



PUBLISHER 2003 QUICK REFERENCE



Start Publisher

Click **Start** on the left side of the Windows taskbar.
Click **Programs**.
Click **Microsoft Publisher**. Publisher starts and displays the **Start** window and the **New Publication** task pane.

Show/Hide a Toolbar

Click **View> Toolbars**.
Click the toolbar to show or hide.
To show Standard and Formatting toolbars on two rows
Click **Tools> Customize**.
Click the **Option** tab.
Under **Personalized Menus and Toolbars**, select the **Show Standard and formatting toolbars on two rows** check box.

Creating Publication

Publisher provides several ways to begin the process of creating a publication. You can:

- Create a new publication from a design
- Create a new publication from a blank publication
- Create a new publication based on an existing one
- Open an existing publication

The **New Publication** task pane displays links to four design galleries in the **New from a design** area:

- Publications for print
- Web Sites and E-mail
- Design Sets
- Blank Publications

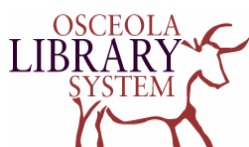
A gallery is a collection of publication templates organized by type. As you click a design gallery link in the task pane, the list of publication types expands, and previews of the templates on the right side of the Publisher window.

Create a Publication Using a Template

Click **File> New**.
Click **Publications for Print** in the **New Publication** task pane.
Click the publication type in the list of publication templates.
Choose the publication design on the right side of the Publisher window to create.

Create a Blank Publication

Click **File> New**.
Click the **Blank Publications** in the **New Publication** task pane.
Click a publication type in the right pane.
Click a preset layout in the **Quick Publication Option** menu.
Click **Publication Designs**.
Choose a design from **Apply a Design** menu.



Save Publication

Click **File> Save As**.
Display the folder in which to save the publication in the **Save in** list.
Type a name for the file in the **File name** text box.
Click **Save**.

Open a Publication

Click **File> Open**.
Browse the folders on your computer in the **Look in** list, to display the file to open.
Double-click the file to open.

Change the Page Orientation

Click **File> Page Setup**.
Click **Portrait** or **Landscape**.
Click **OK**.

About Using Master Pages

Master pages contain the design and layout elements that you want to repeat on multiple pages of publication. It lets you create and update these elements in one place, rather than changing them on each publication page. Every new publication starts with one master page by default. You can create each master page as either a single-page or a two-page master. If you set up your publication to be viewed as two-page spreads, you should use two-page master pages.

Set up a mirrored-page layout (as for a book)

Click **Arrange> Layout Guides> Margin Guides** tab.
Select **Two-page master** under **Master Pages**.
Click **OK**.
To see the effect of setting up a mirrored-page layout, view the pages as two-page spreads.
Click **Two-Page Spread** on the **View** menu.

Add Grid Guides

Guides are nonprinting lines that are used to position objects precisely. Use grid guides to set the number of columns and rows on a master page.
Click **Arrange> Layout Guides> Grid Guides**.
Select the number of vertical guides to add in the **Columns** box.
Select the number of horizontal guides to add in the **Rows** box.
Click **OK**.

Change Page Margins

Click **Arrange> Layout Guides**.
Select margin measurements in the **Margin Guides** option.
Click **OK**.

Change Margins by Dragging Guides

Click **View> Master Page**.

To see both pages in a publication with facing pages, click **View, Two-Page Spread**.

Hold down the **Shift** key and place the pointer over a margin until the pointer changes its shape.

Drag the margin guide.

Click **View**, then uncheck **Master page** to exit the background.

Move Between Master Pages and Publication Pages

Click **Master Page** on the **View** menu. To return to a publication page, click **Master Page** again to clear the check mark next to it.

Apply a single master page to a single page

Click **Format> Apply Master Page**.

Navigate to the page where you want to apply the master page.

Select the master page you want to apply, in the box below the page icon, in the **Apply Master Pages** task pane.

Place Text or Graphics on All Pages

To make any text, objects, or special formatting appear on multiple pages of your publication, create them on master page.

Click **View> Master Page**.

In the **Edit Master Pages** task pane, click the arrow next to the master page where you want to add text, an object, or make any special formatting.

Click **Edit**.

Add the object or formatting you want.

Click **Close Master View** on the **Edit Master Pages** toolbar to return to a publication page.

Change or Delete Objects that Repeat on Every Page

Click **View> Master Page**.

In the **Edit Master Pages** task pane, click the arrow next to the master page you want to change.

Click **Edit**.

On the master page, make changes you want.

Click **View publication pages** to return to a publication page.

Hide Master Page Objects

Turn to the page whose master page objects you want to hide.

Click **View> Ignore Master Page**.

Insert a Page

Go to the page where you will insert new page.

Click **Insert> Page**.

Type the number of new pages to add.

Click **OK**.

Delete Page

Objects on the page that are to be kept can be moved off to the scratch area.

Display the page to delete.

Click **Edit> Delete Page**.

Create a Text Frame



Click **Text Frame Tool** on the **Objects** toolbar

Place the mouse pointer where one corner of the frame is to appear.

Click and drag to the opposite corner of the frame to create it.

Set Up Columns in a Text Frame

Click the text frame to select it.

Click **Format> Text box**.

In the **Format Text Box** dialog box, click the **Text Box** tab, and then click **Columns**.

In the **Columns** dialog box, type or select the number of columns in the **Numbers** box, and then type or select the spacing value in the **Spacing** box.

Click **OK** twice.

Delete Text

Select text to delete.

Press **Delete**.

Delete a Text Frame

Right click the text frame.

Click **Delete Object**.

Check Spelling

Click the text box that you want to check.

Click **Tools**, point to **Spelling**, then click **Spelling**.

In the **Check Spelling** dialog box, click the option you want for each word that appears in the **Not in dictionary** box.

To check the spelling of entire publication, select the **Check All Stories** check box.

Automatically Check Spelling as You Type

On the **Tools** menu, point to **Spelling**.

Click **Show Spelling Errors**.

Wavy red underlines in the text indicate possible spelling errors.

Insert an Empty Picture Frame

Click **Picture Frame**  on the **Objects** toolbar.

Click **Empty Picture Frame**.

In your publication, drag the mouse diagonally until you have the size picture frame you want.

Add a Picture from the Clip Organizer

Click **Insert> Picture> Clip Art**.

In the **Search** box, type a word or phrase that describes the clip you want.

Select the collection you want to search in the **Search in** box.

Specify the type of media file in the **Results should be** box.


Click **Go**.

Click the clip in the **Results list** to insert it.

Add a Picture from a File

On the **Objects** toolbar, click **Picture frame**.
Click **Picture from File**.
Click and drag the mouse diagonally until you have the size picture frame you want.
In the **Insert Picture** dialog box, locate the folder that contains the picture you want to insert.
Click the picture file.
Click **Insert** to embed the picture.


Add a Picture from the Design Gallery

Click **Design Gallery Object**  on the **Objects** toolbar.
Select a category and click object in the **Design Gallery** dialog box.
Click the **Insert Object** button.

Wrap Text Around Pictures

Click the picture.
Click **Format> Picture**.
Click the **Layout** tab in the **Format Picture** dialog box.
Select the wrapping style.
Click **OK**.
To wrap text around WorldArt, click **WorldArt** instead of **Picture** on the **Format** menu.

Create Transparent Areas in a Picture

Select the picture.
On the **Picture** toolbar click **Set Transparent Color** button 
Click **View> Toolbars> Picture** if the **Picture** toolbar is not visible.
Click the color you want to make transparent.


Make a Picture Background Transparent or Opaque

If a picture has transparent areas, you can change them to opaque (white fill) or from opaque back to transparent again.
Select the picture.
Press **CTRL+T**.


Convert a Picture to a Watermark

Right click on the picture.
Click **Format Picture**.
Click the **Picture** tab in the **Format Picture** dialog box.
Under **Image control**, click **Washout** in the **Color** list.
Click **Recolor**.
In the **Recolor Picture** dialog box, select the color you want for the watermark.
Click **Apply**, then click **OK**.
In the **Format Picture** dialog box, select any other options you want, then click **OK**.
Point to **Order** on the **Arrange** menu.
Click **Send to Back**.

Recolor a Picture

Select the picture to recolor.
On the **Picture** toolbar, click **Format Picture** 
Click the **Picture** tab.
Click **Recolor**.
Click arrow next to **Color** in the **Recolor Picture**.
Click the color you want.
To use a shade or tint, click **Fill Effects** and select the options you want.
Click **More Colors** to see more colors choices.

Add a Color or a Pattern to the Margins in a Picture Frame

Select the picture.
On the formatting toolbar click the arrow next to the **Fill Color** 
Click the color on the color palette,
or
Click **More Fill Colors** to see more color choices, click the option you want,
or
Click **Fill Effects** to see shades, tints, or patterns.

Replace a Picture with a Different Picture

Click **Tools> Graphics Manager**.
In the **Graphics Manager** task pane, under **Select a picture**, click the arrow next to the picture to replace.
Click **Replace this Picture**.
In the **Insert Picture** dialog box, click the picture you want.
If you don't see the picture you want, click **Insert** to insert the picture as an embedded picture.

Format Text

Select the text to format.
Click **Format> Font** to change the font, font size, font color, or style.
Click **Format> Paragraph** to change the alignment, indentation, line spacing, and line and paragraphs breaks.
Click **Format> Bullets and Numbering** to change the style of bullets and numbers

Align Text Horizontally

Select the paragraph to change the horizontal alignment.
Click **Format> Paragraph**.
Click the **Indents and Spacing** tab.
Under **General**, in the **Alignment** list, click the alignment you want.

Align Text Vertically

Right-click the text box to change vertical alignment.
Click **Format Text Box** on the shortcut menu.
Click the **Text Box** tab in the **Format Text Box** dialog box.
Select **Top**, **Middle**, or **Bottom** in the **Vertical alignment** box.

Indent the First Line of Paragraphs

Select the paragraph to change.
Click **Format> Paragraph> Indents and Spacing** tab.
Under **Indentation**, in the **Preset** list, click **1st line Indent**.

Create Custom Indents

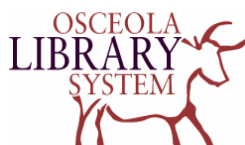
Select the paragraph to change.
Click **Format> Paragraph> Indents and Spacing** tab.
Under **Indentation**, type or select the amount of indentation you want.

Remove an Indent

Select the paragraph to change.
Click **Format> Paragraph> Indents and Spacing** tab.
Under **Indentation**, in the **Preset** list, click **Flush Left**.

Change Line or Paragraph Spacing


Select the text to change the space between paragraphs.
Click **Format> Paragraph> Indents and Spacing** tab.
Under **Line Spacing** type or select the amount of spacing above or below the paragraph.
Select the text to set automatic spacing between lines of text.
Click **Format> Paragraph> Indents and Spacing** tab.



Create Columns within a Text Box

Right click the text box to change.
Click the **Text box** tab in the **Format Text Box** dialog box.
Click **Columns**.
Select the number of columns in the **Numbers** box in the **Format Text Box** dialog box.
Select the spacing value in the **Spacing** box.
Click **OK** twice.

Get Text out of Overflow

Create a new text box to move text from the overflow to the new text box.
Click in the text box with the overflow.
On the **Connect Text Boxes** toolbar, click **Create Text Box Link** 
The mouse pointer changes to a pitcher.
Click in the text box you want as the next in the story.
This text box is now connected to the first box and any text in the overflow now appears in the next box.

Fit Text Automatically

Click anywhere in the text.
Click **Format> AutoFit Text**.
Click **Shrink Text in Overflow** to reduce the point size of text.
Click **Best Fit** to shrink or expand text to fit in the text box when you resize the box.

Keep Lines of a Paragraph Together in a Text Box or Column

Select the paragraphs that contain the lines to keep together.
Click **Format> Paragraph> Line and Paragraphs Breaks** tab.
Select the **Keep lines together** check box.


Draw Lines

Click **Line Tool** on the **Objects** toolbar. The pointer changes to a crosshair when you place it on the page.
To draw a straight line, hold down the **Shift** key.
Drag to create the line.
Release the mouse button and then the **Shift** key.


Draw Rectangles and Ovals

To draw a rectangle or square, click **Rectangle Tool** on the **Object** toolbar.
To draw an oval or circle, click **Oval Tool** on the **Object** toolbar.
To draw a perfect square or a circle, hold down the **Shift** key.
Drag in the publication to create the shape.
Release the mouse button and then the **Shift** key.

Insert WordArt

On the **Objects** toolbar, click **Insert WordArt** button 
In the **WordArt Gallery**, click the **WordArt** effect.
Click **OK**.
In the **Edit WordArt Text** dialog box, type the text you want, then select any options you want.


Add Text to a Shape

Click the **AutoShapes** button on the **Objects** toolbar 
Select an **AutoShape**.
Type the text.

Add a Pattern or Color to Page Background

Go to page to change.
Click **Format> Background**.
In the task pane, select the option you want.

Crop a Picture

Select the picture.
When you select the picture the **Picture** toolbar is displayed.
On the **Picture** toolbar click **Crop** 
Position the cropping tool over a cropping handle.
To crop one side, drag the center handle on that side.
To crop evenly on two sides at once, hold down **CTRL** as you drag a center handle.
Hold down **Ctrl+Shift** as you drag a corner handle to crop all sides to maintain the proportions.
Click **Crop** on the **Picture** toolbar to turn off the **Crop Picture** command.

Group and Ungroup Objects

Select one of the objects you want to group.
Hold down the **Shift** key.
Deselect more objects to group.

Click **Group** 

Ungroup Objects

Select the grouped objects.

Click **Ungroup** 

Click the gray workspace area outside the page.

Add Border to a Page

Select the page to add the border to.
Click **Rectangle** on the **Objects** toolbar, and drag on the page to draw a rectangle the size of the page margins.
Select the rectangle.
Click **Format > AutoShape**.
Click the **Colors and Lines** tab.
Choose the color and line style options under **Line** menu.
Click **OK**.
If you want to add a predesigned pattern border instead, click **Border Art**.
Select the border in the **Available Borders** list.
Click **OK**.

Remove a Line or Predesigned Border

Select the object that has the border to remove.
To remove a border from an object on a master page, click **View> Master Page**.
Click **Line/Border Style** on the **Formatting** toolbar.
Click **No Line**.

Rotate Objects

Select the object to rotate.
Point to the green rotation handle.
Drag the mouse in the direction you want the object to rotate,
or
Click **Arrange> Rotate or Flip**.
Select the desired option.

Move an Object Forward or Backward

Select the object to move.
Click **Arrange> Order**.
Choose desired option.

