
MICROSOFT PUBLISHER

CREATING NEWSLETTERS

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 NEWSLETTERS

COPYRIGHT & TRADEMARKS.....	II
LESSON 1 - CREATING A NEW PUBLICATION	1
Opening the New Publication Task Pane	1
Using the New Publication Task Pane.....	1
Using a Publication Type Wizard.....	1
Saving a Publication	2
Closing a Publication.....	3
Using a Design Set Wizard.....	3
Using a Blank Publication Type Wizard	4
Opening an Existing Publication	4
Using an Existing Publication	5
LESSON 2 - USING BASIC PUBLICATION SKILLS	6
Magnifying a Publication	6
Navigating and Viewing Multiple Pages.....	6
Adding Text to a Text Box.....	7
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	10
Creating and Clearing Ruler Guides.....	11
LESSON 3 - CHANGING PUBLICATION DESIGN.....	12
Modifying a Publication	12
Using the Publication Options Task Pane	12
Using the Publication Designs Task Pane	12
Using the Color Schemes Task Pane.....	13

Using the Font Schemes Task Pane.....	13
Using the Page Content Task Pane.....	14
Formatting a Blank Publication.....	14
Importing a Word Document.....	15
LESSON 4 - ENHANCING PUBLICATION TEXT.....	17
Displaying and Hiding Special Characters.....	17
Changing the Font.....	17
Changing the Font Size.....	18
Changing Font Style and Effect.....	18
Changing the Font Color.....	19
Changing Text Alignment.....	19
Modifying Line and Paragraph Spacing.....	20
Setting Paragraph Breaks.....	21
Using the Format Painter.....	21
Adding Horizontal Rules to a Paragraph.....	22
Using the Styles and Formatting Task Pane.....	23
Creating a New Text Style.....	24
LESSON 5 - WORKING WITH DRAWING OBJECTS.....	25
Working with Objects.....	25
Using the Objects Toolbar.....	25
Drawing an Enclosed Object.....	26
Drawing a Line.....	26
Sizing and Positioning Objects.....	27
Drawing AutoShapes.....	28
Adding Text to an Object.....	28
LESSON 6 - FORMATTING OBJECTS.....	29
Changing the Fill Color of an Object.....	29
Formatting Lines and Borders.....	29
Using Additional Line Formatting.....	30
Using BorderArt.....	30
Working with Layers.....	31
Selecting Multiple Objects.....	32
Grouping Objects.....	33
Deleting an Object.....	33
Rotating and Flipping Objects.....	34
LESSON 7 - USING GRAPHIC IMAGES.....	35

Working with Graphics	35
Using the Insert Clip Art Task Pane	35
Inserting Clips with the Clip Organizer	36
Organizing Clips.....	37
Inserting a Picture.....	39
Cropping a Picture.....	39
Changing Text Wrapping	40
Using the Design Gallery	41
LESSON 8 - USING TEXT BOXES	42
Creating a Text Box.....	42
Working with Connected Text Boxes	42
Connecting Text Boxes	43
Disconnecting Text Boxes.....	43
Deleting Text from the Overflow Area	44
Creating Columns in a Text Box	44
Moving and Copying Text.....	45
Using the Paste Options Button.....	46
Importing Text from Word.....	46
Disabling Automatic Copyfitting	47
LESSON 9 - CUSTOMIZING PUBLICATIONS.....	48
Working with Custom Publications.....	48
Using the Master Page.....	48
Using Headers and Footers.....	49
Inserting Automatic Page Numbering	50
Ignoring the Master for a Page	50
Creating Multiple Master Pages	51
Editing a Master Page.....	52
Adding Pages.....	52
Deleting Pages	53
Inserting Sections	53
Adding a Background Fill to a Page.....	54
Customizing a Color Scheme	55
INDEX.....	56

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.

USING A DESIGN SET WIZARD



Discussion

The **Design Sets** list sorts the publication wizards by the type of design you want to apply to your publication. You select a design first, and then select the desired publication type in the right pane. You should use this feature when you want all the publications you create to display a consistent design. For example, you want your business cards, letterhead, invoices, personal stationery, and catalogs to have the same appearance.

There are several categories of design sets. The **Master Set** category contains wizards for various types of publications that share a common design. When you select a master set, you can easily see all the wizards that are based on that design. For instance, the **Bars** master set contains wizards for a variety of publications including expense reports and gift certificates, all based on the **Bars** design.

Master sets are one kind of design set accessible using the **Design Sets** list. The other design sets, which group wizards by specific occasion, are found below the master sets in the left pane.



Procedures

1. Display the **New Publication** task pane.
2. Select **By Design Sets** in the **New Publication** task pane.
3. Select the desired category.
4. Select the desired design set.
5. Scroll as necessary and select the desired wizard in the right pane.

USING A BLANK PUBLICATION TYPE WIZARD



Discussion

The **Blank Publications** list displays a list of basic page sizes, such as full page, business card, or side folder card. After selecting a size, you are free to design the blank publication. Since a blank publication does not suggest any content, you will create your content from scratch; so you will find more uses for blank publications as your publication skills develop. You should use this option when you want total control over your publication and do not need any assistance with the look or content.

By default, the Quick Publication Wizard is enabled for blank publications. This feature provides access to the wizards by displaying the design and layout task panes to the left of the blank publication. You can also use Publisher's system of menus and dialog boxes to change the layout and format the publication.



You can also create a blank full page publication by clicking the **New** button on the **Standard** toolbar or the **Blank Print Publication** link in the **New Publication** task pane.



You can enable and disable the Quick Publication Wizard by selecting the **Tools** menu, selecting the **Options** command, and then selecting or deselecting the **Use a wizard for blank publications** option on the **User Assistance** page.



Procedures

1. Display the **New Publication** task pane.
2. Select **Blank Publications**.
3. Select a publication type in the left pane.
4. Select the publication type wizard in the right pane.

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.

NAVIGATING AND VIEWING MULTIPLE PAGES



Discussion

Some publications contain more than one page. For instance, an invitation created with a wizard usually has four pages by default. You can easily navigate from one page to the next using the page navigation buttons in the status bar in the lower left corner of the Publisher window. In addition, you can display one page at a time or two pages. The two-page view is handy if you want to see how your pages will look side-by-side.



The **Two-Page Spread** setting is saved with the publication. If you disable the **Two-Page Spread** view, the publication displays one page at a time the next time it is opened.



Procedures

1. To display a different page, click the desired page navigation button on the status bar.
2. To activate or deactivate the **Two-Page Spread** view, select the **View** menu.
3. Select the **Two-Page Spread** command.

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**.

FORMATTING A BLANK PUBLICATION



Discussion

Besides using wizards, you can create a blank publication that contains no placeholders for text or graphics. Creating a blank publication gives you complete control over the content of the publication. Some people prefer to start with a blank publication so that they are not influenced by a preset design.

Even if you start with a blank publication, the **Quick Publication Options** task pane is available so you can change your publication settings just as you would for any other publication. Quick publications create a one-page publication with three basic elements: a heading, a picture, and a message. You can select from a variety of page layouts that include one or more of those elements in a number of arrangements. After selecting a layout, you can use the **Quick Publication Options** task pane to change the publication design, and color and font scheme. You can easily try a combination of different options until you achieve the desired result. Additional pages can be added, as needed.



You should apply a publication design before selecting a layout if you want the design to be applied to all the elements in the publication.



You can also create a quick publication using the **Quick Publications** category in the **Publications for Print** list.



Procedures

1. Select the **File** menu.
2. Select the **New** command.
3. Select the **Blank Publication** link under **New** in the **New Publication** task pane.
4. Select the **Format** menu.
5. Select the **Quick Publication Options** command.
6. Use the task pane to format the publication as desired.

IMPORTING A WORD DOCUMENT



Discussion

You can enhance the look of a letter or report you created in Word by importing the document into Publisher. When you use the **Import Word Document** command, the selected Word document opens in a blank publication. After applying a design set to the document, you can change the layout, color scheme and font scheme.

You can also use the **New Publication** task pane to open a Word document with a design set already applied. The **Import Word Documents** category allows you to select a design set before opening the Word document. The document then opens in Publisher with the selected design set applied.

The **Word Import Options** task pane appears when a Word document opens in Publisher. Options include printing the document on one-side or two-sides, selecting a portrait or landscape page orientation, and adding a title page to the beginning of the document. In addition, you can change the column layout for the document. Selecting a column layout button automatically applies the format to the whole document. However, pointing to a column button displays a list arrow, which you can use to apply a column layout to the current page for a single page view, the left or right page for a two-sided view, or all pages.



You can also open a Word document when you sort publication wizards by **Design Sets**. Each master set contains a **Word Document** publication type.



You can also copy text from a Word document and paste it into an existing publication.



Procedures

1. Select the **File** menu.
2. Select the **Import Word Document** command.
3. Select the **Look in** list.
4. Select the drive where the document you want to open is located.
5. Open the folder in which the document you want to open is located.
6. Select the name of the document you want to open.

7. Select **OK**.
8. Select the desired options from the **Word Import Options** task pane.

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
 Align Left	Text is flush to the left margin, but uneven along the right margin. Business documents are often aligned this way.
 Center	Text is centered for each line of the paragraph between the margins. Titles are often aligned this way.
 Align Right	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.
 Justify	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.

ADDING HORIZONTAL RULES TO A PARAGRAPH



Discussion

Horizontal rules are horizontal lines that you can place either before a paragraph, after a paragraph, or both. The rules can act as separator lines or to call attention to a heading.

You can change the appearance of a horizontal rule by selecting a line thickness, color and line style. Lines styles include a variety of single, double, dashed, dotted and wavy lines.

The default position for a before or after horizontal rule is to start at the left margin of the text box and continue to the right margin. You can change the starting or ending position of the rule by indenting the line from the left or right margin. In addition, you can specify the amount of space above or below the text and the line.

If you apply horizontal rules above and below a paragraph, they can have different formats.



Procedures

1. Select the paragraph(s) to which you want to add horizontal rules.
2. Select the **Format** menu.
3. Select the **Horizontal Rules** command.
4. Select the **Rule before paragraph** or **Rule after paragraph** option.
5. Select the **Thickness** list.
6. Select the desired thickness.
7. Select the **Color** list.
8. Select the desired color.
9. Select the **Style** list.
10. Select the desired style.
11. Enter the desired position in the **From Left Margin** and **From Right Margin** spin boxes.
12. Enter the desired spacing in the **Before Paragraph** or **After Paragraph** spin box.
13. Select **OK**.

USING THE STYLES AND FORMATTING TASK PANE



Discussion

A style is a group of formatting attributes that are saved with a style name. Styles make it simple to format paragraphs consistently. If you want to format your subtitles with a Garamond 12-point italic, blue font, centered, with 6 points of space above and below the subtitle, you can create a style containing these attributes. Thereafter, you can easily format a new subtitle in one step, simply by applying the style to selected paragraphs.

Each Publisher design comes with several built-in text styles. The most commonly used style is **Body Text**. For example, you can use the **Body Text** style for the body of a catalog. Blank publications only include a **Normal** style, which is often used for letters. Other commonly used styles are **Heading 1**, **Heading 2**, **Heading 3**, **Title**, and **List Bullet** styles. Although styles may include the word **Heading**, and are designed for the headings in a publication, you can use them for other situations as well.

Styles can be created, changed, and applied using the **Styles and Formatting** task pane. The drop-down menu for a style can be used to create a new style, modify or delete a style, rename user-created styles, or update the attributes of a style to match the current selection. Updating a style automatically updates all paragraphs formatted with that style. For example, if all your subtitles use a **Heading 2** style, you can add a horizontal rule to one subtitle, and then update the style to add the horizontal rule to all subtitles.

The name of each style in the task pane appears with the text formatting and indent settings of that style. Pointing to a style also displays a ScreenTip describing the style's attributes. When working with styles, you can choose to view all styles or just the styles used in the publication.

If you are applying a style to one paragraph (either a single or multi-line paragraph), you do not have to select all the text in the paragraph to apply the style; the style is automatically applied to the entire paragraph.



You can use the **Style** box on the **Formatting** toolbar to view the style applied to the currently selected text or to apply a style.



You can also open the **Styles and Formatting** task pane by clicking the **Styles and Formatting** button on the **Formatting** toolbar.



The **Clear Formatting** style at the top of the **Pick formatting to apply** listbox in the **Styles and Formatting** task pane removes the formatting from the text in the current paragraph and applies the **Normal** style.



Procedures

1. Select the **Format** menu.
2. Select the **Styles and Formatting** command.
3. Select the **Show** list in the task pane.
4. Select the desired option.
5. To apply a style, select the text you want to format.
6. Click the style you want to apply.
7. To update a style, modify a paragraph with the style applied.
8. In the **Styles and Formatting** task pane, point to the style you want to update to display the list arrow.
9. Click the list arrow for the style you want to update.
10. Select the **Update to match selection** command.

CREATING A NEW TEXT STYLE



Discussion

Text styles can contain a complex combination of text and paragraph attributes. In addition to the common font and font size, indents and lists, line spacing, and horizontal rules, they can also control character spacing and tab stops.

The easiest way to create a text style is to format a paragraph with the attributes you want the style to contain and use the **Create new style** button in the **Styles and Formatting** task pane. The New Style dialog box opens with the attributes of the currently selected text inserted. You only need to enter a style name to create the style.

You can change formatting attributes while you are creating a style, or modify it at a later time. If another style contains similar attributes, you can base the new style on those attributes. However, if you change a style based on another style, the new style may also change. You can also designate the style to be applied to the following paragraph. By default, the new paragraph style remains in effect for consecutive paragraphs. If you are creating a style for a main title or subtitle, however, you can select the **Normal** style or a **Body Text** style instead. When you designate a different following style, the new style starts when you press the **[Enter]** key to end the current paragraph.

New and modified styles are associated with the current publication only. If you created or modified a style in another publication, you can use the **Import styles** button at the bottom of the task pane to add all the styles from that publication to the current one.



You can modify a style after it is created by clicking the list arrow for the style in the **Styles and Formatting** task pane and selecting the **Modify** command.



You can also create a style by example by selecting the formatted text, typing a new style name into the **Style** box on the **Formatting** toolbar, pressing the **[Enter]** key, and then selecting **OK**.



Procedures

1. Open the **Styles and Formatting** task pane.
2. Select a paragraph containing the attributes you want to include in your style.
3. Click the **Create new style** button in the **Styles and Formatting** task pane.
4. Type a name for the new style.
5. Select **OK**.

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 AN ENCLOSED OBJECT



Discussion

You can draw objects directly in a publication using the drawing tools on the **Objects** toolbar. Using these tools, you can draw enclosed objects and then move, copy, and/or resize them as desired.

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.

Overlapping objects in Publisher appear in layers. If an enclosed shape is in a layer on top of a text box, the text will wrap around the shape. If the enclosed shape is behind the text, the text will appear on top of the shape. You can also type text directly into a drawn object.

When you are drawing an object, the mouse pointer changes into a crosshair. The center of the crosshair represents the outer border of the object.



To draw a square using the **Rectangle** button or a circle using the **Oval** button, hold the **[Shift]** key as you drag.



You can define a precise size and position for an existing shape using the **Measurement** toolbar or the **Size** and **Layout** tabs in the Format AutoShape dialog box. You can right-click the shape to access the **Format AutoShape** command.



To draw multiple objects, you can double-click the desired drawing object button to keep it activated. Then, click it again when you have finished using it.



Procedures

1. Click the applicable drawing object button on the **Objects** toolbar.
2. Drag to size the object as desired.

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.

USING ADDITIONAL LINE FORMATTING



Discussion

When you select a drawn line, additional buttons on the **Formatting** toolbar become active.

You can change the style of an existing line from a solid line to a dash style. Dash styles break the line into dots or dashes. Dashed lines can help to enhance the appearance of a publication or to identify a means of separation.



In addition, you can create arrows by adding an arrowhead to the end of a drawn line. Arrows are used to draw attention to objects in a publication, such as a text frame or pictures. You can add an arrowhead to the left end, right end, or both ends of a line. The arrowhead buttons on the **Formatting** toolbar are toggles; they can also be used to remove the arrowhead from an existing arrow.



You can also use the **Colors and Lines** page in the Format <Object Type> dialog box to apply and format line styles and arrowheads. To open this dialog box, double-click a line or select the **More Lines** command on the **Line/Border Style** palette or the **More Arrows** command on the **Arrow Style** palette.



Procedures

1. Select the line you want to format.
2. To change the dash style, click the **Dash Style** button  on the **Formatting** toolbar.
3. Select the desired dash style.
4. To add or remove an arrowhead, click the **Arrow Style** button  on the **Formatting** toolbar.
5. Select the desired arrowhead style.

USING BORDERART



Discussion

Instead of adding a standard border, you can add a border of a repeating graphic such as an ice cream cone or a maple leaf. You can add a graphical border, called BorderArt, with its default size and color, or change the width of the border and the color of the graphic. You can also choose to either maintain the graphic's existing proportions or allow Publisher to stretch the border graphic as necessary.

When you apply BorderArt to an object that already has a border, the BorderArt replaces the original border; you cannot have both a standard border and BorderArt on the same object.

Available border styles appear in the BorderArt dialog box. You can delete and rename BorderArt styles as desired. In addition, you can create a custom style using a picture from the Clip Organizer or a picture you provide.

The use of BorderArt is more limited than standard borders; it cannot be applied to all objects. For example, BorderArt cannot be applied to drawn lines, ovals or circles.

Publisher adds the BorderArt inside the object's frame. Therefore, as you increase the width of the border, the area inside the frame shrinks. To compensate, you can adjust the border width or increase the size of the frame.



To remove BorderArt from an object, select the **None** style in the **Available Borders** list box in the BorderArt dialog box.




To delete a BorderArt style from your computer, select the style from the **Available Borders** list box and then select the **Delete** button in the Border Art dialog box. To rename a BorderArt style, select the style and then select the **Rename** button.



You can create a custom style using the Clip Organizer or clip art you provide. To open the Create Custom Border dialog box, select the **Create Custom** button in the BorderArt dialog box.



Procedures

1. Select the object to which you want to add BorderArt.
2. Click the **Line/Border Style** button  on the **Formatting** toolbar.
3. Select the **More Lines** command.
4. Select the **BorderArt** button.
5. Select a border style in the **Available Borders** list box.
6. Select the desired stretch option, if desired.
7. Select **OK** to close the BorderArt dialog box.
8. Select the text in the **Weight** spin box.
9. Enter the desired size.
10. Select the **Color** list under **Line**.
11. Select the **More Colors** command.
12. Select the **Standard** or **Custom** tab.
13. Select the desired color.
14. Select **OK** to close the Colors dialog box.
15. Select **OK** to close the Format AutoShape dialog box.

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.

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.

WORKING WITH CONNECTED TEXT BOXES



Discussion

Publication design sets often include text boxes that are already connected. You can break and reestablish connections, controlling the text flow to suit your needs. Linking boxes allows text to flow from one box to the next. You can also connect boxes between pages. Connected boxes are called a story. Each text box in a story is also referred to as a frame.

When selected, a text box in a story displays a **Go to Previous Text Box** button at the top of the box and a **Go to Next Text Box** button at the bottom of the box that you can use to navigate from one box to the next. These buttons do not appear on printouts.



The **Go to... Text Box** buttons can be helpful if you are unsure which box is next in a story. These buttons are especially helpful if the referenced box is located on another page.





If the insertion point is positioned in the first box of a story, the **Go to Previous Text Box** button will not be available. Similarly, the **Go to Next Text Box** button will not be available if the insertion point is positioned in the last box in a story.



An additional set of **Previous Text Box** and **Next Text Box** buttons can be found on the **Connect Text Boxes** toolbar to the right of the **Standard** toolbar.



Procedures

1. Position the insertion point in the desired text box.
2. Click the **Go to Previous Text Box** button  at the top of the text box.
3. Click the **Go to Next Text Box** button  at the bottom of the text box.

CONNECTING TEXT BOXES



Discussion

Sometimes a text box or story cannot display all the text it contains. When all text boxes in a story are filled, the extra text is hidden in an overflow area, noted by the **Text in Overflow** indicator at the end of the story. The indicator is not a button; it simply indicates an existing condition. The **Text in Overflow** indicator does not appear on printouts.

When a story contains overflow text, you can use the **Connect Text Boxes** toolbar to connect to additional boxes. In addition, you can connect a set of empty text boxes before you start adding text. Then, when you pour text into the connected text boxes, the text automatically flows from one box to the next. Pouring text into connected text boxes starts to fill the linked boxes in the order in which they appear.




The **Connect Text Boxes** toolbar is only active when a text box is selected. The **Text in Overflow** indicator appears only when the insertion point is located in the story's last box.



When you connect text boxes from one page to the next, Publisher automatically inserts **Continued** notices. You can exclude **Continued** notices by right-clicking the text box, selecting the **Format Text Box** command and selecting the **Text Box** tab. On the **Text Box** page, deselect the desired **Include "Continued..."** options.



Procedures

1. Position the insertion point in the text box that displays the **Text in Overflow** indicator.
2. Click the **Create Text Box Link** button  on the **Connect Text Boxes** toolbar.
3. Go to the desired page or text box.
4. Click in the text box where you want to place the overflow text.

DISCONNECTING TEXT BOXES




Discussion

Once you have connected text boxes, you may find that you need to disconnect them by breaking the link between boxes. For instance, you may need the text to flow to a different location, or you may need to disconnect only the last box so that you can create a bordered sidebar to the story. Disconnecting and redirecting text is very easy.

When you disconnect text boxes, you select the text box that will be the last one in the story and break the link to all forward text boxes. Only text boxes after the current text box will be disconnected; text boxes before the current text box remain connected. Therefore, if you break the link from the second text box of three connected text boxes, text boxes two and three will be disconnected, but text boxes one and two will remain connected.



Procedures

1. Position the insertion point in the text box that will be the last in the story.
2. Click the **Break Forward Link** button  on the **Connect Text Boxes** toolbar.

DELETING TEXT FROM THE OVERFLOW AREA



Discussion

You can delete text from text boxes as desired. To delete text contained in an overflow area, you must first display the text by either enlarging the current text box or by connecting it to an empty box.



To select all the text in a story without viewing the text, position the insertion point in any text box in the story and use the **[Ctrl+A]** key combination, or select the **Edit** menu and the **Select All** command.



When enlarging a text box, you may need to move it in front of other objects so that it appears on the top layer.



Procedures

1. Position the insertion point in the last text box of the story.
2. Drag a selection handle to enlarge the text box.
3. Select the text you want to delete.
4. Press **[Delete]**.
5. Drag a selection handle to restore the text box to its original size.

CREATING COLUMNS IN A TEXT BOX



Discussion

Rather than creating columns with the use of equally sized text boxes, you can create a single large text box and break it into columns. This is an easy way to work with longer stories, if you are creating a design from scratch. In addition to selecting the number of columns, you can also specify the spacing between them.



You can also open the Format Text Box dialog box by selecting the **Format** menu and then selecting the **Text Box** command.



You can also use the **Columns** button on the **Standard** toolbar to break an existing text box into columns. Although only four columns appear when you display the column panel, you can drag to the right to display up to six columns.



Procedures

1. Right-click the desired box.
2. Select the **Format Text Box** command.

3. Select the **Text Box** tab.
4. Select the **Columns** button.
5. Enter the desired number of columns in the **Number** spin box.
6. Select **OK**.
7. Select **OK**.

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.

- 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

- Select the text you want to move or copy.
- Cut or copy the text as desired.
- Position the insertion point in the location where you want to paste the text.
- Click the **Paste** button .
- Click the **Paste Options** button .
- 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**.

DISABLING AUTOMATIC COPYFITTING



Discussion

Publisher can automatically resize text to fit the size of a text box. This feature is called copyfitting. Copyfitting can help you avoid a text overflow situation or maximize the size of the font in the existing text box. Copyfitting, however, can be inconvenient if you are trying to achieve a particular effect.

The AutoFit setting is part of the properties for each text box. The **Do Not Autofit** command allows you to completely control the size of the text. The **Best Fit** command enlarges or reduces the text to best fit the available space. The **Shrink Text On Overflow** command avoids overflow by shrinking text, but does not enlarge text if extra space is available.



Another way to fit text is to change its character spacing. To change character spacing, select the text and then select the **Format** menu and the **Character Spacing** command. In the Character Spacing dialog box, you can use the **Scaling** spin box to stretch and shrink the selected text, the **Tracking** options to adjust the spacing between characters by a percentage, and the **Kerning** options to adjust the spacing between character pairs in the selected text or automatically kern recognized character pairs above a specified font size.



Procedures

1. Position the insertion point in the text box for which you want to change the AutoFit properties.
2. Select the **Format** menu.
3. Point to the **AutoFit Text** command.
4. Select the desired command.

LESSON 9 - CUSTOMIZING PUBLICATIONS

WORKING WITH CUSTOM PUBLICATIONS



Discussion

While Publisher provides a large number of preset design schemes you can use to create publications, you may want to create your own personal design. You can do this by customizing an existing design or by starting with a blank publication.

You can customize publications using a variety of features, such as the placement of items in the background, adding headers and footers that print text or page numbers on each page, or by creating a custom color or font scheme. In addition, you can add new pages and sections to a publication as needed.

Once you have customized the background, colors and fonts for a publication, you can use that publication to format new or existing publications. If you intend to use the formatting frequently, you should save the publication as a custom template. It then appears in the default templates folder along with the other available templates. Even if you have not saved a publication as a template, you can still apply its formatting to another publication.

USING THE MASTER PAGE



Discussion

One way to customize a publication is to change the background. A publication page is actually two layers, the foreground and the background. The background of a publication is called the Master page. While objects added to the foreground page only affect the current page, objects placed in the background on the Master page appear on every page in the publication.

You can create objects in the background that frame the page and apply a variety of fill effects. You can add text boxes, drawn objects and pictures to the Master page, and apply a background color. You can layer objects in the background, just as you would work with layers in a foreground page of the publication. You can easily move between Master and foreground pages, making changes to the Master page at any time.

When you alter a publication's background, you will want to make sure that the contents of the background do not conflict with the contents of the foreground. Objects in the foreground appear on top of the objects in the background.

Publications formatted for facing pages have two Master pages; a left page and a right page. Each Master page can contain different objects and formatting. However, if you want an object to appear on both the left and right pages, you must insert it into both Master pages.

If you are starting with a blank publication, the Master page ensures a consistent look for your publication. Every page, however, does not have to incorporate the master formatting.



You can create facing pages for a publication by selecting the **Arrange** menu and the **Layout Guides** command, and then selecting the **Two-page master** option on the **Margin Guides** page in the Layout Guides dialog box.



You can also press the **[Ctrl+M]** key combination to toggle between the Master page and the foreground.



You can easily move objects between the foreground and the Master page and vice versa. Select the object on the foreground or Master page and use the **Arrange** menu and the **Send to Master Page** or **Send to Foreground** command.



Procedures

1. To switch to the **Master** page, select the **View** menu.
2. Select the **Master Page** command.
3. Insert the desired objects.
4. To switch back to the foreground page, select the **View** menu.
5. Deselect the **Master Page** command.

USING HEADERS AND FOOTERS



Discussion

You can use the **Header and Footer** feature to include additional information in your publication. Headers display information at the top of a page and footers at the bottom.

When creating headers and footers, Publisher automatically switches to the Master page view and inserts text boxes above and below the top and bottom page margins. You can type and format the text you want to appear on every page.

Header and **footer** boxes contain two tab stops. A center tab is set midway between the left and right margins, and a right-aligned tab is set at the right margin. These default header and footer tab stops are useful because a header or footer usually contains multiple bits of information evenly spaced across the page.

When you create headers and footers, the **Header and Footer** toolbar appears in the Master page view. You can use the **Show Header/Footer** button to switch between the **Header** and **Footer** boxes. The other buttons on the **Header and Footer** toolbar can be used to insert automatic page numbering and the current date and time.



When in foreground view, you can access the **Header** and **Footer** boxes by double-clicking in either box.




You can also use the Date and Time dialog box to enter the date and time in other date formats, as well as enter the date as a field rather than just text. When Publisher inserts the date as a field, the date updates automatically to show the current date. You can open this dialog box by selecting the **Insert** menu and the **Date and Time** command.



If the **Header and Footer** toolbar does not appear in the Master page, select the **View** menu and the **Header and Footer** command.



Procedures

1. Select the **View** menu.
2. Select the **Header and Footer** command.
3. Position the insertion point where you want to add header text.
4. Type the desired header text.
5. Click the **Show Header/Footer** button  on the **Header and Footer** toolbar.
6. Position the insertion point where you want to add footer text.
7. Enter the desired footer text.
8. Format the header and footer text as desired.
9. Select **Close** on the **Header and Footer** toolbar.

INSERTING AUTOMATIC PAGE NUMBERING



Discussion

Most design sets for multi-page publications contain text boxes for automatic page numbering. However, you may need to add page numbering to a publication you created from a blank publication. You number the pages in a publication by inserting a page number field (# sign) in a text box. If the text box is located on the Master page, the page number will appear on all pages in the publication.

When you use the Page Numbers dialog box to add page numbering, Publisher adds the number field to the Master page, or both pages for facing pages. You can select a page position (header or footer) and horizontal alignment for the number, and select if a page number should appear on the first page.

Alignment pertains to the horizontal placement of the page number in the **Header** or **Footer** box. The available alignment options depend on the publication format. Left, center and right alignment options are available for all publications, while publications formatted for facing pages include inside and outside options for selecting facing page corners.

Page numbers are not restricted to the header and footer. You can insert a page number into any text box. If the insertion point is in a text box when you open the Page Numbering dialog box, you have the additional option to position the field in the current text box. If the text box is in the foreground page, the number will appear on that page only. If the text box is in the Master page, the page number appears on all pages.

Regardless of the way you insert automatic page number fields, you can always move the fields and format them after they are inserted. In addition, you can add text to the number (such as the word **Page** before the number field).



Another way to number all of your pages is to open the Header and Footer area and manually insert the page number field using the **Insert Page Number** button on the **Header and Footer** toolbar. When you manually insert page numbering fields, you must insert a field on each facing page.



You can change the alignment of a page number field in a **Header** or **Footer** box using the alignment buttons on the **Formatting** toolbar. If you used the **[Tab]** key to align the field, you must delete the tab characters to change the alignment.



Procedures

1. Select the **Insert** menu.
2. Select the **Page Numbers** command.
3. Select the **Position** list.
4. Select the desired position.
5. Select the **Alignment** list.
6. Select the desired alignment.
7. Select or deselect the **Show page number on first page** option.
8. Select **OK**.

IGNORING THE MASTER FOR A PAGE



Discussion

Although Master pages help provide a consistency for all the pages in a publication, there may be pages on which you do not want to display the background objects and formatting. You can use the **Ignore Master Page** command to hide the text and objects in the background and only display the page's foreground objects.

You can hide the master for as many pages as you wish. When viewing facing pages in a two-page spread, you will be prompted if you want to ignore the master for the left or right page. You can also choose to ignore the master for both pages.

The **Ignore Master Page** command is a toggle. Selecting the command places a checkmark next to the command and hides the background for the page. Selecting the checked command, clears the checkmark and applies the master to the page.



You can also indicate whether you want to view or ignore Master page elements in a publication design by selecting the **View master pages** link in the **Edit Master Pages** task pane, which will then display the **Apply Master Page** task pane. You can then choose to view or ignore the Master page elements using the list box below the desired publication page.



Procedures

1. Select the page whose Master page background you want to hide.
2. Select the **View** menu.
3. Select the **Ignore Master Page** command.

CREATING MULTIPLE MASTER PAGES



Discussion

By default, every publication begins with one Master page. However, when publications contain numerous pages, you can create multiple Master pages. By creating more than one Master page, you can allow more adaptability in a publication design such as when you want the title page to appear without a header or page number. Even though the title page may share other design elements, such as margins and layout guides, with the other pages in the publication, you may want to create a separate Master page to accommodate the different design issues. By creating multiple Master pages, you can allow a variety of layouts that can be applied to any of the pages in your publication.

You can create a new Master page from scratch or duplicate an existing Master page, which can then be edited to address the design elements that you want to be different. You can create each Master page as either a single- or two-page master. You can also convert a single-page master to a two-page master or vice versa.



You can duplicate a Master page on the **Edit Master Pages** task pane by clicking the **Duplicate Master Page** button on the **Edit Master Pages** toolbar or by selecting the list arrow of the Master page you want to duplicate and then selecting **Duplicate**. In the Duplicate Master Page dialog box, you can then type an identifier for the new Master page in the **Page ID (1 character)** box and type a description of the page in the **Description** box. Select **OK** to close the Duplicate Master Page dialog box.



You can also create a new Master page by clicking the **New Master Page** button on the **Edit Master Pages** toolbar.



You can use the buttons on the **Edit Master Pages** toolbar to rename, duplicate, delete, or create Master pages. You can also change the layout guides using this toolbar.



Procedures

1. To switch to the Master page, select the **View** menu.
2. Select the **Master Page** command.
3. Select **New Master Page** in the **Edit Master Pages** task pane.
4. Select the **Description** box.
5. Type a description for the new Master page.
6. Type a single-character identifier in the **Page ID (1 character)** box.

7. Indicate whether you want the new Master page to be a single page or two page master by selecting or deselecting the **Two-page master** option.
8. Select **OK**.
9. Make the desired changes to the new Master page.

EDITING A MASTER PAGE



Discussion

You can edit a Master page using the **Edit Master Pages** task pane. For example, you can rename, delete, or duplicate a Master page, as well as change the layout guides for the Master page. You can also change the Master page from a single-page to a two-page format or vice versa.



You can also use the buttons on the **Edit Master Pages** toolbar to rename, duplicate, delete, or create Master pages. You can also change the layout guides using this toolbar.



Procedures

1. To switch to the Master page, select the **View** menu.
2. Select the **Master Page** command.
3. Point to the Master page you want to edit in the **Edit Master Pages** task pane.
4. Click the list arrow corresponding to the Master page you want to edit.
5. Select the desired command.
6. Make the desired changes or select the appropriate option.

ADDING PAGES



Discussion

You can add pages to a publication as desired. When you create a new page, the dialog box that appears depends on the design type. For most publications, the Insert Page dialog box appears when you insert a page. You can specify the number of pages to insert and whether the pages should be inserted before or after the current page. In the case of a two-page spread, you can insert the pages before the left or right page, or between the pages. In addition, you can choose to insert blank pages, create a text frame on each page, or copy all the objects from another page to the new page.

If you are inserting pages into a newsletter or catalog, an Insert *<publication type>* Pages dialog box opens allowing you to select separate page formats with content objects for the left-hand and right-hand pages before they are inserted. For example, you can decide whether a page should be formatted as one column or two, whether the new page will contain placeholders for text only or for both text and graphics, or contain a calendar. The Insert *<publication type>* Pages dialog box inserts two facing content pages after the current pages.

If you want to have more control over where the pages in a newsletter or catalog are inserted, you can select the **More** button in the Insert *<publication type>* Pages dialog box. You can specify the number of pages to insert and where they should be placed. While you cannot insert content pages from this dialog box, you can insert blank pages in the desired positions and use the **Page Content** task pane to change the page format later.

The **Two-Page Spread** view is intended to give you an idea of what a publication will look like when bound into a book. If you add a single page to one of these publications, the layout for the rest of the pages will be off by one; for pages after that point, the right page will appear at left and the left page will appear at right. Therefore, in this instance, Publisher warns you to insert an even number of pages.

For some types of publications, two pages are printed on the same side of a large sheet of paper. The sheet is then folded to produce two pages. This is called a book fold, which is used to produce a booklet publication type. By printing two pages on the opposite side, a single folded sheet produces four-pages. If you do not insert pages in multiples of four, Publisher will ask you whether you want to add additional pages to simplify printing.



Procedures

1. Select the page(s) before or after which you want to add new pages.
2. Select the **Insert** menu.
3. Select the **Page** command.
4. Select the desired page layout list.
5. Select the desired layout.
6. Select **OK** to close the Insert <publication type> Pages dialog box.
7. If a message box opens, select **Yes** to insert the extra pages or **No** to insert only the pages you specified.

DELETING PAGES



Discussion

If you find that you no longer need a page in a publication, you can delete it. If you are viewing a two-page spread, you can delete the left or right page or both pages at the same time. Publisher will prompt you if you need to delete an even number of pages for your publication type or pages in multiples of four for booklet printing.



Procedures

1. Select the page(s) you want to delete.
2. Select the **Edit** menu.
3. Select the **Delete Page** command.
4. If you are deleting a single page of a two-page spread, select the page you want to delete.
5. Select **OK**.

INSERTING SECTIONS



Discussion

You can divide a large publications into sections. Sections can be used to restart the page numbering or change the number format. For example, you may want to use roman numerals for the forward, or introductory section, that contains your table of contents and disclaimers, and restart the page numbering with Arabic numbers for the rest of the publication.

When you begin a new section, you can choose to show or hide the headers and footers on the first page of the section. You can also select a number format for the page numbers in the new section and continue numbering from the previous section or start over again with another page number.



If a page number does not show on the first page of a section, even though you selected the option to show it, you should remove the page number field from the master. Then use the Page Numbers dialog box to reinsert it again and select the **Show page number on first page** option. If you do not want the page number to show on the first page of the publication, have the page ignore the master.



You can remove sections by selecting the page where the section begins, opening the Section dialog box, and deselecting the **Begin a section with this page** option.



Procedures

1. Select the page where you want the new section to begin.
2. Select the **Insert** menu.
3. Select the **Section** command.
4. Select the **Begin a section with this page** option.
5. Select the **Show headers and footers on the first page of this section** option, if desired.
6. Select the **Number format** list.
7. Select the desired format.
8. Select additional numbering options as desired.
9. Select **OK**.

ADDING A BACKGROUND FILL TO A PAGE



Discussion

Publications such as flyers, invitations and brochures can be made more attractive or attention-getting when printed on a color or textured background. While it is more cost- and time-effective to purchase the decorative paper on which you want to print, you can also use Publisher to create a background fill. For instance, you might want to create your own color background if you are making a sample publication or if your publication will be distributed electronically instead of being printed.

You can use the **Background** task pane to add solid colors, gradient shadings, patterns, textures, and pictures to the background of a page. The **Background** task pane contains two main sections. The top section displays a palette of the five accent colors from the publication's color scheme at a 30% tint. Tinted colors are colors that start with a white base and have the selected color added. The more tint added, the more intense the color. For additional color choices, select the **More colors** link.

The bottom section displays a list box of shadings, patterns, textures and pictures. When you select a color from the top section, the bottom section changes to display the shadings and patterns in the selected color. You can scroll the list to view the available background fills. Clicking a background fill automatically applies it to the current page, or both pages of a two-page spread. Right-clicking a background displays the options to apply the background to the current page, all pages in the publication, both pages of a two-page spread, or the left or right page only.

Both the top and bottom sections of the **Background** task pane contain a box with an **X**. The **No Color** box in the top section changes the selected color back to grayscales. The **No fill** box in the bottom section can be used to remove the background you have applied and return the publication to an unfilled background.

For additional choices, you can select the **More backgrounds** link at the bottom of the task pane to open the Fill Effects dialog box. This dialog box includes additional gradients, textures, patterns and tints. Gradients and patterns can be created with two colors. In addition, you can select one of the preset color gradients. When you select a custom background from the Fill Effects dialog box, the background is added to the **Background** task pane.



If you want to use a picture for a background, you can select the **Picture** tab and browse to select pictures from your local or network drives. Pictures are repeated (tiled) to fill the page.



If you are designing a web page, you can use the **Background sound** link to add a background sound when the web page opens in a browser.



Background colors are added to the foreground of a page. Therefore, only the selected page(s) are affected. If you want the background to be part of the publication's master, you can switch to the Master page view and apply the background.



Procedures

1. Select the **Format** menu.
2. Select the **Background** command.
3. Select the desired scheme color from the top of the **Background** task pane.
4. To apply the fill to the displayed page(s), click the desired background from the list box.
5. To remove the fill from pages, right-click the **No fill** button at the top of the list box.
6. Select the desired **Apply** command.
7. To apply separate fills to a two-page spread, right-click the fill you want to apply.
8. Select the desired **Apply** command.
9. To apply the same fill to all pages in the publication, right-click the fill you want to apply.
10. Select the **Apply to All Pages** command.

CUSTOMIZING A COLOR SCHEME



Discussion

Although a specific color scheme is assigned to each design set, you can apply another standard color scheme to the publication with the **Color Schemes** task pane. If none of the standard color schemes meets your needs, you can create a custom color scheme. You can use the **Standard** page in the Color Schemes dialog box to select the preset color scheme that most closely matches your needs and then use the **Custom** page to make changes.

When creating a custom color scheme, you can change as many elements in the color scheme as desired. The **Main** element is the default color for new text, lines, and borders. You can also change the five accent colors.



You can use a custom color scheme in other publications by selecting the **Save Scheme** button on the **Custom** page in the Color Schemes dialog box.



Procedures

1. Select the **Format** menu.
2. Select the **Color Schemes** command.
3. Select the **Custom color scheme** link at the bottom of the **Color Schemes** task pane.
4. Under **Scheme colors**, select the color list for the element you want to change.
5. Select the desired color.
6. Continue changing scheme colors as desired.
7. Select **OK**.

INDEX

- Alignment
 - changing text, 19
- Backgrounds
 - adding to a page, 54, 55
 - removing from a page, 54
- Blank publications
 - formatting, 14, 15
- BorderArt
 - using, 30, 31
- Borders
 - formatting, 29, 30
- Clip art, 35
 - inserting, 35, 36
 - inserting from the Clip Organizer, 36
 - organizing, 37
- Clip Organizer, 35, 37
 - collections, 37
 - inserting clips from, 36
- Color
 - add to text, 19
- Color schemes
 - customizing, 55
- Color Schemes task pane, 13
- Columns
 - creating, 44
- Copyfitting
 - disabling automatic, 47
- Copying
 - text formatting, 21, 22
- Cropping pictures, 39, 40
- Custom shapes
 - creating, 28
- Date and time
 - adding, 49
- Design elements
 - modifying, 12
- Design Gallery, 35
 - using, 41
- Documents
 - importing into Publisher, 15
- Font Schemes task pane, 13, 14
- Fonts
 - changing font size, 18
 - changing text font, 17
 - changing the color, 19
 - changing the style and effect, 18
- Footers, 49
- Format Painter, 21, 22
- Formats
 - copying, 21
- Formatting
 - lines, 30
 - publications, 12
- Graphics
 - working with, 35
- Grid guides, 9
- Headers, 49
- Horizontal rules, 22
- Insert Clip Art task pane, 35
- Keywords
 - assigning to clips, 37, 38
- Layers
 - overlapping objects, 26
 - working with, 31, 32
- Layout guides
 - displaying, 10
 - hiding, 10
 - using, 9, 10
- Line spacing, 20, 21
- Lines
 - drawing, 26, 27
 - formatting, 29, 30
 - using additional formatting, 30
- Margin guides, 9
- Master page
 - creating a new, 51
 - editing, 52
 - facing pages, 48
 - ignoring, 50, 51
 - numbers pages, 50
 - using, 48, 49
- Measurement toolbar, 27
- Moving
 - objects, 7, 8
- New Publication task pane, 1
 - By Blank Publications wizards, 4
 - By Design Set wizards, 3
 - By Publication Type wizards, 1
 - using, 1
 - using an existing publication, 5
- Nudge feature, 25
- Objects
 - adding BorderArt, 30
 - adding text to, 28
 - changing the fill color, 29
 - creating custom shapes, 28
 - deleting, 33
 - drawing enclosed, 26
 - drawing lines, 26, 27
 - flipping, 34
 - formatting lines and borders, 29, 30
 - grouping, 33
 - moving, 7, 8
 - positioning, 27
 - resizing, 8
 - rotating, 34
 - selecting multiple, 32
 - sizing, 27
 - working with, 25
 - working with layers, 31, 32
 - wrapping text around, 40, 41
- Objects toolbar
 - using, 25
- Page Content task pane, 14
- Page numbers
 - inserting, 50
 - restarting, 53, 54
- Pages
 - adding, 52, 53
 - adding background fills, 54, 55
 - deleting, 53
 - navigating, 6, 7
- Paragraphs
 - breaking text, 21
 - creating styles, 24
 - inserting horizontal rules, 22
 - modifying spacing, 20, 21
- Paste Options button, 45, 46
- Pictures
 - cropping, 39, 40
 - inserting, 39
- Publication Designs task pane, 12, 13
- Publication Options task pane, 12
- Publications
 - adding pages, 52, 53
 - adding text to a text box, 7
 - changing color schemes, 13
 - changing designs, 12
 - changing font schemes, 13
 - changing the page content, 14
 - closing, 3
 - creating blank, 4
 - creating by design set, 3, 4
 - creating by type, 1, 2
 - creating from an existing publication, 5
 - customizing a color scheme, 55
 - deleting pages, 53
 - formatting blank, 14, 15
 - importing a Word document, 15
 - inserting sections, 53
 - magnifying, 6
 - modifying design elements, 12
 - modifying the layout, 12
 - navigating pages, 6, 7
 - opening, 4, 5
 - saving, 2, 3
 - working with custom, 48

- working with objects, 25
- Quick Publication Options task pane, 14
- Redo, 9
- Resizing
 - objects, 8
- Rotate handle, 34
- Rulers
 - changing the zero point, 10
 - clearing ruler guides, 11
 - creating ruler guides, 11
 - moving, 10, 11
 - using, 11
- Sections
 - inserting, 53, 54
- Sizing
 - objects, 8
- Sizing objects
 - using Format dialog box, 27
 - using Measurement toolbar, 27
 - using sizing handles, 27
- Snap feature, 25
- Special characters
 - displaying/hiding, 17
- Status bar
 - Object Position indicator, 27
 - Object Size indicator, 27
- Story
 - using connected frames, 42
- Styles
 - creating, 24
 - using, 23
- Styles and Formatting task pane, 23
- Task panes
 - Background, 54
 - Color Schemes, 13
 - Font Schemes, 13, 14
 - Insert Clip Art, 35, 37
 - New Publication, 1
 - Page Content, 14
 - Publication Designs, 12, 13
 - Publication Options, 12
 - Quick Publication Options, 14
 - Styles and Formatting, 23
 - Word Import Options, 15
- Text
 - adding to drawn objects, 28
 - breaking paragraphs, 21
 - changing alignment, 19, 20
 - changing the font, 17
 - changing the font color, 19
 - changing the font size, 18
 - changing the font style and effect, 18, 19
 - copying, 45
 - deleting from the overflow area, 44
 - importing from Word, 46, 47
 - modifying line spacing, 20, 21
 - moving, 45
 - pasting, 45, 46
 - wrapping around objects, 40, 41
- Text boxes
 - adding text, 7
 - connected frames, 42
 - connecting, 43
 - creating, 42
 - creating columns in, 44
 - disconnecting, 43, 44
 - working with connected, 42, 43
- Thumbnail, 36
- Toolbars
 - Measurement, 27
- Undo, 9
- Wizards
 - By Blank Publications, 4
 - By Design Set, 3
 - By Publication Type, 1
- Word documents
 - importing, 15
- Word Import Options task pane, 15