual points around the picture to create more or less space between the text and the picture.




The **Text Wrapping** menu can be accessed from either the **Picture** toolbar or the **Arrange** menu.



You can anchor a picture or object to a line of text so that the object moves with the text as you add or delete text in the text box. You anchor a picture or object by opening the Format <Object> dialog box, selecting the **Layout** page, and selecting the **Inline** option from the **Object Position** list.



## Procedures

1. Select the desired clip or picture.
2. Click the **Text Wrapping** button  on the **Picture** toolbar.

3. Select the desired wrapping style.
4. Select **Yes** to change the boundary or **No** to keep the current boundary.

---

## RECOLORING A CLIP OR PICTURE



### Discussion

You may find a clip with content that fits your publication, but does not agree with your color scheme. You can change the colors used in clip art images using the Recolor Picture dialog box. You can recolor the clip to one color, while retaining the black parts for contrast, if desired. Only some graphic formats can be recolored in Publisher.



To change each color in a bitmap clip, you must edit the clip in Microsoft Paint, which can be opened from the **Start** menu.



You can restore an object's original color by selecting the **Restore Original Colors** button in the Recolor Picture dialog box.



### Procedures

1. Right-click the clip or picture.
2. Select the **Format Picture** command.
3. Select the **Recolor** button on the **Picture** page.
4. Select the **Color** list.
5. Select the desired color.
6. Select the **Leave black parts black** option, if desired.
7. Select **OK**.
8. Select **OK**.

---

## USING THE DESIGN GALLERY



### Discussion

In addition to the Clip Organizer, many additional Publisher objects are available in Publisher's Design Gallery. The Design Gallery contains standard objects such as pull quotes, logos, and calendars that you can quickly insert into your publication. Like the **New Publication** task pane, the Design Gallery is organized both by category and by design.




You can easily add a new object or group of objects to the Design Gallery. With the object or group selected, select the **Insert** menu and the **Add Selection to Design Gallery** command.



Changes you make to the Design Gallery are saved as the design set for that publication.



## Procedures

1. Click the **Design Gallery Object** button  on the **Objects** toolbar.
2. Select the **Objects by Design** tab.
3. Select the desired category in the left pane.
4. Select the desired object in the right pane.
5. Select **Insert Object**.

---

## LESSON 8 - USING TEXT BOXES

---

### CREATING A TEXT BOX



#### Discussion

Although the publication wizards include placeholders for text, you can create additional text boxes to label objects or graphics, add captions, or otherwise insert information. If you create a blank publication, you will need to add text boxes yourself.


The **Text Box** button is available on the **Objects** toolbar. Text boxes are objects, therefore, you can select, move, size, copy, or delete them as you would any other object.



You can vertically position text to align to the top, bottom, or center of a text box by right-clicking the text box, selecting the **Format Text Box** command, selecting the **Text Box** tab, and selecting the desired alignment from the **Vertical alignment** list.



#### Procedures

1. Select the **Text Box** button  on the **Objects** toolbar.
2. Drag to define the area where you want to create a text box.

---

### MOVING AND COPYING TEXT



#### Discussion

Text can easily be moved or copied to another text box on the same page, to a text box on a different page, or to a different position in the same text box.

When you move text, the text is removed from its original location and placed in a new location. Moving text is a simple process using the **Cut** and **Paste** features.

If you want to duplicate text in another location, you can copy text rather than retype it. The **Copy** feature is similar to the **Cut** feature, except that the **Copy** feature does not remove the original text from its place in the publication.

When moving or copying text using the **Cut**, **Copy**, and **Paste** features, Publisher automatically adds and removes spaces as needed. It is a good idea to display the special characters when moving and copying text.

Cut or copied text is placed on both the Windows Clipboard and the Office Clipboard, where it is saved until you paste it to a new location. While the Windows Clipboard can only hold a single item, the Office Clipboard can hold multiple items for pasting. If you do not select a text box into which to paste the text, it is pasted into a new text box in the center of the current page and the text adopts the default text formats.

After an item has been pasted, the **Paste Options** button appears in the publication next to the pasted text. You can use the paste options to choose whether the text should keep its original formatting or adopt the formatting of the destination text box.



You can also move and copy text by selecting the **Edit** menu and then selecting the **Cut**, **Copy**, and **Paste** commands.







You can also move text to a different location on the same page by selecting the text and dragging it to a new location.



If the Office Clipboard is set to appear automatically, the **Clipboard** task pane appears as soon as two items are consecutively cut or copied without pasting.



## Procedures

1. Select the text you want to move.
2. Click the **Cut** button  on the **Standard** toolbar.
3. Position the insertion point in the location where you want to paste the text.
4. Click the **Paste** button  on the **Standard** toolbar.
5. Select the text you want to copy.
6. Click the **Copy** button  on the **Standard** toolbar.
7. Position the insertion point in the location where you want to paste the text.
8. Click the **Paste** button  on the **Standard** toolbar.

---

## USING THE PASTE OPTIONS BUTTON



## Discussion

The **Paste Options** button appears under the insertion point after you have pasted a cut or copied item. Paste options allow you to decide how formatting should be applied to the pasted text. For example, if you are copying bolded text, the **Paste Options** button will let you paste the text without the bolding.

If you select the **Keep Source Formatting** option, the text is pasted with its original formatting. When the **Keep Text Only** option is selected, the formatting in the paste location is applied to the pasted text. If you do not select a paste option, the button automatically disappears when you perform the next action.





If you do not want the **Paste Options** button to appear when you paste text, select the **Tools** menu and the **Options** command. In the Options dialog box, select the **Edit** page and deselect the **Show Paste Options buttons** option under **Text editing**.



The **Paste Options** button is a smart tag. Smart tags appear when you perform certain actions that contain alternatives. The **AutoCorrect Options** button is another smart tag that appears in Publisher. This smart tag appears after Publisher makes an automatic correction to your text. You can use the smart tag menu to undo the correction.



## Procedures

1. Select the text you want to move or copy.
2. Cut or copy the text as desired.
3. Position the insertion point in the location where you want to paste the text.
4. Click the **Paste** button .
5. Click the **Paste Options** button .
6. Select the desired option.

---

## IMPORTING TEXT FROM WORD



### Discussion

If you are creating a story with a lot of text, the text will probably be spread across several connected text boxes and possibly continue to another page. For this reason, you may find it easier to create the text in Microsoft Word or another word processing program and then import it.

The story that you are importing may be lengthier than the available text box space. If so, Publisher will prompt you to have it automatically select another set of text boxes into which to continue the story. By refusing, you maintain full control over your publication and can manually connect the first section of the story to another set of boxes.

You can also edit an existing story in Word. This feature is especially helpful with lengthier stories.



To edit a story in Microsoft Word, right-click in the text box containing the story, then point to the **Change Text** command and select the **Edit Story in Microsoft Word** command.



The ability to import text from Word is not installed with a default installation; instead, it is installed on first use. Therefore, although the component appears on the menu, it is not actually installed until the first time you use it. Publisher then prompts if you want to install the component and installs it from the original installation source to your local hard drive.



## Procedures

1. Position the insertion point where you want to insert the imported text.
2. Select the **Insert** menu.

3. Select the **Text File** command.
4. Select the **Look in** list.
5. Select the drive where the document you want to import is located.
6. Open the folder where the document you want to import is located.
7. Select the name of the document you want to import.
8. Select **OK**.

---

# INDEX

- Alignment
  - changing text, 20
- Borders
  - formatting, 28, 29
- Clip art, 33
  - inserting, 33, 34
  - inserting from the Clip Organizer, 35
  - organizing, 36
  - recoloring, 40
- Clip Organizer, 33, 36
  - collections, 36
  - inserting clips from, 35
- Color
  - add to text, 19
- Color Schemes task pane, 14, 15
- Copying
  - text formatting, 22, 23
- Cropping pictures, 38, 39
- Custom shapes
  - creating, 27
- Design elements
  - modifying, 13
- Design Gallery, 33
  - using, 40, 41
- Font Schemes task pane, 15
- Fonts
  - changing font size, 18
  - changing text font, 17
  - changing the color, 19
  - changing the style and effect, 19
- Format Painter, 22, 23
- Formats
  - copying, 22
- Formatting
  - lines, 29
  - publications, 13
- Graphics
  - working with, 33
- Grid guides, 9
- Insert Clip Art task pane, 33
- Keywords
  - assigning to clips, 36, 37
- Layers
  - working with, 29, 30
- Layout guides
  - displaying, 10
  - hiding, 10
  - using, 9, 10
- Line spacing, 21
- Lines
  - drawing, 25
  - formatting, 28, 29
- Margin guides, 9
- Measurement toolbar, 26
- Moving
  - objects, 7, 8
- New Publication task pane, 1
  - By Publication Type wizards, 2
  - using, 1, 2
  - using an existing publication, 5
- Nudge feature, 24
- Objects
  - adding text to, 27
  - changing the fill color, 28
  - creating custom shapes, 27
  - deleting, 31, 32
  - drawing lines, 25
  - flipping, 32
  - formatting lines and borders, 28, 29
  - grouping, 31
  - moving, 7, 8
  - positioning, 26
  - resizing, 8
  - rotating, 32
  - selecting multiple, 30
  - sizing, 26
  - working with, 24
  - working with layers, 29, 30
  - wrapping text around, 39
- Objects toolbar
  - using, 25
- Page Content task pane, 15, 16
- Paragraphs
  - breaking text, 22
  - modifying spacing, 21, 22
- Paste Options button, 43, 44
- Pictures
  - cropping, 38, 39
  - inserting, 37
  - recoloring, 40
- Publication Designs task pane, 14
- Publication Options task pane, 13
- Publications
  - adding text to a text box, 6, 7
  - changing color schemes, 14
  - changing designs, 14
  - changing font schemes, 15
  - changing the page content, 15
  - closing, 4
  - creating by type, 2
  - creating from an existing publication, 5
  - magnifying, 6
  - modifying design elements, 13
  - modifying the layout, 13
  - opening, 4, 5
  - saving, 2, 3
  - working with objects, 24
- Redo, 9
- Resizing
  - objects, 8
- Rotate handle, 32
- Rulers
  - changing the zero point, 11
  - clearing ruler guides, 11, 12
  - creating ruler guides, 11, 12
  - moving, 11
  - using, 11
- Sizing
  - objects, 8
- Sizing objects
  - using Format dialog box, 26
  - using Measurement toolbar, 26
  - using sizing handles, 26
- Snap feature, 24
- Special characters
  - displaying/hiding, 17
- Status bar
  - Object Position indicator, 26
  - Object Size indicator, 26
- Task panes
  - Color Schemes, 14, 15
  - Font Schemes, 15
  - Insert Clip Art, 33, 35
  - New Publication, 1
  - Page Content, 15, 16
  - Publication Designs, 14
  - Publication Options, 13
- Text
  - adding to drawn objects, 27
  - breaking paragraphs, 22
  - changing alignment, 20, 21
  - changing the font, 17, 18
  - changing the font color, 19, 20
  - changing the font size, 18
  - changing the font style and effect, 19
  - copying, 42, 43
  - importing from Word, 44
  - modifying line spacing, 21
  - moving, 42, 43
  - pasting, 42, 43, 44
  - wrapping around objects, 39
- Text boxes
  - adding text, 6, 7
  - creating, 42
- Thumbnail, 35
- Toolbars
  - Measurement, 26
- Undo, 9
- Wizards
  - By Publication Type, 2