

Publisher 2003

Workbook - Foundation Level



SAMPLE

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Installing the Sample Files

- Use Windows Explorer to create a folder called **Publisher 2003 Foundation Samples**, in the **My Documents** folder.
- Copy the sample files for this course to the **My Documents\Publisher 2003 Foundation Samples** folder.
- If these files have been copied to your network server, then ask your trainer/supervisor for more information about how to copy these files to your PC's hard disk.

SAMPLE

Microsoft Publisher 2003

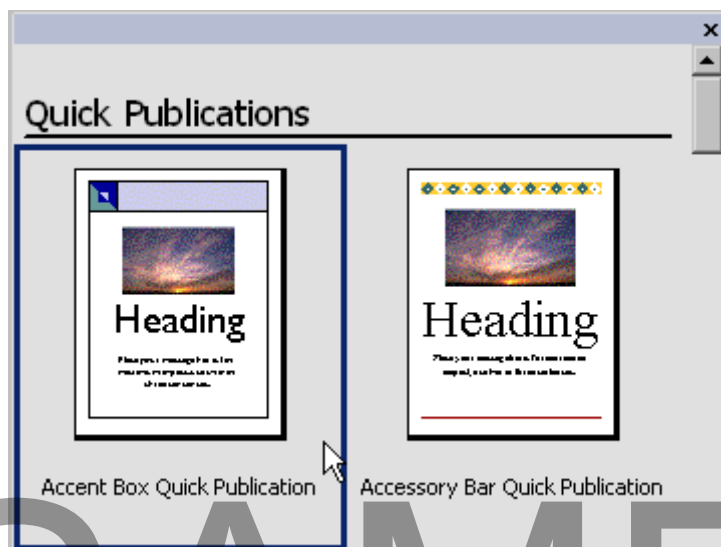
Getting to Know the Publisher Environment

Using the Publication Window

- Start Microsoft Publisher 2003.
- Notice there are two active areas, the **New Publication** Task Pane on the left, and the **Publication Gallery** on the right.
- In the **New Publication** Task Pane, click on **Publications for Print**:

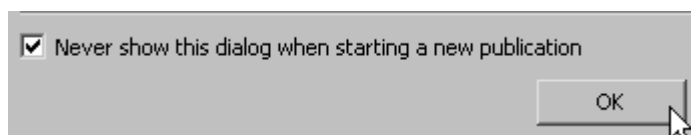


- Look at the various **Quick Publication** template options in the **Publication Gallery**:



- Click on **Accent Box Quick Publication**, located in the **Publication Gallery**.
- Notice how the **Publication Gallery** closes to display the selected publication in the **Publication Window**, and how the **Status Bar** has appears at the bottom of the **Publication Window**.

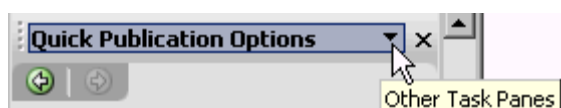
Note: If the Personal Information dialog box appears, select **Never show this dialog when starting a new publication**. Click **OK**. This will be covered in a later exercise:



- From the main menu, select **File > Close** to close the publication.

Using the Task Pane

- In the **New Publication** Task Pane, click on **Publications for Print**.
- Click on **Accent Box Quick Publication**, located in the **Publication Gallery**.
- If the Task Pane is not visible, from the main menu, select **View > Task Pane** (you will see a check mark beside it when the Task Pane is visible).
- Look at the **Quick Publication Options** Task Pane, which automatically appears when you select the template.
- Look at the task options available on this pane.
- Click the **Other Task Panes** down arrow to display all Task Panes available:



- Select **Help**.
- Look at the task options available on this pane.
- Click the **Other Task Panes** down arrow and select **Search Results**.
- Look at the task options available on this pane.
- Click the **Other Task Panes** down arrow and select **Clip Art**.
- If a dialog box opens asking you to add clips to the Organizer, click **Later**.
- Look at the task options available on this pane.
- Click the **Other Task Panes** down arrow and select **Research**.
- Look at the task options available on this pane.
- Click the **Other Task Panes** down arrow and select **Clipboard**.
- Look at the task options available on this pane.
- Click the **Other Task Panes** down arrow and select **New Publication**.
- Look at the task options available on this pane.
- Click the **Other Task Panes** down arrow and select **Find and Replace**.
- Look at the task options available on this pane.
- Click the **Other Task Panes** down arrow and select **Graphics Manager**.
- Look at the task options available on this pane.

- Click the **Other Task Panes** down arrow and select **Design Checker**.
- Look at the task options available on this pane.

- Click the **Other Task Panes** down arrow and select **Apply Master Page**.
- Look at the task options available on this pane.

- Click the **Other Task Panes** down arrow and select **Background**.
- Look at the task options available on this pane.

- Click the **Other Task Panes** down arrow and select **Publication Designs**.
- Look at the task options available on this pane.

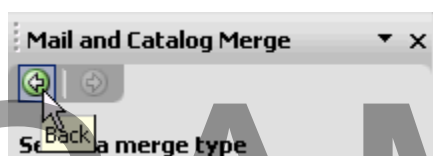
- Click the **Other Task Panes** down arrow and select **Styles and Formatting**.
- Look at the task options available on this pane.

- Click the **Other Task Panes** down arrow and select **Font Schemes**.
- Look at the task options available on this pane.

- Click the **Other Task Panes** down arrow and select **Color Schemes**.
- Look at the task options available on this pane.

- Click the **Other Task Panes** down arrow and select **Mail and Catalog Merge**.
- Look at the task options available on this pane.

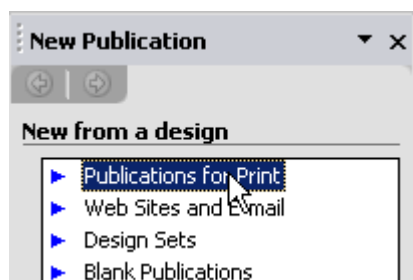
- From the main menu, select **View > Task Pane** to hide the Task Pane.
- From the main menu, select **View > Task Pane** to display the Task Pane.
- Notice the **last** Task Pane viewed is the one that is displayed.
- Click the **Back** button on the Task Pane **four** times (until you reach the **Quick Publication Options** Task Pane):



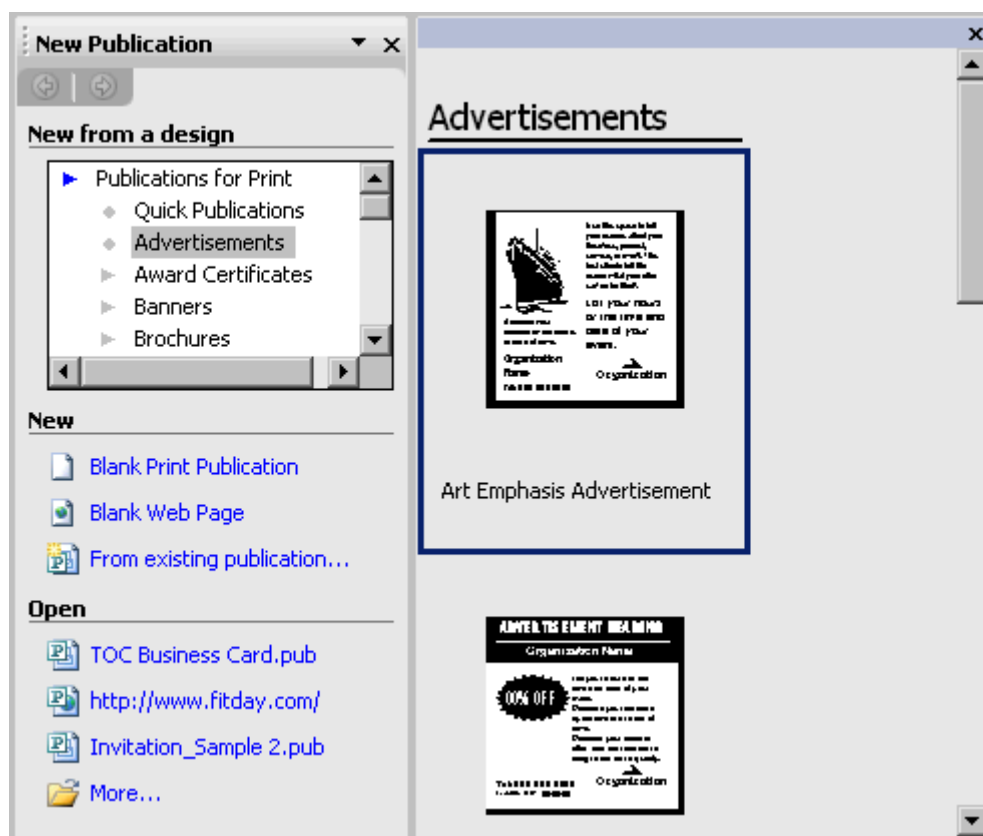
- Notice how you are scrolling through the most recently used Task Panes.
- Close the publication.

Using the Publication Gallery

- To display the **Publication Gallery**, click on **Publications for Print** from the **New from a design** list displayed on the **New Publication** Task Pane:



- To show the **Publication Gallery**, select **Advertisements** from the **New from a design** sub-menu list:



- The **Publication Window** will now be displayed on the right side of the window.

Using the Status Bar

- Click the **Open** button on the Standard toolbar.
- In the **Open Publication** dialog box, select **Business Card.pub** from the **Publisher 2003 Foundation Samples** folder.
- Click **Open**.
- To display the Status Bar, from the main menu, select **View > Status Bar** (you will see a check mark beside it when the Status Bar is already visible).
- To hide the Status Bar, from the main menu, select **View > Status Bar** (you will **not** see a check mark beside it when the Status Bar is hidden).
- Close **Business Card.pub**.

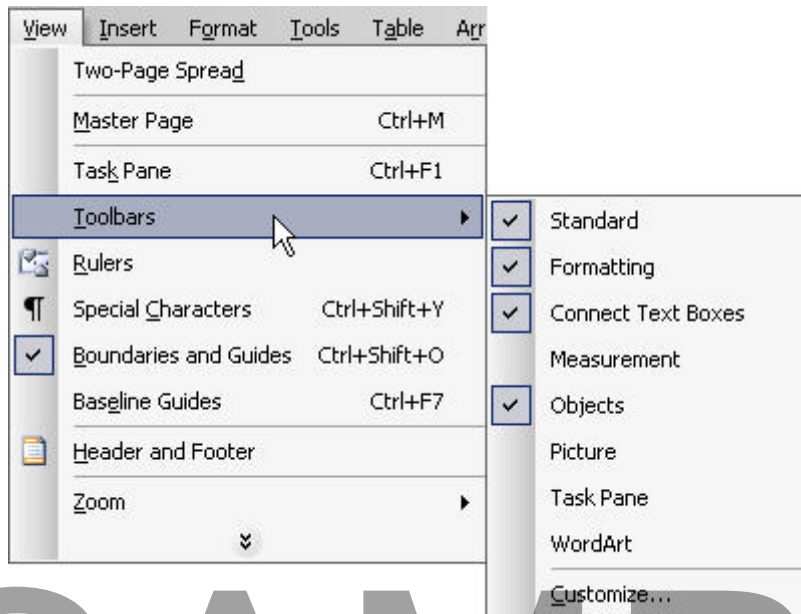
Getting to Know Publisher Toolbars

Using Toolbars

- Select **Blank Print Publication** from the **New** section of the **New Publication** Task Pane:



- Select **View > Toolbars**.
- Look at the toolbars with checks next to them. These toolbars are displayed by default:

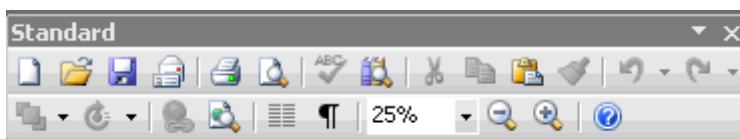


- Select **View > Toolbars > Standard** to hide the **Standard** toolbar.
- Select **View > Toolbars > Standard** again to display the **Standard** toolbar.
- Select **View > Toolbars > Formatting** to hide the **Formatting** toolbar.
- Select **View > Toolbars > Formatting** again to display the **Formatting** toolbar.
- Select **View > Toolbars > Connect Text Boxes** to hide the **Connect Text Boxes** toolbar.
- Select **View > Toolbars > Connect Text Boxes** again to display the **Connect Text Boxes** toolbar.

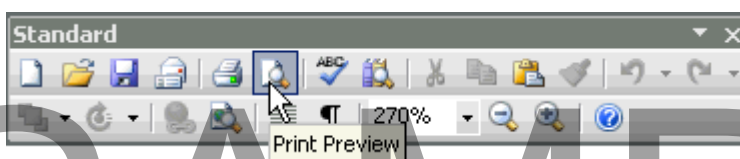
- Select **View > Toolbars > Measurement** to display the **Measurement** toolbar.
- Select **View > Toolbars > Measurement** again to hide the **Measurement** toolbar.
- Select **View > Toolbars > Objects** to hide the **Objects** toolbar.
- Select **View > Toolbars > Objects** again to display the **Objects** toolbar.
- Select **View > Toolbars > Picture** to display the **Picture** toolbar.
- Select **View > Toolbars > Picture** again to hide the **Picture** toolbar.
- Select **View > Toolbars > WordArt** to display the **WordArt** toolbar.
- Select **View > Toolbars > WordArt** again to hide the **WordArt** toolbar.
- Position your mouse over the dotted vertical line at the left of the **Standard** toolbar:



- Click and drag the toolbar down towards the **Publication Window** so it becomes a floating toolbar:



- Drag the **Standard** toolbar back to its original position above the **Formatting** toolbar.
- Position your mouse over every button on the **Standard** toolbar to see the descriptive tool name:



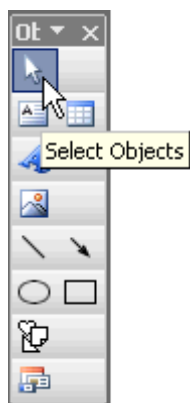
- Position your mouse over every button on the **Formatting** toolbar to see the descriptive tool name:



- Position your mouse over every button on the **Connect Text Boxes** toolbar to see the descriptive tool name:



- Position your mouse over every button on the **Objects** toolbar to see the descriptive tool name:



- Close the publication.

Getting Help

Using the Ask a Question Box

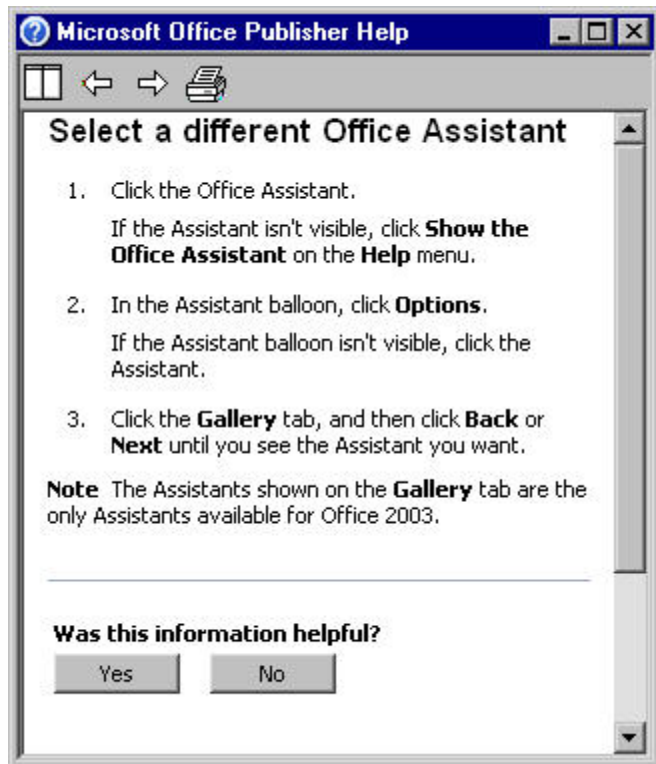
- Type the words **Office Assistant** in the **Ask a Question Box** at the top right of your screen:

Office Assistant

- Press the **Return** button on your keyboard.
- Click on the first **Help Topic** it displays.

SAMPLE

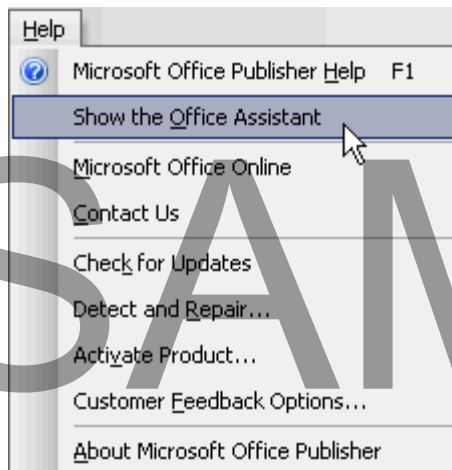
- Look at how the **Microsoft Publisher Help** dialog box displays answers:



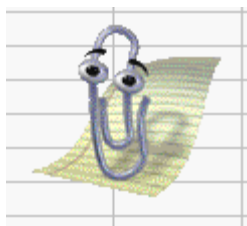
- Close the **Microsoft Publisher Help** dialog box.

Using the Microsoft Office Assistant

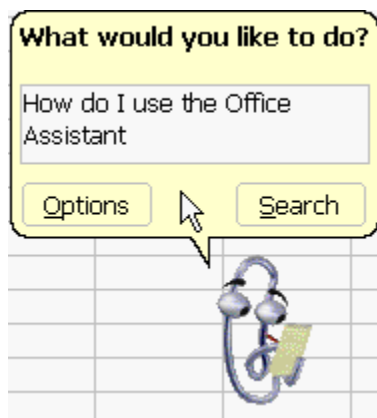
- Click on the **Help** menu and select **Show the Office Assistant** from the sub-menu, as illustrated:



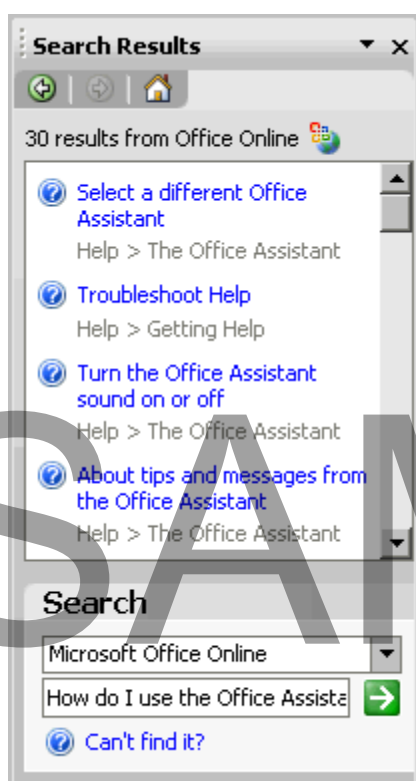
- To display ask a question, click on the **Office Assistant**:



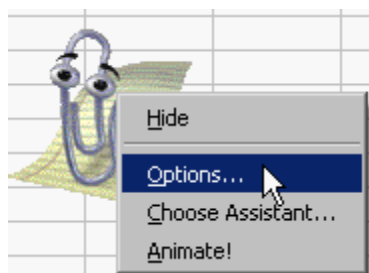
- In the **What would you like to do** section, type *How do I use the Office Assistant*, and click on the **Search** button:



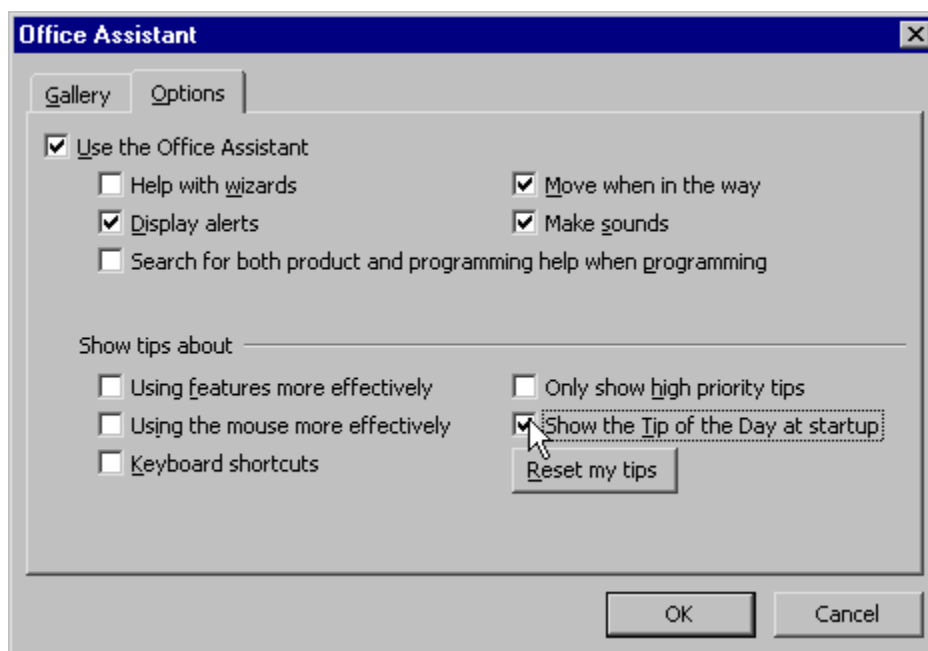
- View the results of your query in the **Search Results** pane:



- To activate the **Tip of the Day**, right click your mouse on top of the **Office Assistant** and select **Options**:



- This will display the **Office Assistant** dialog box.
- Click on the **Options** tab, and select the **Show the Tip of the Day at startup** checkbox.
- Click **OK**.



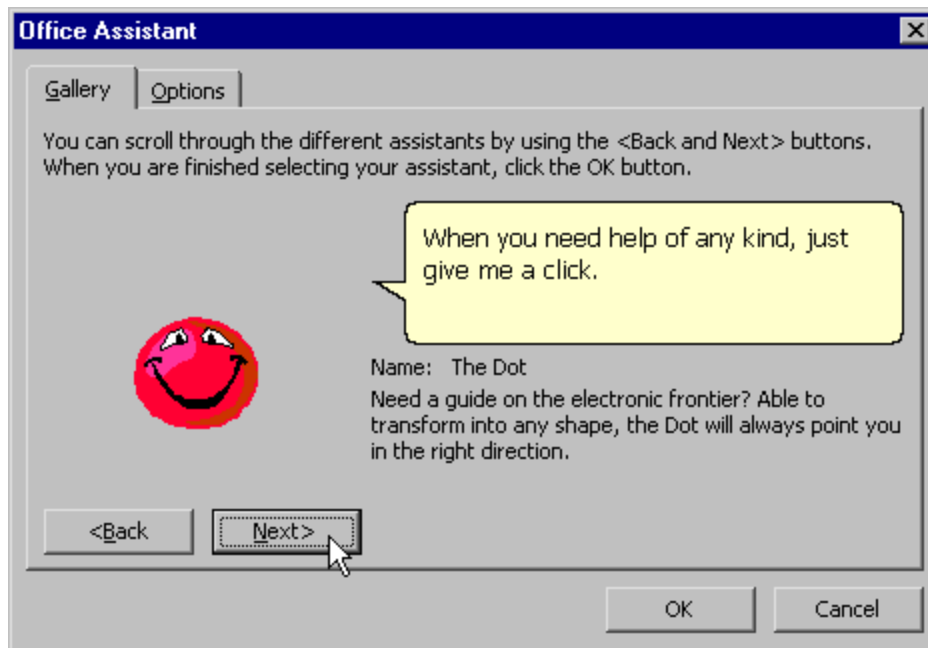
- Now you will change the default paperclip image to another image provided in the gallery.
- Right-click on the **Office Assistant** and select **Options...** from the pop-up menu

OR from the Office Assistant dialog, click on the **Options** button



- Click on the **Gallery** tab in the **Office Assistant** dialog box.

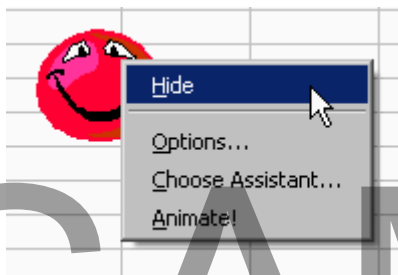
- Click on the **Next** button until *The Dot* image is selected:



- Click **OK** to close the dialog box.
- You observe that the Office Assistant image has now been changed:



- Right-click on the **Office Assistant** and from the pop-up menu, select **Hide**:



- Exit Publisher 2003.

SAMPLE

Working with Publications

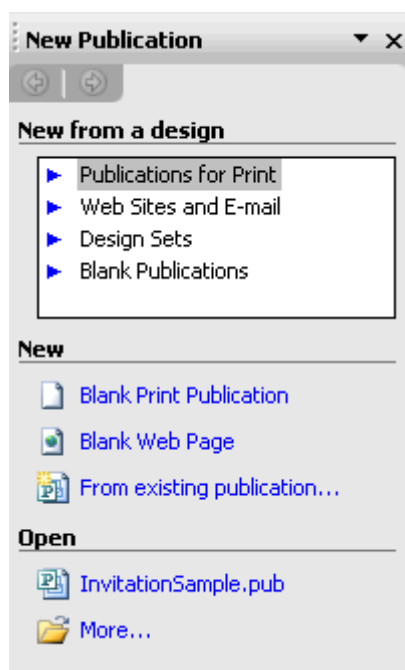
Understanding the New Publication Task Pane

Using the New Publication Task Pane

- Open Publisher 2003.
- The **New Publication** Task Pane is displayed by default when you open Microsoft Publisher.

To display the New Publication Task Pane (if it has been closed)

- From the main menu, select **File > New**:



- From the main menu, choose, **File > Close**.

Creating a Publication from a Design Template

- Select **Publications for Print** from the **New from a design** menu, located on the **New Publication** Task Pane:



- Look at the templates available in the **Publication Gallery** for every item on the **Publications for Print** menu.
- Click on **Publications for Print** again to collapse the menu:



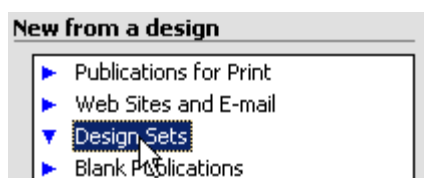
- Select **Web Sites and E-mail** from the **New from a design** menu, located on the **New Publication** Task Pane:



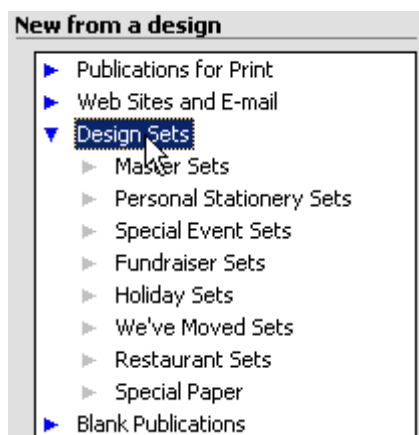
- Look at the templates available in the **Publication Gallery** for every item on the **Web Sites and E-mail** menu.
- Click on **Web Sites and E-mail** again to collapse the menu:



- Select **Design Sets** from the **New from a design** menu:



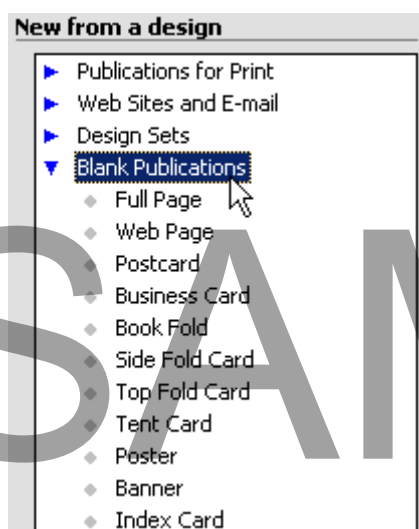
- Look at the templates available in the **Publication Gallery** for every item on the **Design Sets** menu.
- Click on **Design Sets** again to collapse the menu:



- Select **Blank Publications** from the **New from a design** menu:



- Look at the templates available in the **Publication Gallery** for every item on the **Blank Publications** menu.
- Click on **Blank Publications** again to collapse the menu:

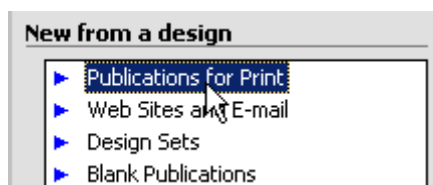


- From the main menu, select **File > Close**.

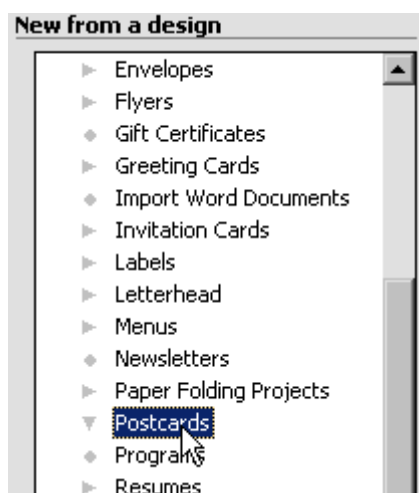
SAMPLE

Adding Personal Information

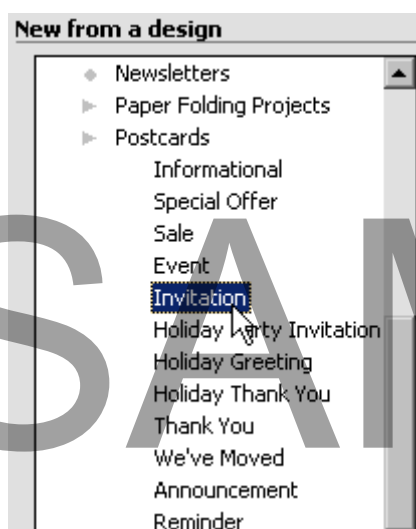
- Select **Publications for Print** from the **New from a design** drop-down menu:



- Scroll down and select **Postcards** from the **Publication Type** list:



- From the **Postcards** drop-down list, select **Invitation**:



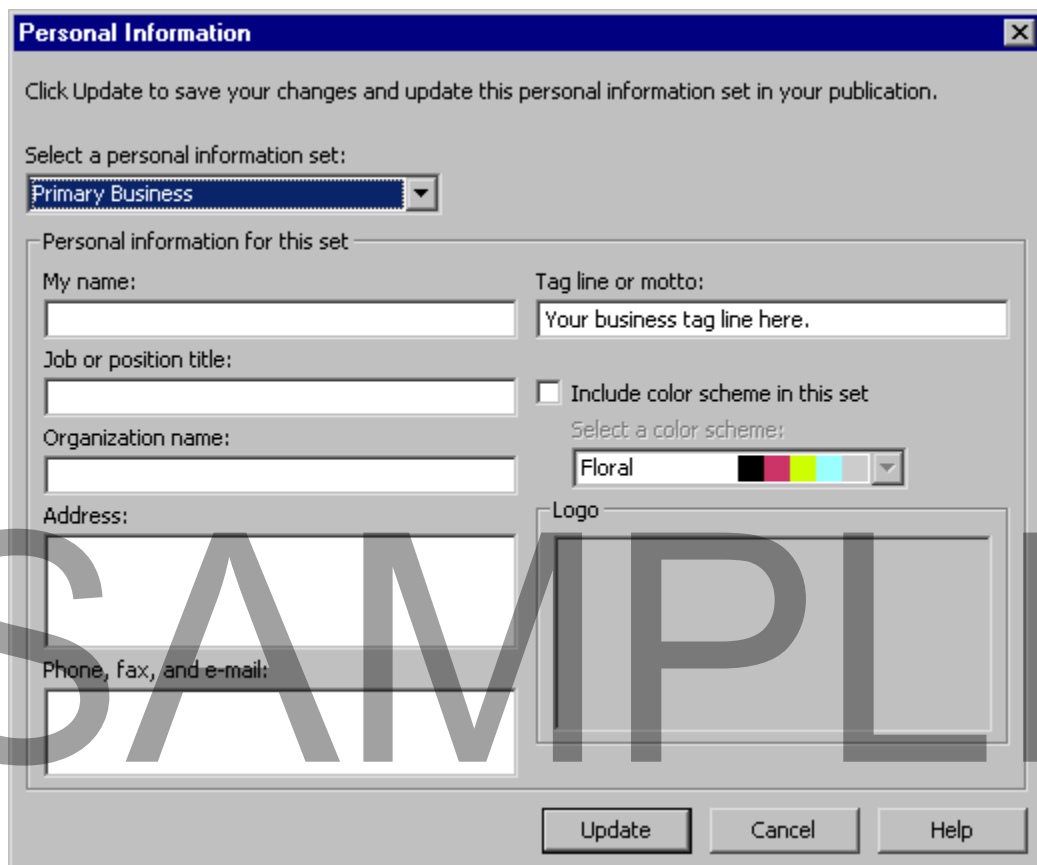
SAMPLE

- Locate the **Layered Bars Invitation Postcard**:

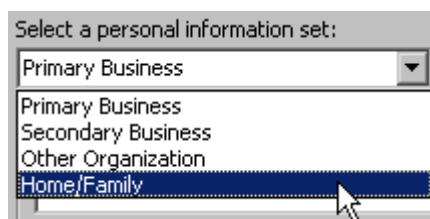


- Click on it. If you are a first time user of Microsoft Publisher, a **Personal Information** dialog box will open.

Note: If you are not a first time user of Microsoft Publisher, you can still enter/edit your personal information. From the main menu, select **Edit > Personal information** to display the **Personal Information** dialog box:



- Select the **Home/Family** from the **Select a personal information set** drop down list:



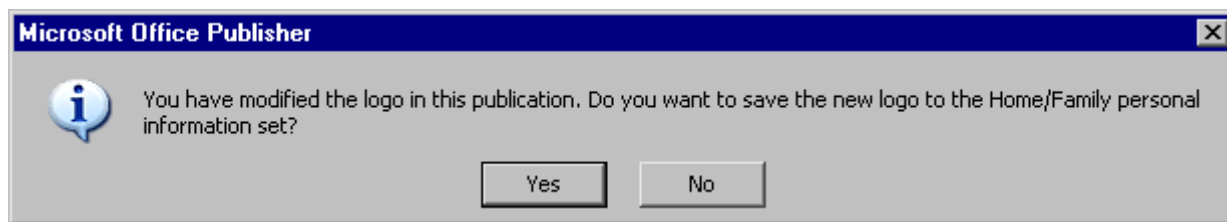
- Type your name in the **Name** area.
- Type your address in the **Address** area.
- Type your e-mail address in the **Phone/fax/e-mail** area.
- Type **Home** in the **Organization name** area.
- Type **There's no place like home** in the **Tag line or motto** area.
- Type **House Member** in the **Job or position title** area.
- Check the **Include color scheme in this set** box.
- From the color schemes drop-down menu, select **Sagebrush**:



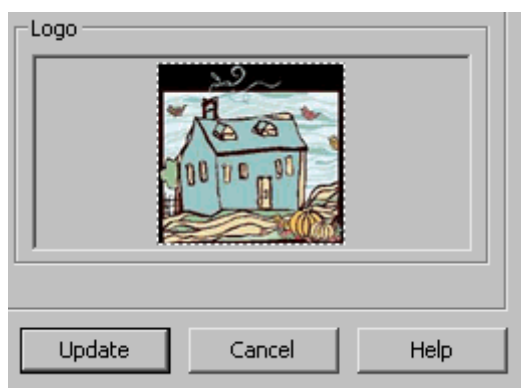
- Click **Update**.
- From the main menu, select **Insert > Personal Information > Logo**.
- Click the **Wizard** button .
- Click **Logo Options** on the **Logo Designs** Task Pane.
- From the New or existing area, select **Inserted Picture**:



- Click the **Choose picture** button.
- Locate your **Publisher 2003 Foundation Samples** folder.
- Select **MyHouse.JPG**.
- Click **Insert**.
- Click the **Save** button on the **Standard** toolbar.
- In the **Save As** dialog box, locate your **Publisher 2003 Foundation Samples** folder.
- Type **Invitation** in the **File name** box.
- Click **Save**. A dialog box will ask you if you want to save the logo in your selected personal information set:



- Click **Yes**.
- From the main menu, select **Edit > Personal Information**.
- Notice that your logo has been added to your personal information set:



- Click **Cancel**.
- From the main menu, select **File > Save** to save your publication.
- From the main menu, select **File > Close**.

Creating or Opening a Publication

Creating a New Blank Publication

- Click the **Blank Print Publication** link on the **New Publication** Task Pane:



OR click the **New** button on the **Standard** toolbar.

- Close the publication.

Creating a Publication from an Existing Publication

- Click the **From existing publication** link on the **New Publication** Task Pane. This will open the **Create New from Existing Publication** dialog box.

- Locate and select **Business Card.pub** from the **Publisher 2003 Foundation Samples** folder.
- Click **Create New**.
- From the main menu, select **File > Save As**.
- In the **Save As** dialog box, type **Business card 2.pub** in the **File name** field:



- Click **Save**.
- Close the publication.

Creating a Publication from a Template

- Open Publisher.
- In the **New Publication** Task Pane, click **Templates** in the **New from a design** list:

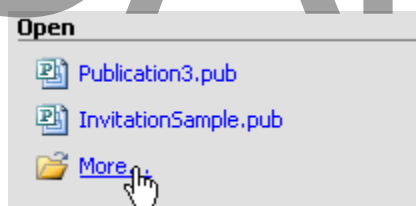


- Locate and select the template you want.

Note: Since all Publisher templates are displayed in the **New Publication** Task Pane, there will only be templates in the **New from a design** area if you have previously created customised templates. Otherwise, the **Template** category will not be listed.

Opening an Existing Publication

- In the **Open** area of the **New Publication** Task Pane, click **More**. Locate and select the **Business card.pub** file from the **Publisher 2003 Foundation Samples** folder, and click **Open**:



OR click the **Open** button on the **Standard** toolbar. This opens the **Open**

Publication dialog box.

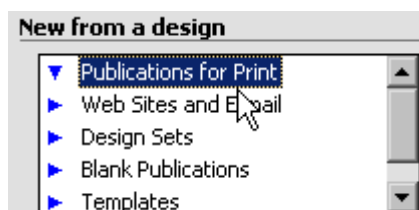
- Close the publication.

Importing a Word Document

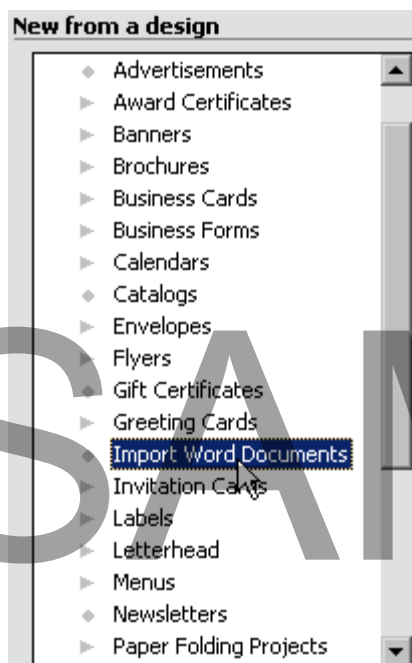
- From the main menu, select **File > Import Word Document**. This opens the **Import Word Document** dialog box.
- Locate and select the file **Sample.doc** from the **Publisher 2003 Foundation Samples** folder.
- Click **OK**.
- Close the Publication without saving the changes.

Importing a Word document into a pre-selected design

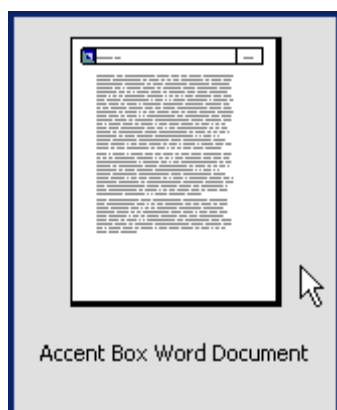
- Click **Publications for Print** in the **New from a design** list:



- Select **Import Word Documents**:



- Select the **Accent Box Word Document** design template from the **Publication Gallery**:

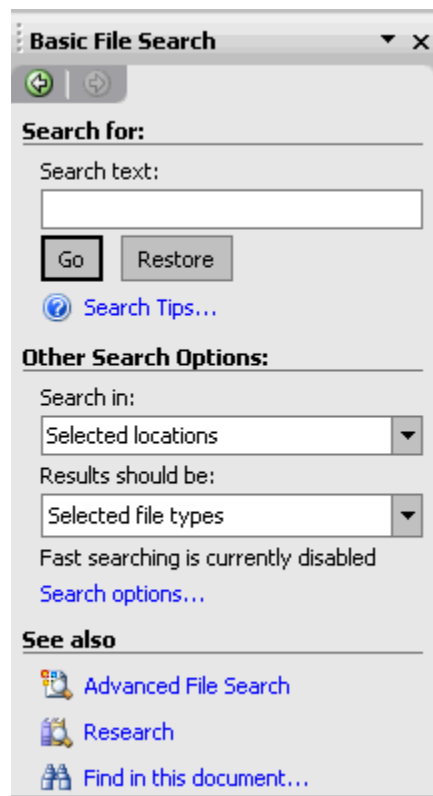


- This opens the **Import Word Document** dialog box.
- Locate and select the **Sample.doc** file from the **Publisher 2003 Foundation Samples** folder.
- Click **OK**.
- Close the publication.

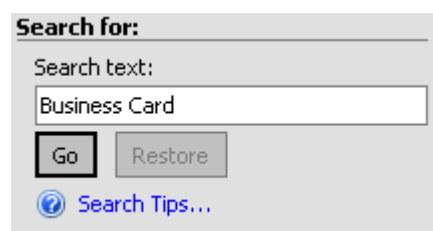
Understanding the Basic File Search Task Pane

- In the **New** area of the **New Publication** Task Pane, choose **Blank Print Publication**.
- From the main menu, select **File > File Search**.
- From the **Basic File Search** Task Pane, you can search for files on your computer based on the file name or text in the file:

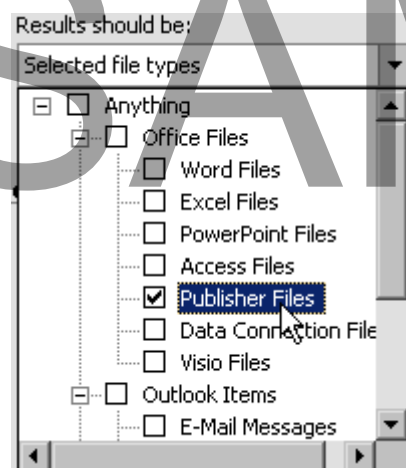
SAMPLE



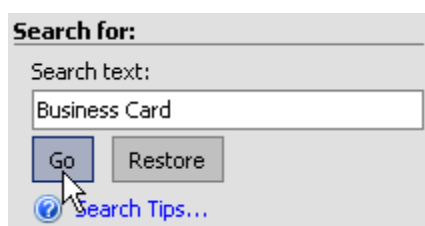
- Type **Business Card** in the **Search text** field:



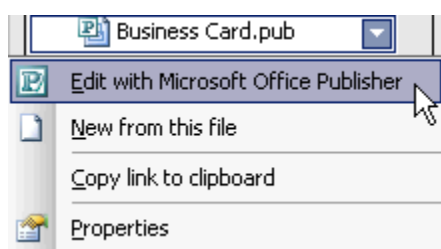
- Click the down arrow next to the **Search in** box and select the **Publisher 2003 Foundation Samples** folder.
- Click the down arrow next to the **Results should be** box and select **Publisher Files**.



- In the **Search for** area of the Task pane, click the **Go** button:



- Click on **Business Card.pub** in the **Search Results** list
OR click the down arrow next to the file in the **Search Results** list.
- Select **Edit with Microsoft Publisher**:



Note: By clicking the down arrow next to the file, you are given more file options to work with.

- The **Business Card.pub** file will open in another Publisher window.
- Close **Business Card.pub**.
- Exit Publisher.



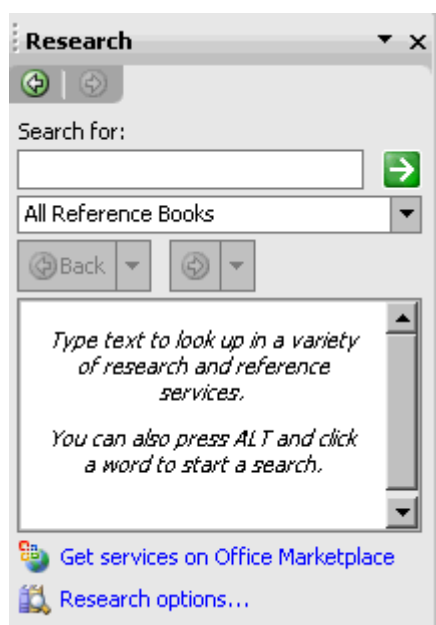
Understanding the Research Task Pane

- Open Publisher.
- In the **New** area of the **New Publication** Task Pane, choose **Blank Print Publication**.
- To display the **Research** Task Pane, click the **Research** button on the **Standard** toolbar 

OR from the main menu, select **Tools > Research**

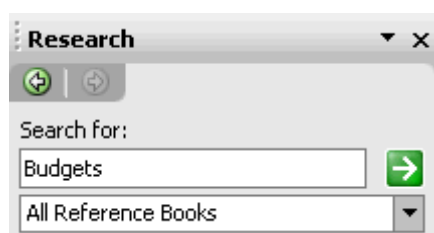
OR click on the **Other Task Pane** down arrow on the Task Pane, and select **Research** from the list.

- From the **Research** Task Pane, a new Publisher 2003 feature, you can search for information on the internet, utilising a wide array of research tools such as dictionaries, thesauruses, encyclopaedias, and much more:



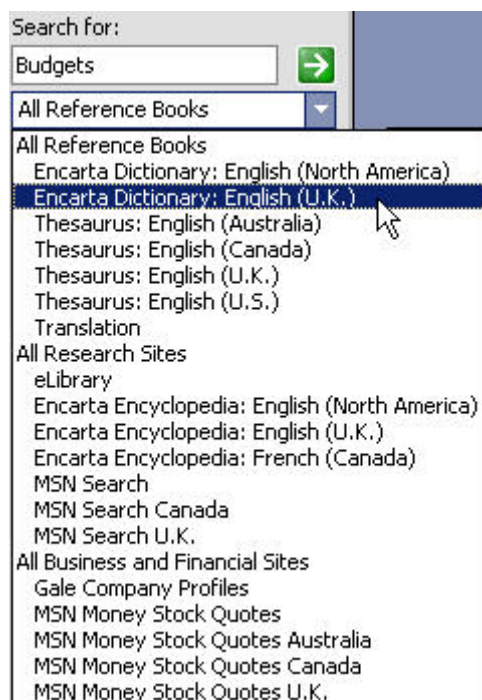
Note: You will need an internet connection to use this tool.

- Type the word **Budgets** in the **Search for** textbox, located on the **Research** Task Pane:

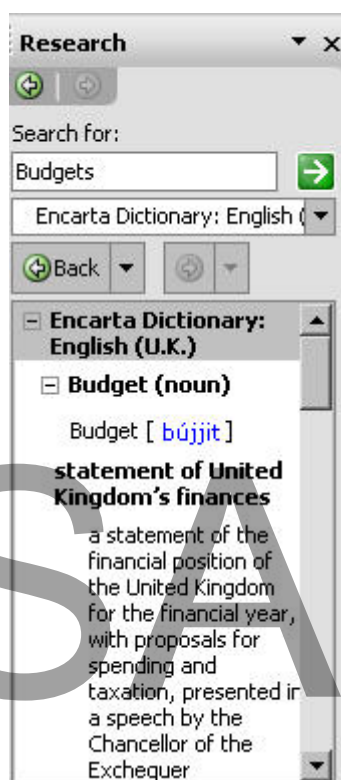


- To perform a query in a particular online location, select **Encarta Dictionary** from the drop down menu:

SAMPLE



- Click on the green arrow button to execute your search.
- View the results of your query:



Note: Clicking on the **Research options** link at the bottom of the **Research** Task Pane allows you to further customise your online searches to include a greater variety of online reference books, research sites, and financial sites.

- Close the publication.

Managing a Publication

Saving Summary Information

- Open the *Invitation.pub* file from the **Publisher 2003 Foundation Samples** folder.
- From the main menu, select **File > Properties** to display the **Properties** dialog box.
- Click the **Summary** tab:



The screenshot shows a Windows-style dialog box titled "Invitation_Sample 1 good.pub Properties". It has five tabs: "General", "Summary", "Statistics", "Contents", and "Custom". The "Summary" tab is selected. The dialog contains several text input fields: "Title:", "Subject:", "Author:", "Manager:", "Company:", "Category:", "Keywords:", "Comments:", "Hyperlink base:", and "Template:". The "Author:", "Company:", and "Hyperlink base:" fields are currently selected with a blue highlight. At the bottom of the dialog are "OK" and "Cancel" buttons.

- Type your name in the **Author** box.
- Type **Home** in the **Company** box.
- Click **OK**.
- From the main menu, select **File > Save** to save your publication.
- Close the publication.

Saving a Publication as a Picture

- Open *Business Card.pub* from the **Publisher 2003 Foundation Samples** folder.

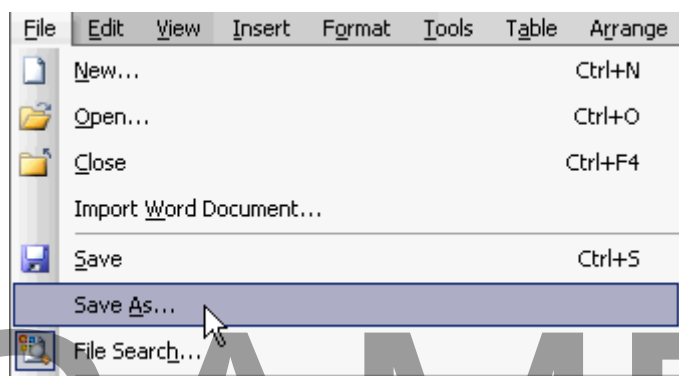
- From the main menu, select **File > Save As**. This opens the **Save As** dialog box.
- Click the down arrow on the **Save as type** drop-down menu.
- Select a format with a picture extension, such as **JPEG File Interchange Format**.
- Click **Save**.
- Close **Business Card.pub** without saving any changes.

Saving a Publication as a Web Page

- Open **Business Card.pub** from the **Publisher 2003 Foundation Samples** folder.
- From the main menu, select **File > Save As**. This opens the **Save As** dialog box.
- Click the down arrow on the **Save as type** drop-down menu.
- Select **Single File Web Page (*.mht; *.mhtml)**.
- Click **Save**.
- Close **Business Card.pub**.

Saving a Backup Copy of a Publication

- Open **Business Card.pub** from the **Publisher 2003 Foundation Samples** folder.
- From the main menu, select **File > Save As**:



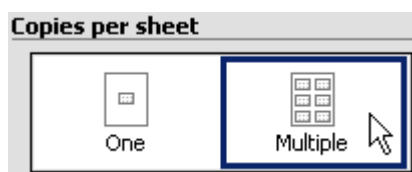
- This opens the **Save As** dialog box.
- Enter **Business Card Backup** in the **File name** field.
- Click **Save**.
- Close **Business Card Backup.pub**, and exit Publisher.

Designing a Page

Understanding the Publication Options Task Pane

Using the Publication Options Task Pane

- Start **Microsoft Publisher 2003**.
- Open **Invitation.pub** from the **Publisher 2003 Foundation Samples** folder.
- Notice the **Publication Options** Task Pane is now the **Postcard Options** Task Pane.
- On the **Postcard Options** Task Pane, click **Multiple** in the **Copies per sheet** area:



- From the main menu, choose **File > Save**.
- Close the publication.

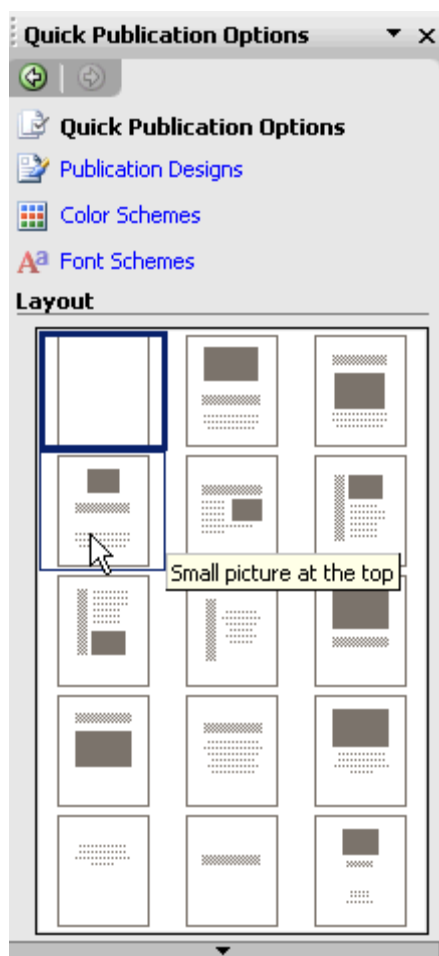
Using Quick Publication Options

- In the **New from a design** area of the **New Publication** Task Pane, select **Publications for Print**.
- Select **Accent Box Quick Publication** from the Publication Gallery.
- From the main menu, select **Format > Quick Publication Options**

OR click on the **Quick Publication Options** link in the **Publication Designs** Task Pane:



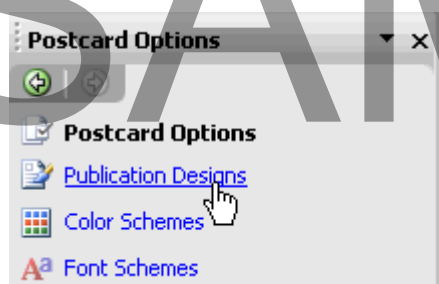
- Select **Small picture at the top** from the **Layout** area on the **Quick Publication Options** Task Pane:



- Observe that the new layout has been applied to your publication.
- Close the publication without saving the changes.

Understanding the Publication Designs Task Pane

- Open the *Invitation.pub* file from the **Publisher 2003 Foundation Samples** folder.
- Click the Publication Designs link on the Publication (Postcard) Options Task Pane:



- Scroll through the different designs available.
- Locate **Five Blocks**:



- Click on it.
- Notice how the postcard has changed but the colour scheme has remained the same based on your personal information set.
- Locate **Layered Bars**:



- Click on it to return to your original design.
- Click the **Save** button on the **Standard** toolbar.
- Close the publication.

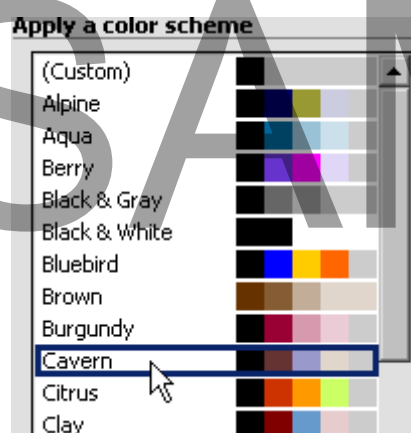
Understanding the Color Schemes Task Pane

Using the Color Schemes Task Pane

- Open the *Invitation.pub* file from the **Publisher 2003 Foundation Samples** folder.
- From the main menu, select **Format > Color Schemes**

OR click on the **Other Task Pane** down arrow on the Task Pane, and select **Color Schemes** from the list.

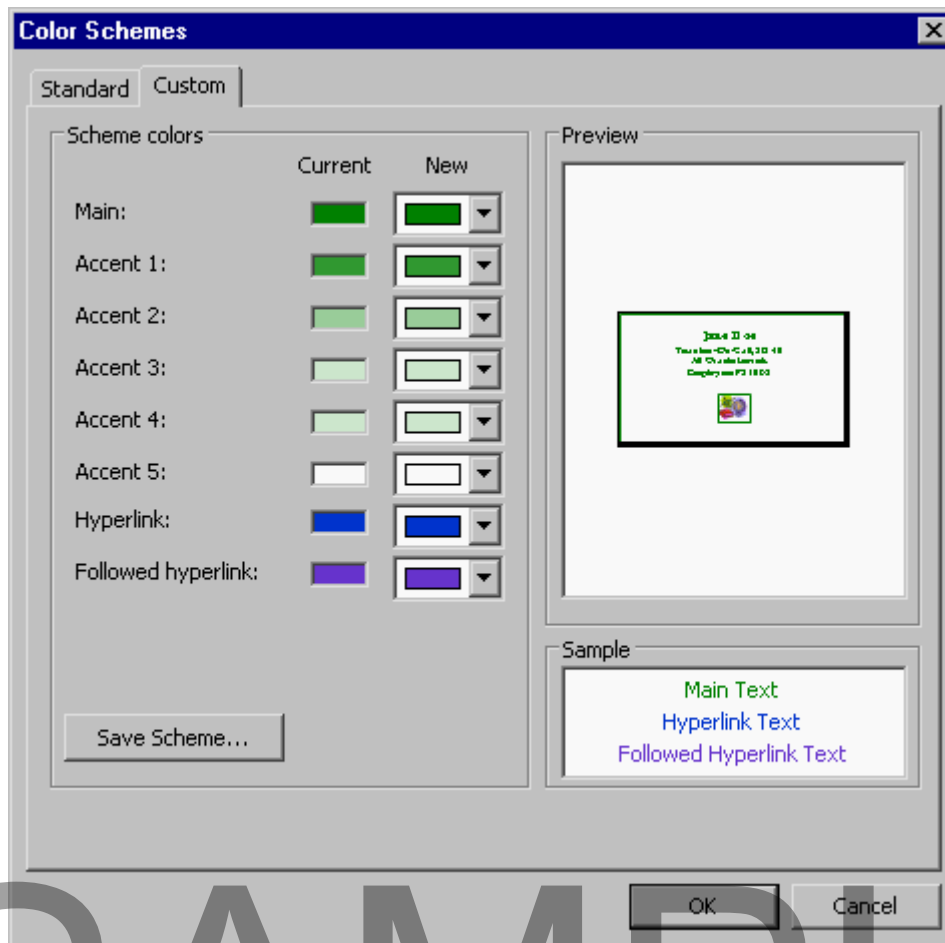
- Click on the **Cavern** colour scheme:



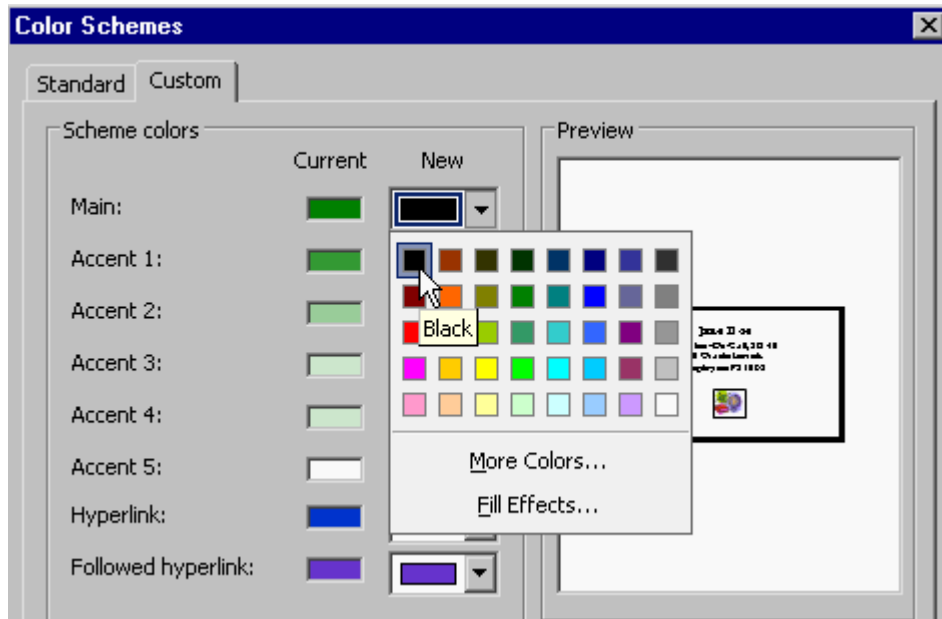
- Click the **Save** button.
- Close the publication.

Creating and Deleting a Custom Color Scheme

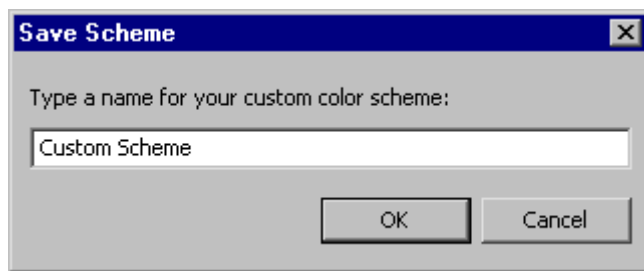
- Open the *Business Card 2.pub* file from the **Publisher 2003 Foundation Samples** folder.
- From the main menu, select **Format > Color Schemes**.
- Select **Green** from the **Apply a color scheme** area of the **Color Schemes** Task Pane.
- Click the **Custom color scheme** link at the bottom of the **Color Schemes** Task Pane. This opens the **Color Schemes** dialog box:



- In the **Main** area of the **Color Schemes** dialog box, select **Black** from the **New** drop down menu:

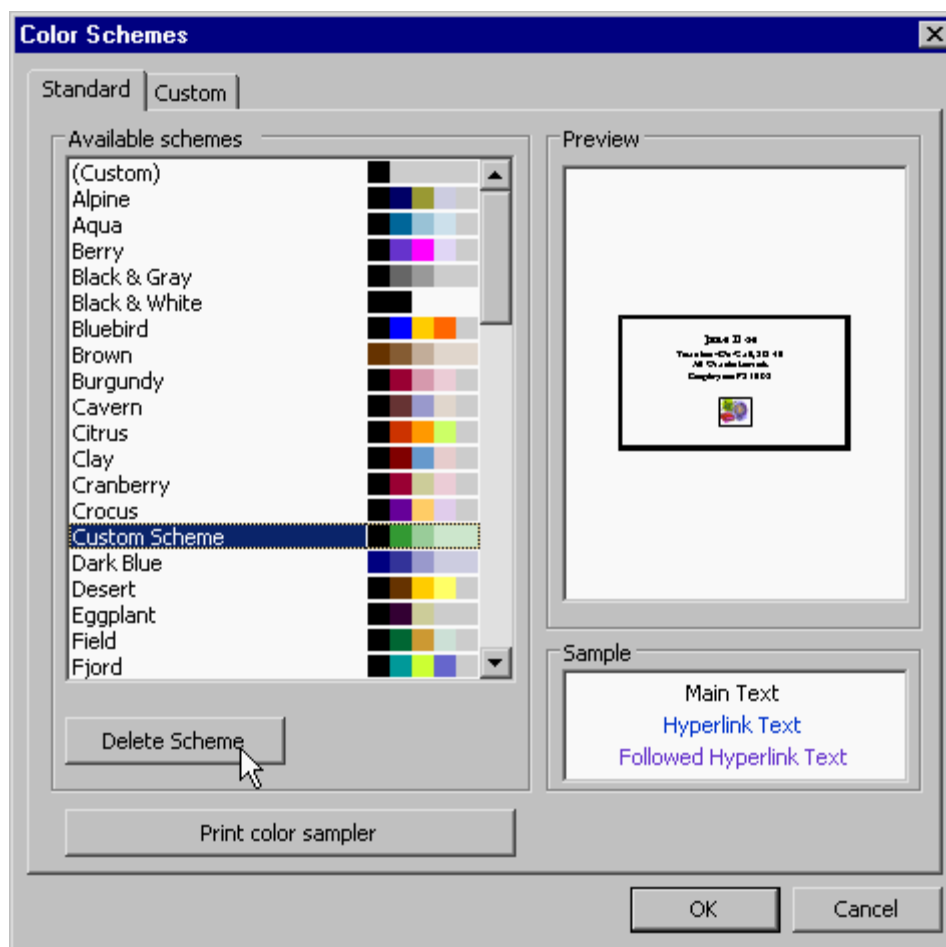


- Click the **Save Scheme** button. This opens the **Save Scheme** dialog box.
- Type **Custom Scheme** in the text box:

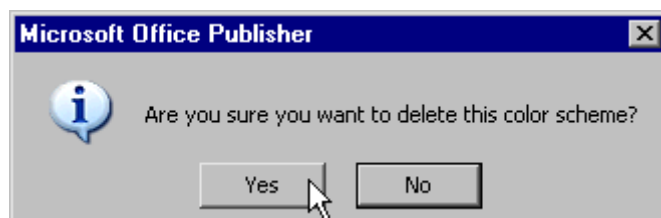


- Click **OK**.
- Click **OK** again to close the **Color Schemes** dialog box.
- Now you will delete the custom colour scheme you just created. To accomplish this, click the **Custom color scheme** link at the bottom of the **Publication Designs** Task Pane. This opens the **Color Schemes** dialog box.
- Click the **Standard** tab.
- Select the **Custom Scheme** from the list of **Available schemes**.
- Click the **Delete Scheme** button:

SAMPLE



- Click **Yes** to close the **Microsoft Office Publisher** warning dialog box:



- Click **OK** to close the **Custom Color Schemes** dialog box.
- From the main menu, choose **File > Save As**.
- In the **Save As** dialog box, type **Business Card Exercise.pub** in the **File name** field.
- Click on **Save**.
- Close the publication.

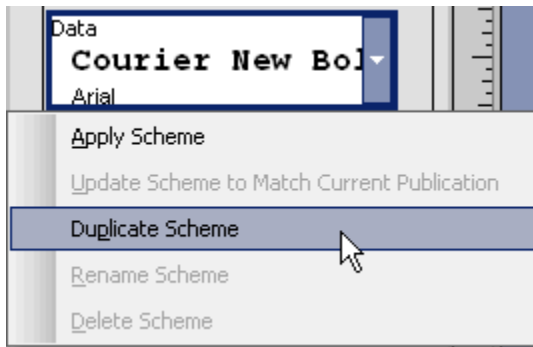
Understanding the Font Schemes Task Pane

- Open the **Business Card Exercise.pub** file from the **Publisher 2003 Foundation Samples** folder.

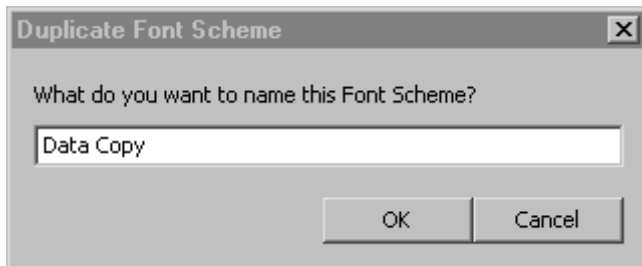
- From the main menu, select **Format > Font Schemes**

OR click on the **Other Task Pane** down arrow on the Task Pane, and select **Font Schemes** from the list.

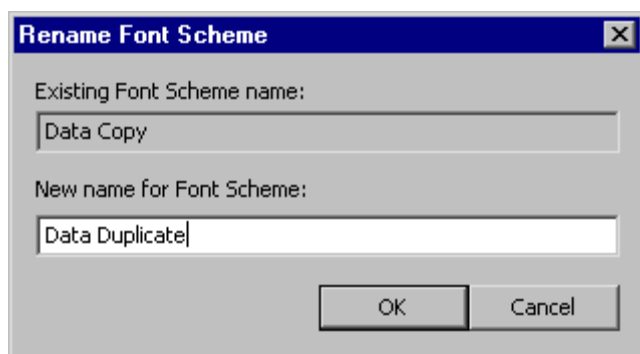
- In the **Font Schemes** Task Pane, click **Data**.
- Now you will duplicate a font scheme. Click the down arrow next to the **Data** scheme. Select **Duplicate Scheme**:



- This opens the **Duplicate Font Scheme** dialog box.
- Enter **Data Copy**:



- Click **OK**.
- Now you will update the font scheme you just duplicated. Click the down arrow next to **Data Copy**.
- Select **Update Scheme to Match Current Publication**. The duplicated scheme will take on the formatting of the font scheme in the current document.
- Now you will rename the **Data Copy** font scheme. Click the down arrow next to the **Data Copy** font scheme.
- Select **Rename Scheme**. This opens the **Rename Font Scheme** dialog box.
- Enter **Data Duplicate**:



- Click **OK**.
- Now you will delete the **Data Duplicate** font scheme. Click the down arrow next to the **Data Duplicate** font scheme.
- Select **Delete Scheme**. This opens a dialog box asking if you're sure you want to delete the scheme.
- Click **Yes**.
- Close the publication without saving the changes.

Understanding the Styles and Formatting Task Pane

- Open the *Business Card Exercise.pub* file from the **Publisher 2003 Foundation Samples** folder.
- From the main menu, select **Format > Styles and Formatting**

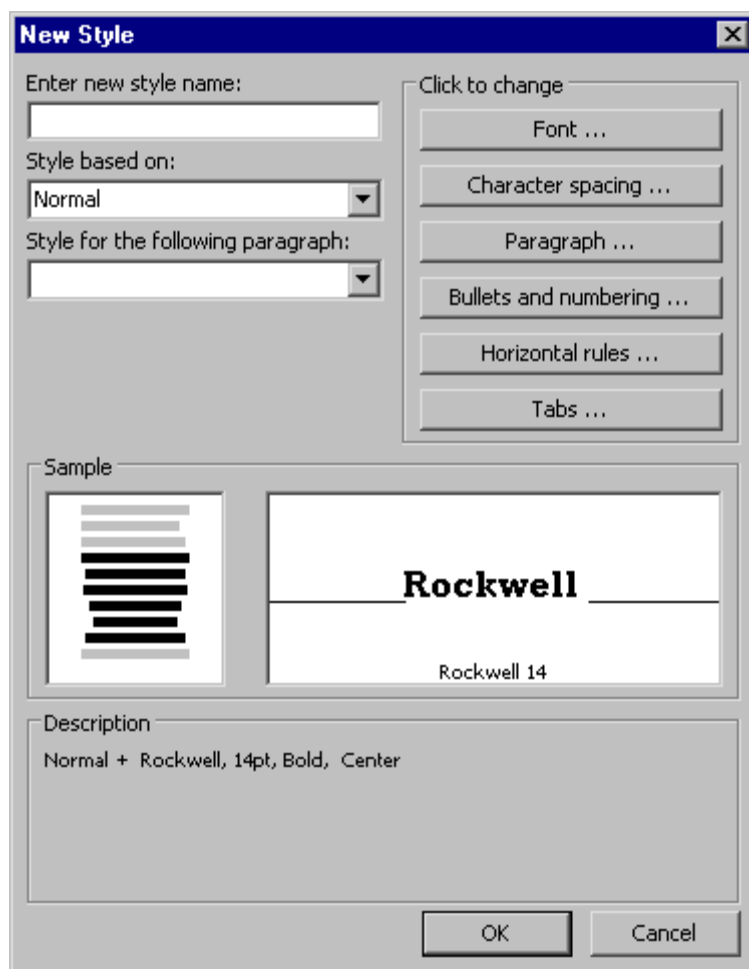
OR click on the **Other Task Pane** down arrow on the Task Pane, and select **Styles and Formatting** from the list:

SAMPLE



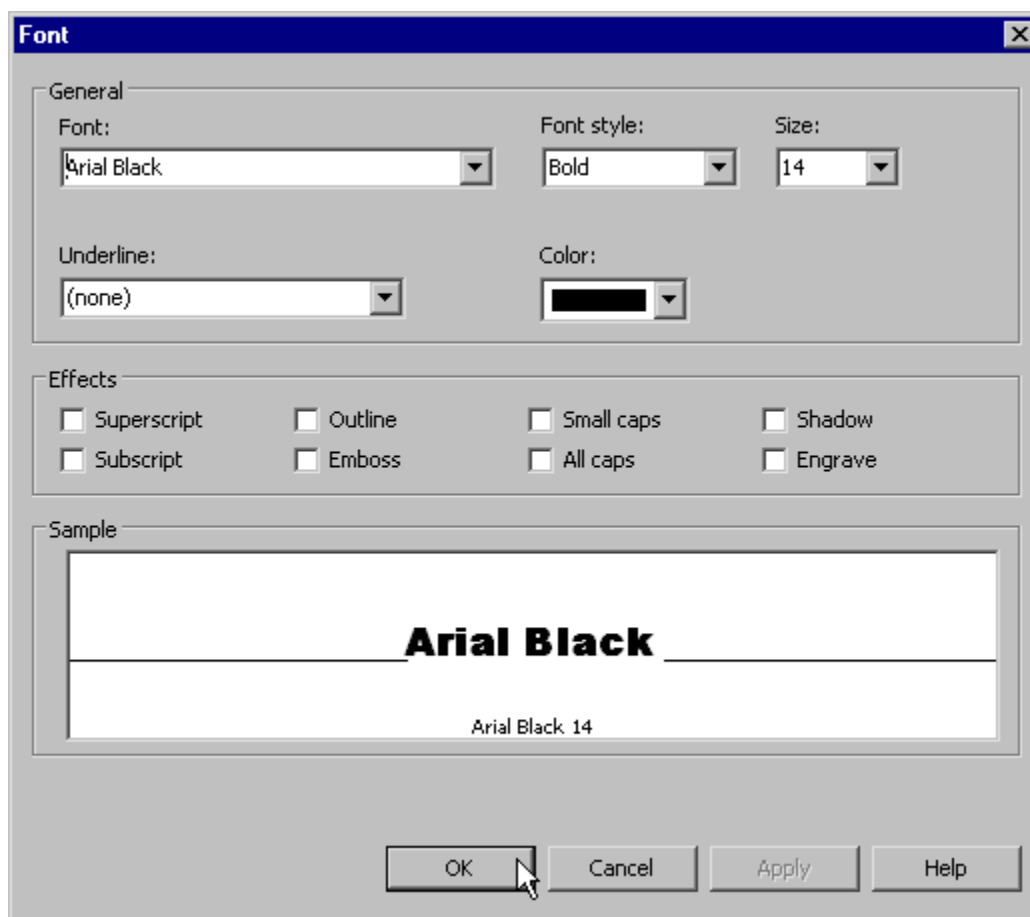
- Click the **Create new style** button on the **Styles and Formatting** Task Pane. This opens the **New Style** dialog box:

SAMPLE

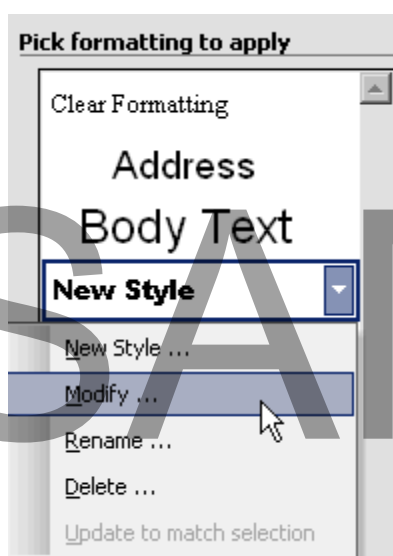


- In the **Enter a style name** field, type ***New Style***.
- Click on the **Font** button.
- Select **Arial Black** from the **Font** drop down menu, and click **OK**:

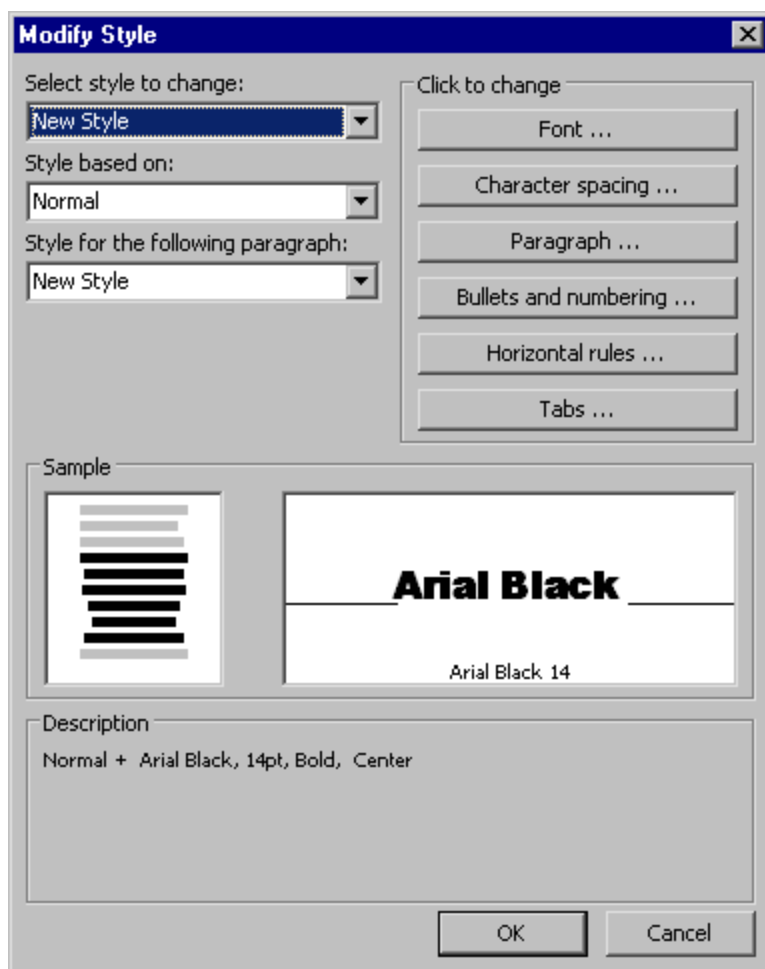
SAMPLE



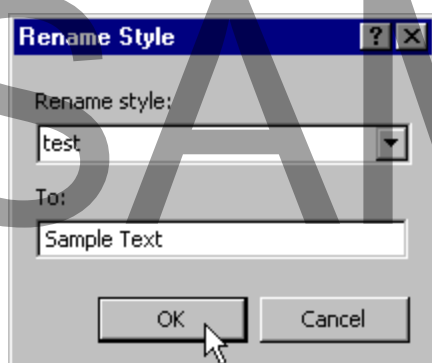
- Click **OK** to close the **New Style** dialog box.
- Now you will modify the style you just created. Click the down arrow next to **New Style**:



- Select **Modify**. This opens the **Modify Style** dialog box:



- Click on the **Font** button.
- In the **Font** dialog box, select **Blue** from the **Color** drop down menu, and click **OK**.
- Click **OK** to close the **Modify Style** dialog box.
- Now you will rename the style you just modified. Click the down arrow next to **New Style**.
- Select **Rename**. This opens the **Rename Style** dialog box:

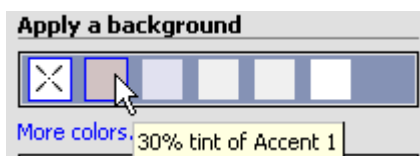


- In the **To** box, enter **Sample Text**.
- Click **OK**.
- Now you will delete the style. Click the down arrow next to **Sample Text**.

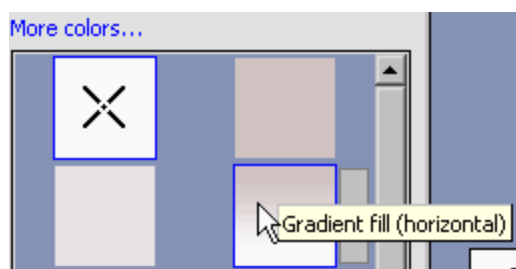
- Select **Delete**.
- This opens a dialog box asking if you're sure you want to delete the style.
- Click **Yes**.
- Close the publication without saving the changes.

Using Backgrounds

- Open the *Invitation.pub* file from the **Publisher 2003 Foundation Samples** folder.
- From the main menu, select **Format > Background**.
- Select 30% tint of Accent 1 in the Apply a background area:



- Notice additional colour options in the selected **Background** are displayed.
- Click the first **Gradient fill (horizontal)** tile:



- Close the Task Pane:



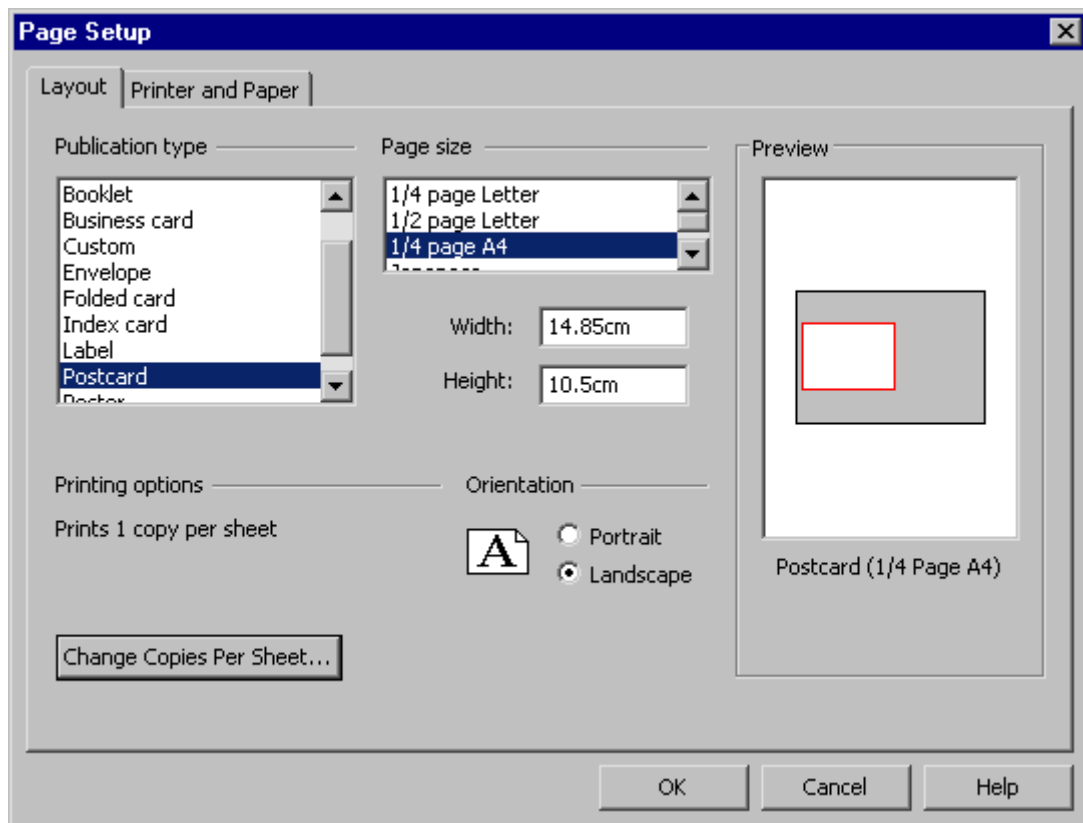
- Click the **Save** button on the **Standard** toolbar.
- Close the publication.
- Exit Publisher.

SAMPLE

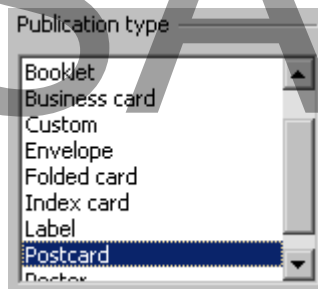
Setting up a Page

Understanding Page Layout and Navigation

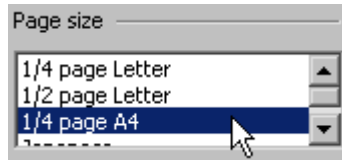
- Start Publisher 2003.
- Open the **Invitation.pub** file from the **Publisher 2003 Foundation Samples** folder.
- From the main menu, select **File > Page Setup**.
- Click on the **Layout** tab:



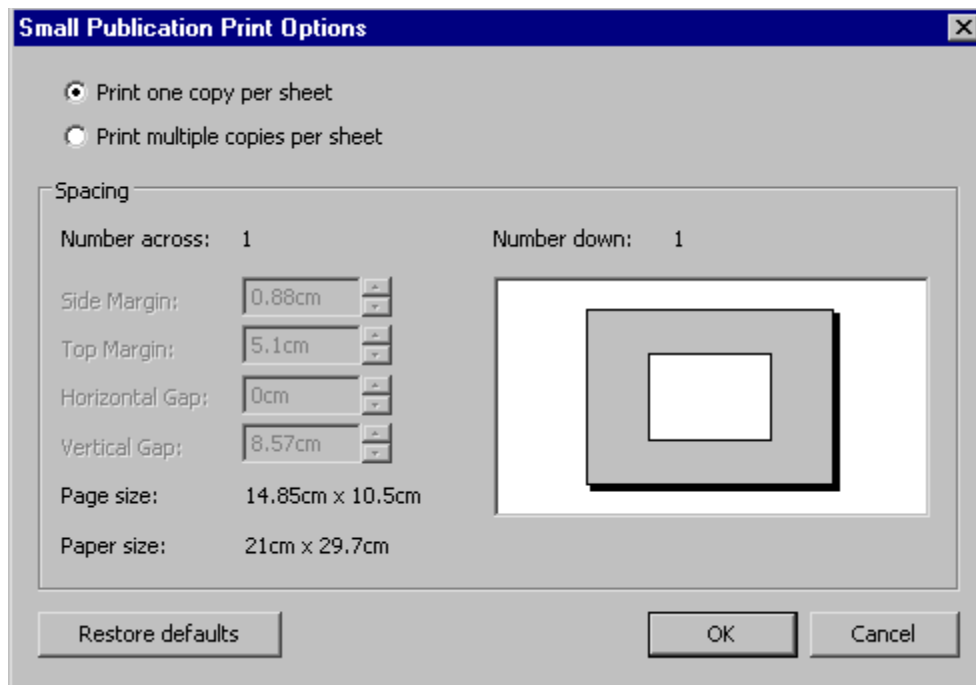
- Look at the different publication types available in the **Publication type** area:



- In the Page size area, select **1/4 page A4**:



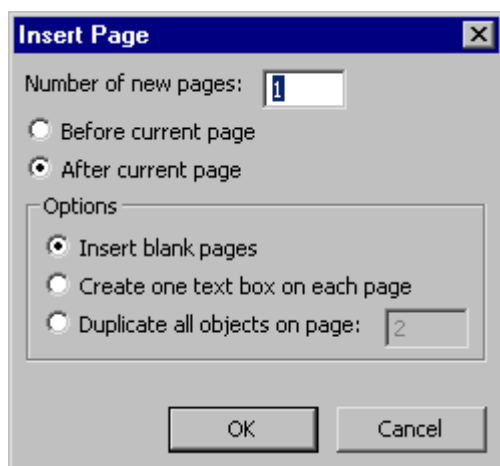
- Click **OK**.
- In the displayed dialog box, click **Yes**.
- Notice how the placeholders on the Postcard were reformatted to suit the new layout.
- From the main menu, select **File > Page Setup**.
- In the **Page size** area, select **1/4 page A4**.
- Click the **Change Copies Per Sheet** button on the **Page Setup** dialog box.
- In the **Small Publication Print Options** dialog box, check the **Print one copy per sheet** option button:



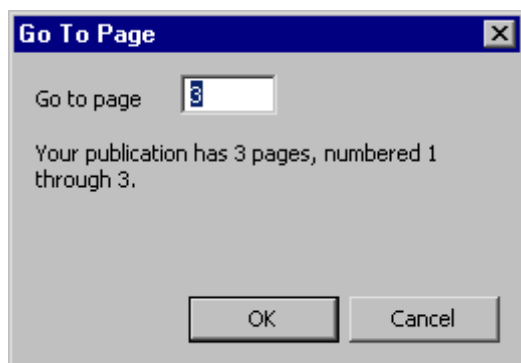
- Click **OK**.
- Click **OK** again.
- In the displayed dialog box, click **Yes**.
- Click on **page 2** in the Page Navigation area:



- From the main menu, select **Insert > Page**.
- In the **Insert Page** dialog box, click **OK**:



- Notice you now have three pages listed in the **Page Navigation** area.
- Click on page **1** in the **Page Navigation** area.
- From the main menu, select **Edit > Go to Page**.
- Type in **3**:

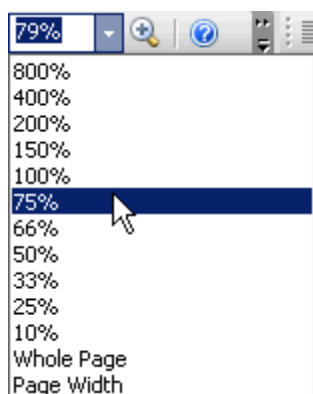


- Click **OK**.
- From the main menu, select **Edit > Delete Page**.
- Click on page **1** in the **Page Navigation** area:

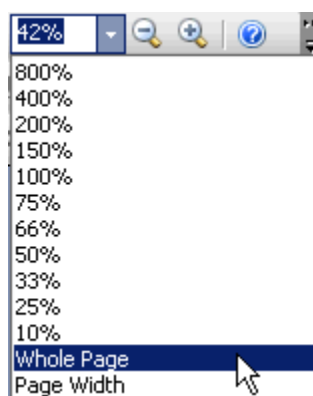


- Click the down arrow on the **Zoom** box on the **Standard** toolbar:

SAMPLE



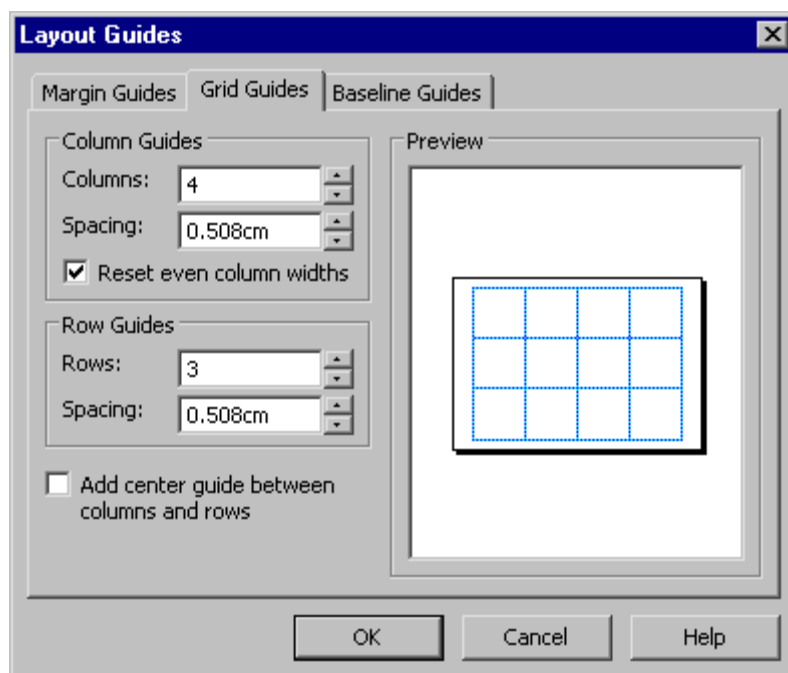
- Select **75%**.
- Click the down arrow on the **Zoom** box on the **Standard** toolbar.
- Select **Whole Page**:



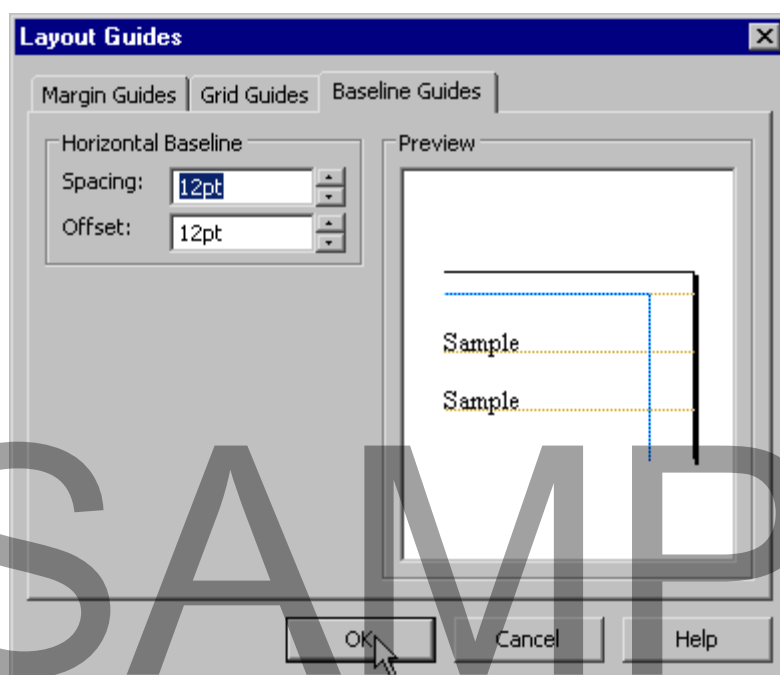
- Click the **Save** button on the **Standard** toolbar.
- Close the publication.

Using Rulers and Guides

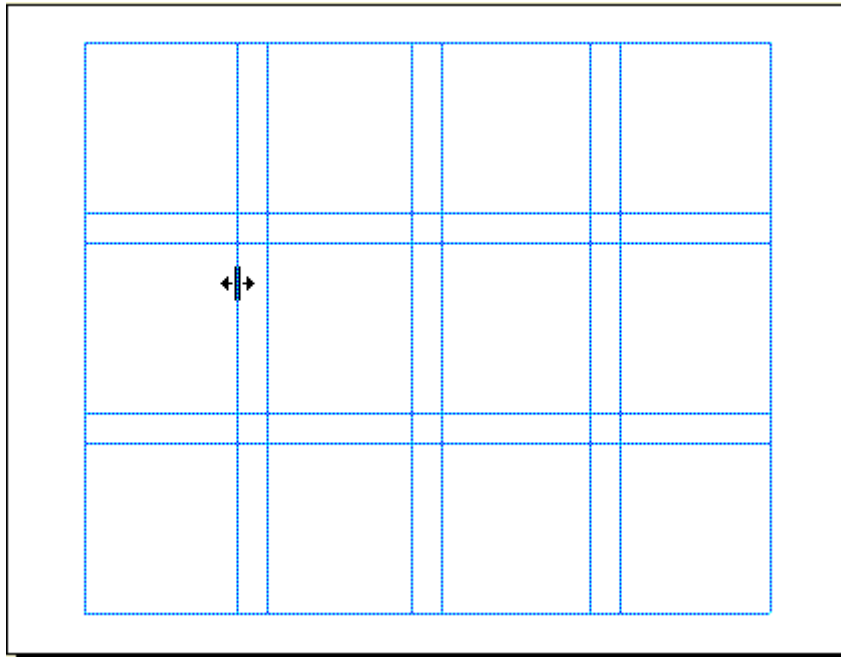
- Open the **Invitation.pub** file from the **Publisher 2003 Foundation Samples** folder.
- From the main menu, select **Arrange > Layout Guides**.
- Click on the **Grid Guides** tab in the **Layout Guides** dialog box.
- In the **Grid Guides** area, add four (4) **column** guides and three (3) **row** guides:



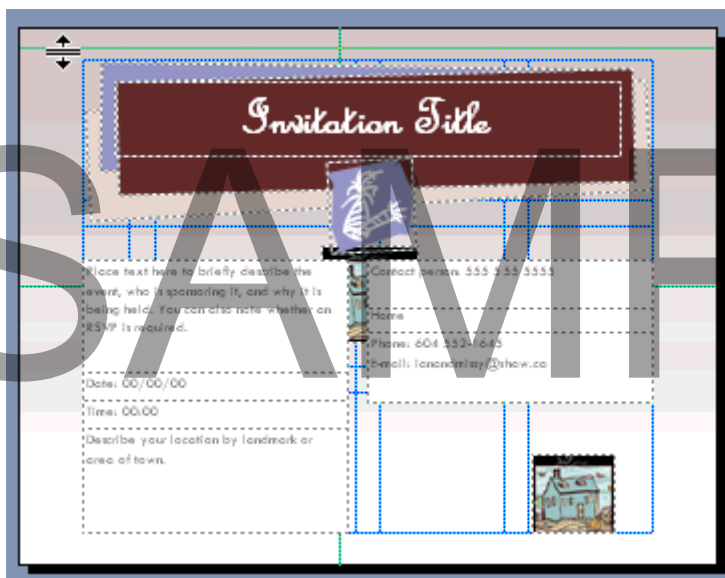
- Notice how the **Preview** area displays the positioning of the new guides.
- Click on the **Baseline Guides** tab of the **Layout Guides** dialog box.
- Ensure that the **Spacing** and **Offset** fields are both **12pt**:



- Click **OK**.
- From the main menu, select **View > Master Page**.
- Scroll over the left grid until your mouse cursor turns into the **Adjust** cursor:



- Click and drag the grid guide so it's closer to the left margin.
- From the main menu, select **View > Master Page** to return to your publication.
- From the main menu, select **View > Baseline Guides** to see the baseline guides.
- From the main menu, select **View > Baseline Guides** to hide them.
- From the main menu, select **Arrange > Ruler Guides > Add Horizontal Ruler Guide**.
- From the main menu, select **Arrange > Ruler Guides > Add Vertical Ruler Guide**.
- Drag the horizontal ruler guide to above the **Invitation Title**:

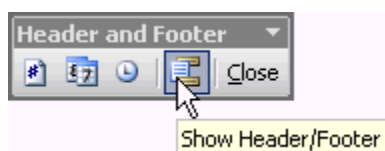


- Drag the vertical ruler guide so it's next to the **right margin**.

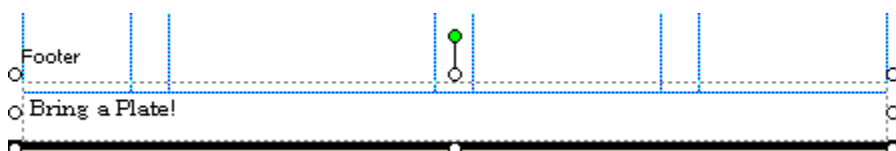
- From the main menu, select **View > Boundaries and Guides** to hide the boundaries and guides.
- From the main menu, select **View > Boundaries and Guides** again to display the boundaries and guides.
- From the main menu, select **Arrange > Ruler Guides > Clear All Ruler Guides**.
- From the main menu, select **View > Rulers** to remove them.
- Click the **Save** button on the **Standard** toolbar.
- Close the publication.

Adding Headers and Footers

- Open the **Invitation.pub** file from the **Publisher 2003 Foundation Samples** folder.
- From the main menu, select **View > Header and Footer**.
- Click the **Show Header/Footer** button on the **Header and Footer** toolbar to swap to the **Footer**:



- Click in the **Footer** placeholder.
- Type in **Bring a Plate!**:

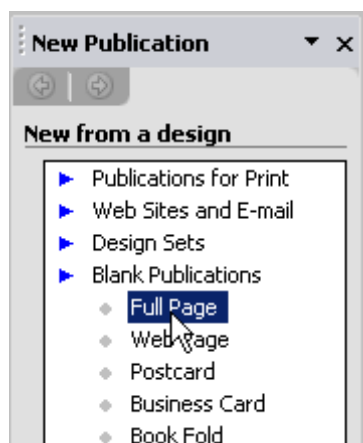


- Click the **Close** button on the **Header and Footer** toolbar.
- Close the Task Pane if it is open.
- From the main menu, select **View > Boundaries and Guides** to hide the boundaries and guides (if they are visible).
- Click the down arrow on the **Zoom** box on the **Standard** toolbar.
- Select **Whole Page**.
- Click the **Save** button on the **Standard** toolbar.
- Close the publication.
- **Exit** Publisher.
- Open Publisher once again, and open **Invitation_Sample 1.pub** from your **Publisher 2003 Foundation Samples** folder to view an example of what your publication should look like.
- Exit Publisher without saving the changes.

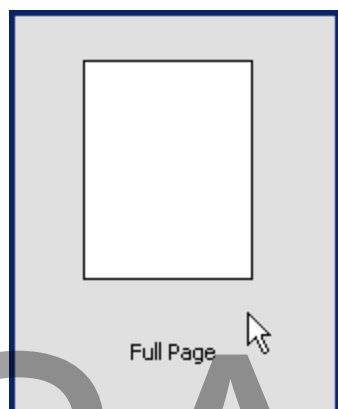
Using Text Tools

Using Text Boxes

- Open Publisher.
- Select Blank Publications from the New from a design menu, located on the New Publication Task Pane.
- Choose **Full Page** from the list:



- In the Publication Gallery, click on Full Page:

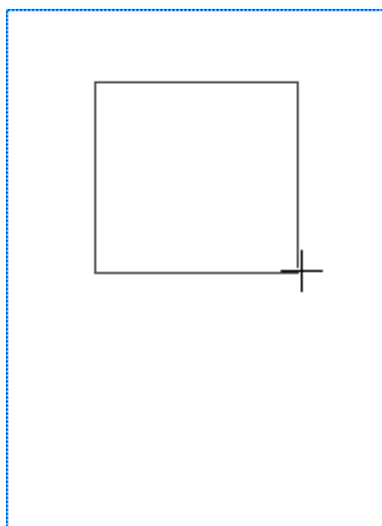


- Click the **Text Box** button on the **Objects** toolbar:

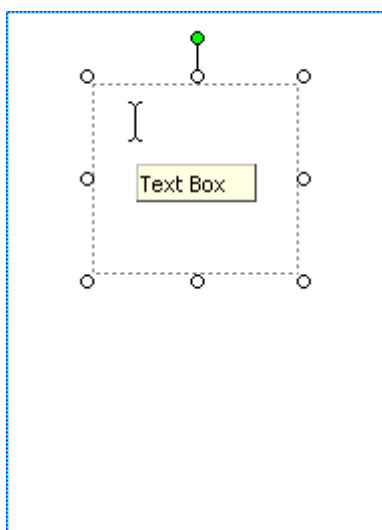


OR from the main menu, select **Insert > Text Box**.

- Click and drag the text box to the desired size:



- Click inside the text box to enter text:



- Enter the following text inside the Text Box:

This is how you enter text into a Text Box.

- Select the text, and click the **B** button on the **Formatting** toolbar.
- Select the text, and click on the **Center** button on the **Formatting** toolbar.
- Click outside the Text Box to deselect it:

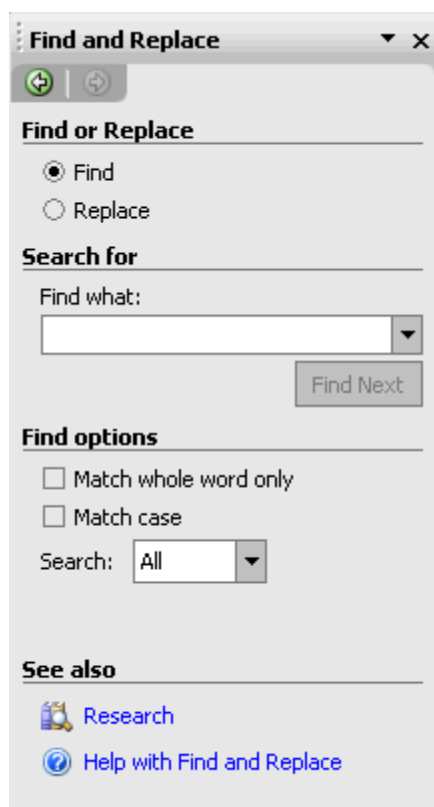
This is how you enter text into a Text Box.

- Close the publication without saving the changes.

Using Find and Replace

Finding Text

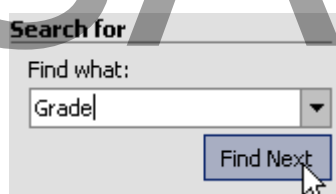
- Open the *Business Card 2.pub* file from the **Publisher Foundation 2003 Samples** folder.
- Click in the business card.
- From the main menu, select **Edit > Find**.
- This will display the **Find and Replace** Task Pane:



OR select **Find and Replace** from the **Other Task Pane** drop-down list

OR press the **Ctrl + F** key combination.

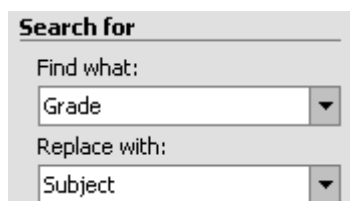
- Type *Grade* in the **Find what** box.
- Click the **Find Next** button to search for the text:



- From the main menu, select **Edit > Replace**

OR press the **Ctrl + H** key combination.

- Type **Subject** in the **Replace with** box:




Search for

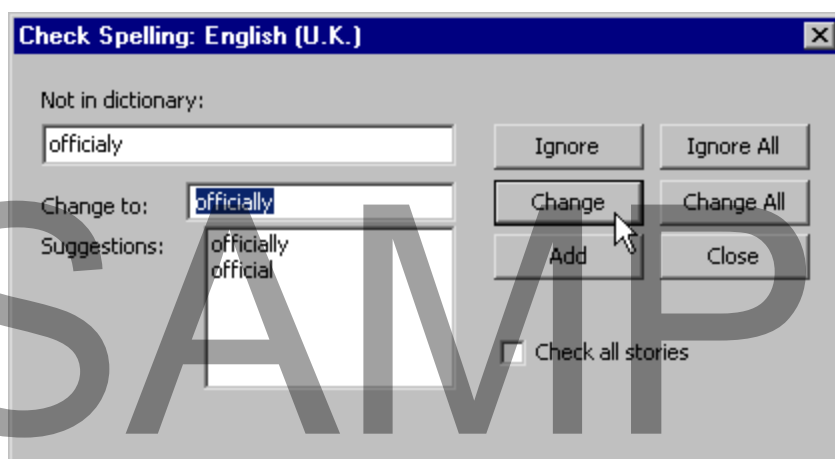
Find what:
Grade

Replace with:
Subject

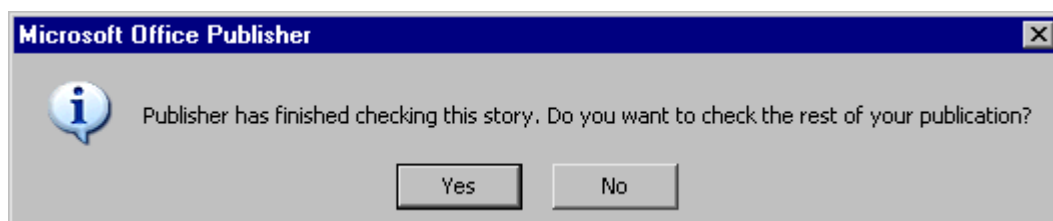
- Click the **Replace** button to replace the single highlighted occurrence.
- In the displayed dialog box, click **OK**.
- Click the **Save** button on the **Standard** toolbar.
- Close the publication.

Checking Spelling

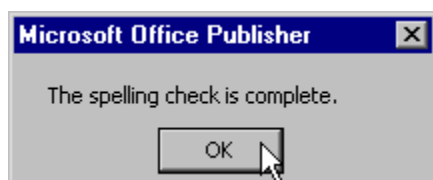
- Open **Final Invitation. Pub** from your **Publisher 2003 Intermediate Samples** folder.
- Adjust the zoom to **100%**.
- Click in the **main body copy** text box.
- Check the spelling of the word **officially**. Change it so that the spelling is now **officially**.
- Click the **Spelling**  button on the **Standard** toolbar.
- When the **Check Spelling** dialog box appears, click the **Change** button to correct the spelling of **officially**:



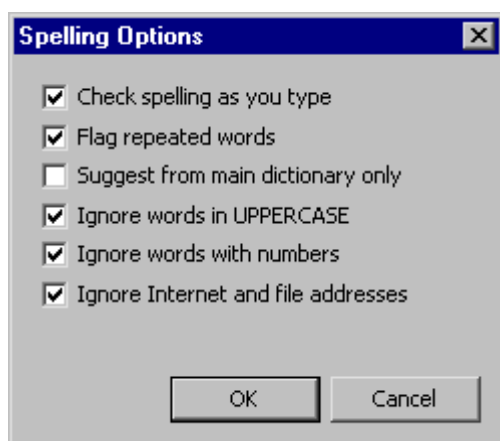
- Click **Yes** to check the remainder of the publication:



- Click **OK**:



- From the main menu, select **Tools > Spelling > Spelling Options**. This opens the **Spelling Options** dialog box:

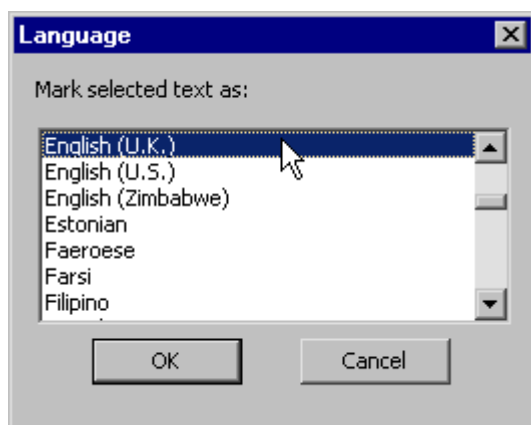


- Check the spelling options you want to apply.
- Click **OK**.
- From the main menu, choose **File > Save as**.
- Enter **My Final Invitation** as a file name. Click **Save**.
- Close the publication.

Applying Language Options

Setting the Language

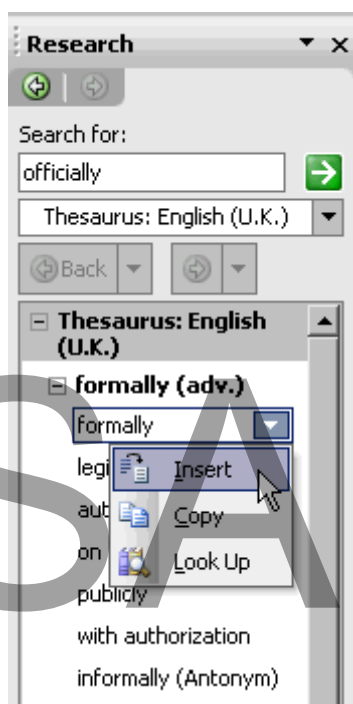
- Open **My Final Invitation.pub** from your **Publisher 2003 Intermediate Samples** folder.
- Click the mouse inside a text box.
- From the main menu, select **Tools > Language > Set Language**. This opens the **Language** dialog box:



- Select **English (U.K.)** from the list.
- Click **OK**.
- From the main menu, choose **File > Save**.

Using the Thesaurus

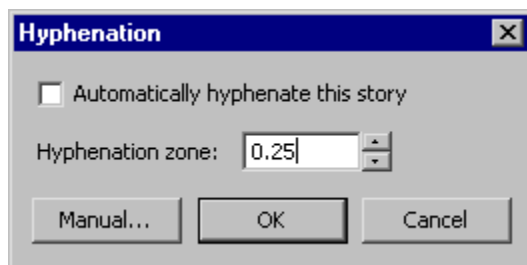
- Select the word **officially** in the main body copy text box.
- From the main menu, select **Tools > Language > Thesaurus**.
- From the **Research** Task Pane, click on the down arrow to the right of the synonym, **formally**.
- Click **Insert**:



- Close the Task Pane.
- From the main menu, choose **File > Save**.


Using Hyphenation

- Click inside a text box.
- From the main menu, select **Tools > Language > Hyphenation**.
- Uncheck the **Automatically hyphenate this story** box:



- Click **OK**.
- Click the down arrow on the **Zoom** box on the **Standard** toolbar.
- Select **Whole Page**.
- From the main menu, choose **File > Save**.
- Close the publication.

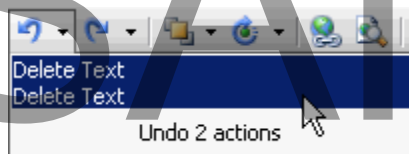
Using Undo and Redo

- Start Publisher, and open **Business Card 2.pub** from your **Publisher 2003 Intermediate Samples** folder.
- Delete the words **Teacher**, **All**, and **Employee** from the business card.
- Click the **Undo** button once on the **Standard** toolbar  to undo the deletion of **Employee**

OR from the main menu, select **Edit > Undo**

OR press the **Ctrl + Z** key combination.

- Click the down arrow on the **Undo** button on the **Standard** toolbar.
- Select the last two actions, as illustrated to undo the deletion of **All** and **Teacher**:

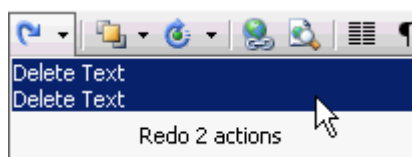


- Click the **Redo** button on the **Standard** toolbar  to delete **Teacher** again

OR from the main menu, select **Edit > Redo**

OR press the **Ctrl + Y** key combination.

- Click the down arrow on the **Redo** button on the **Standard** toolbar.
- Click the last two actions, as illustrated to delete **All** and **Employee** again:




- Close the publication without saving the changes.

Copying, Cutting, and Pasting

Copying and Pasting Text or an Object


- Open **Business Card 2.pub** from your **Publisher 2003 Intermediate Samples** folder.
- Click on the picture on the business card to select it:



- Click the **Copy** button on the **Standard** toolbar 

OR from the main menu, select **Edit > Copy**

OR press the **Ctrl + C** key combination.

- Click the **Paste** button on the **Standard** toolbar 

OR from the main menu, select **Edit > Paste**



OR press the **Ctrl + V** key combination.

- Close the publication without saving the changes.

Cutting and Pasting Text or an Object

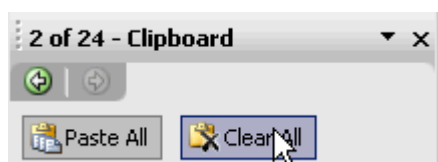
- Start Publisher, and open **Business Card 2.pub** from your **Publisher 2003 Intermediate Samples** folder.
- Click on the picture on the business card to select it:



- Click the **Cut** button on the **Standard** toolbar 
OR from the main menu, select **Edit > Cut**
OR press the **Ctrl + X** key combination.
- Click the **Paste** button on the **Standard** toolbar 
OR from the main menu, select **Edit > Paste**
OR press the **Ctrl + V** key combination.
- Close the publication without saving the changes.


Understanding the Clipboard Task Pane

- Open *My Final Invitation.pub* from your **Publisher 2003 Intermediate Samples** folder.
- From the main menu, select **Edit > Office Clipboard**.
- If there is anything on the Office Clipboard, click the **Clear All** button at the top of the Task Pane:



- Select the party hat picture on the postcard:



- Click the **Copy**  button on the **Standard** toolbar.
- Notice the party hat picture has appeared on the Office Clipboard.
- Click on page **2** in the Page Navigation area.

- Click the party hat on the Office Clipboard to paste it:



- Click and drag the inserted picture to the bottom-left corner of the postcard (make sure the picture stays within the blue margin guides).

Note: If the margin guides are not visible, select **View > Boundaries and Guides** to display them.

- Close the **Clipboard** Task Pane.
- From the main menu, select **View > Boundaries and Guides** to remove the guides.
- From the main menu, choose **File > Save**.
- Close the publication.
- Exit Publisher.

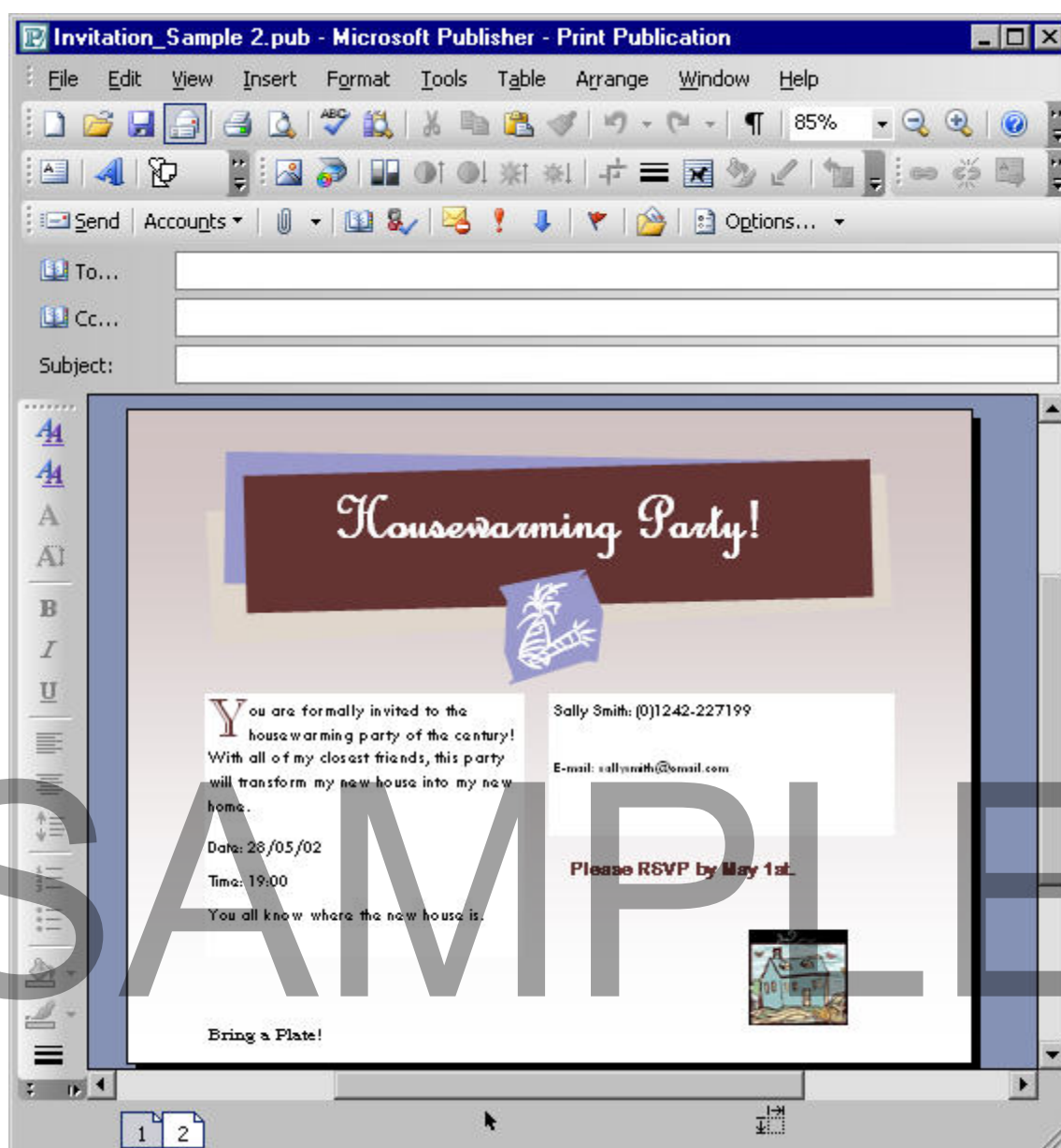
SAMPLE

Sending and Printing the Publication

Sending the Publication

Sending the Publication to a Mail Recipient

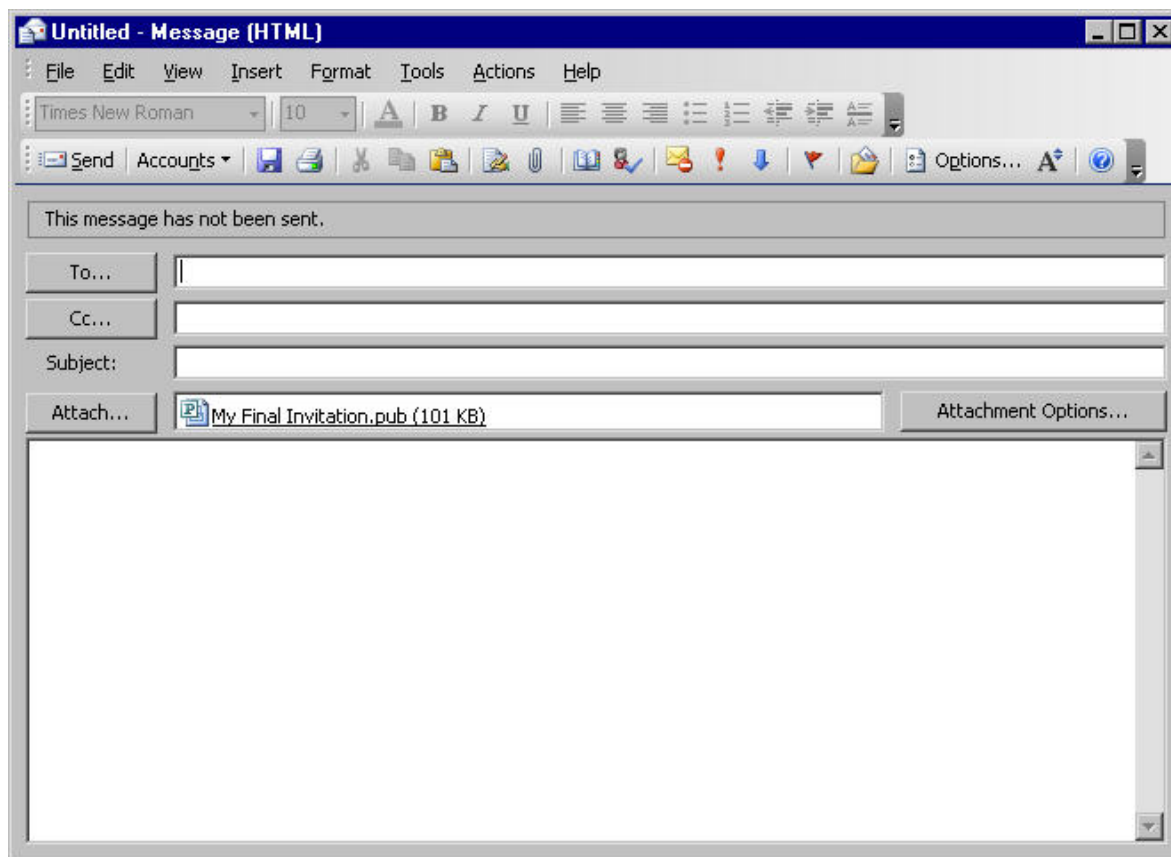
- Start Publisher, and open *My Final Invitation.pub* from your **Publisher 2003 Intermediate Samples** folder.
- From the main menu, select **File > Send E-Mail > Send This Page as a Message**:



- From the main menu, select **File > Close**.

Sending the Publication as an Attachment

- Open *My Final Invitation.pub* from your **Publisher 2003 Intermediate Samples** folder.
- From the main menu, select **File > Send E-Mail > Send Publication as Attachment**:

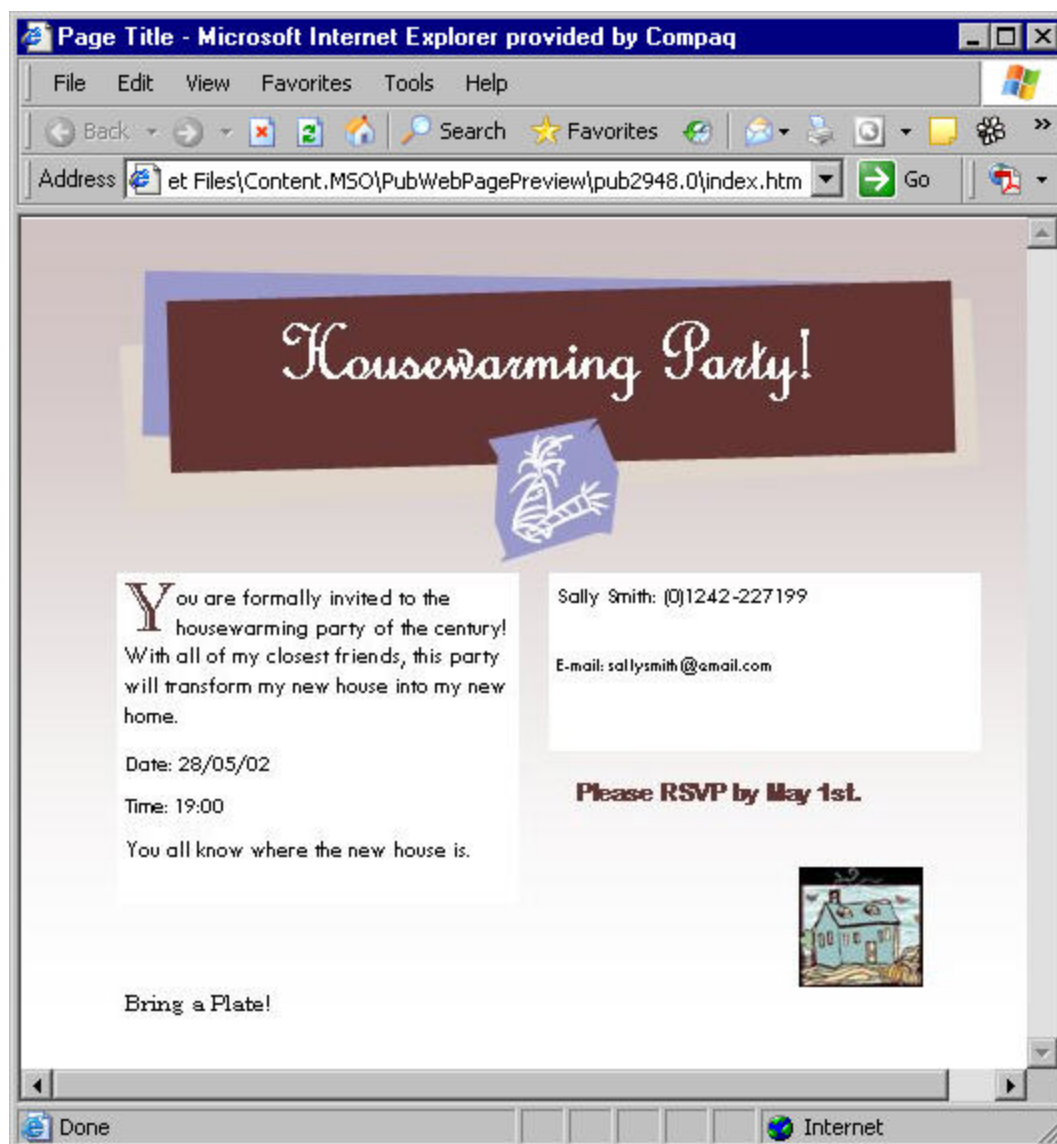


- Close the email message without saving the changes.

Previewing the Publication in your Internet Browser

- From the main menu, select **File > Send E-Mail > E-Mail Preview**:

SAMPLE

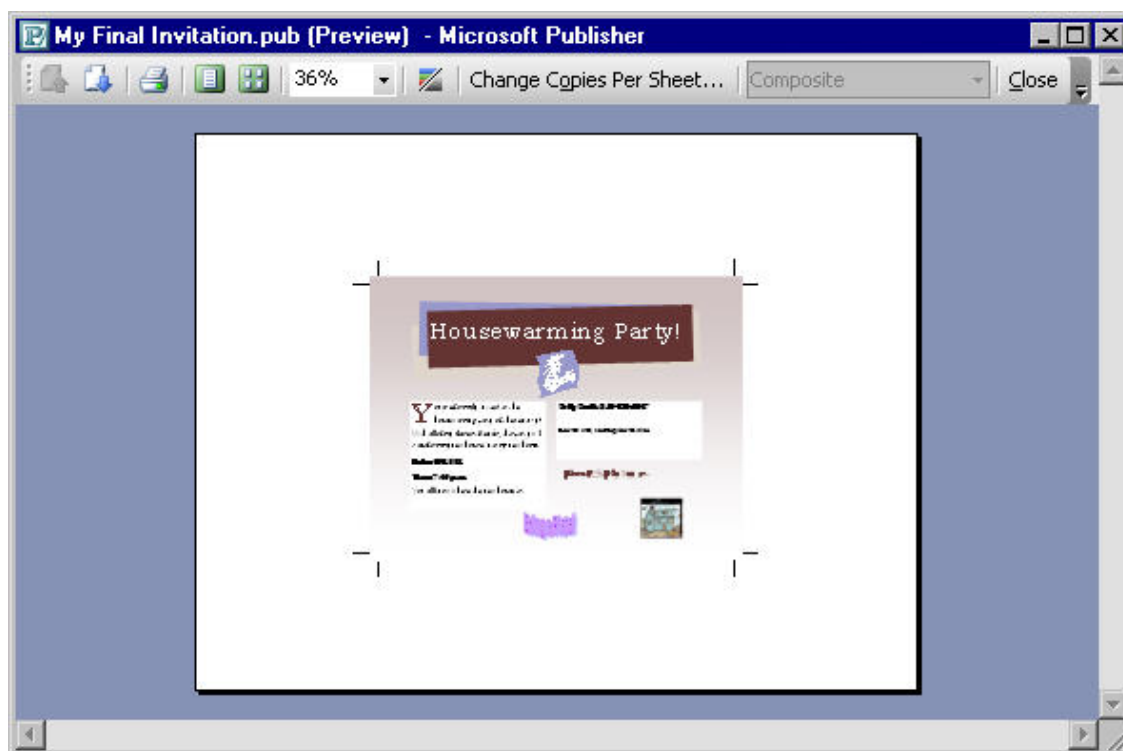





- Close the browser window.
- Close the publication.

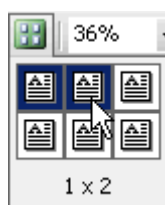
Using Print Preview


Previewing the Publication

- Open *My Final Invitation.pub* from your **Publisher 2003 Intermediate Samples** folder.
- Prior to printing, you can see how each page in your publication will look by using **Print Preview**.
- From the main menu, select **File > Print Preview**:

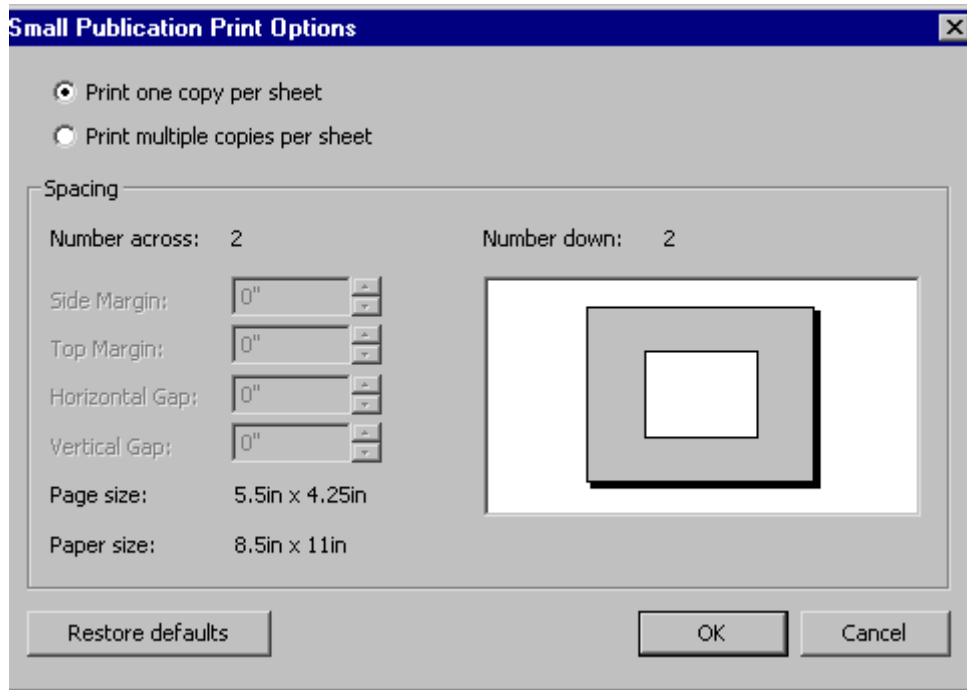


- Click the **Page Down** button  on the **Print Preview** toolbar.
- Click the **Page Up** button  on the **Print Preview** toolbar.
- Click the **Multiple Pages** button  on the **Print Preview** toolbar.
- Select the **1x2** option:

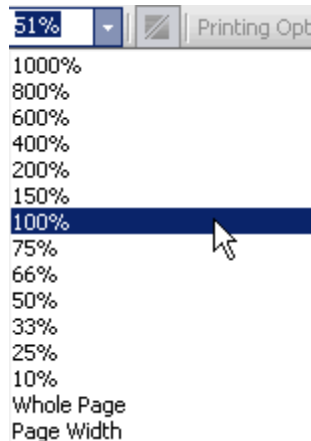


- Click the **Multiple Pages** button  on the **Print Preview** toolbar.
- Select the **1x1** option.
- Click the **Change Copies Per Sheet** button on the **Print Preview** toolbar.
- Look at the print options available:

SAMPLE



- Click **Cancel**.
- Click the down arrow on the **Zoom** box on the **Print Preview** toolbar:



- Select **100%**.
- Click the **Close** button on the **Print Preview** toolbar.
- Close the publication without saving the changes.

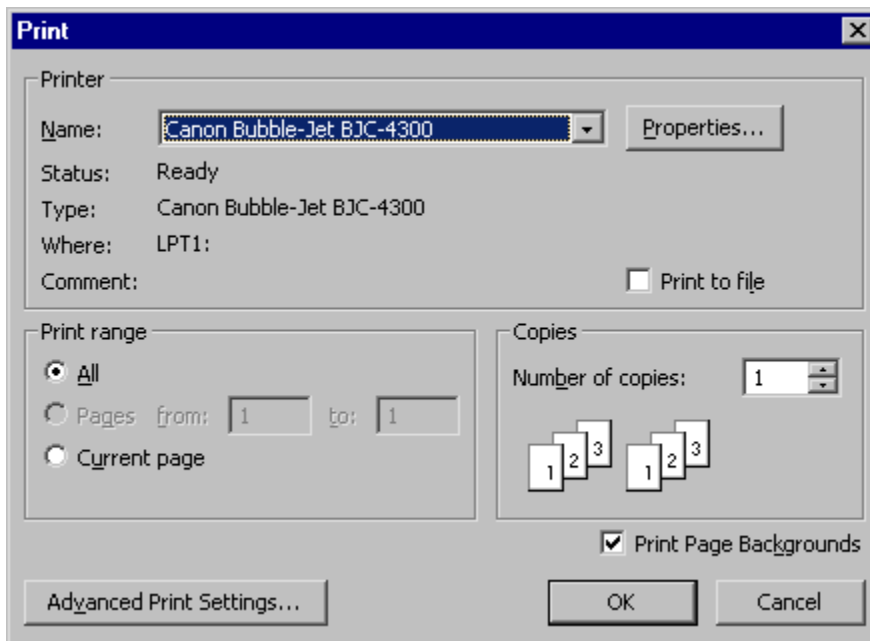
Printing the Publication

Using the Print Dialog Box

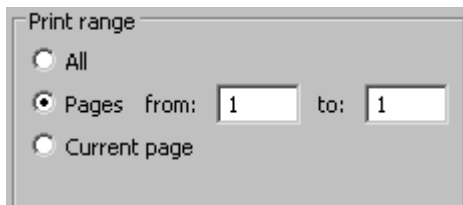
- Open *My Final Invitation.pub* from your **Publisher 2003 Intermediate Samples** folder.
- From the main menu, select **File > Print**

OR press the **Ctrl + P** key combination.

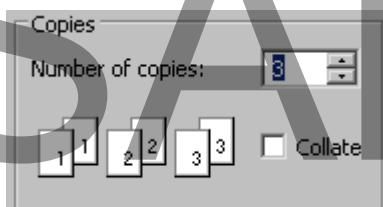
- This opens the **Print** dialog box:




- Click the down arrow next to the printer **Name** box on the **Print** dialog box.
- Select the printer you will be printing to from the drop-down menu.
- Click the **Properties** button on the **Print** dialog box.
- Make the print property changes you want.
- In the **Print Range** area, type the following page numbers:



- Click the up arrow next to the **Number of copies** box until **3** is displayed:



- Click the **OK** button on the **Print** dialog box

OR close the **Print** dialog box by clicking on **Cancel** and then click the **Print**  button on the **Standard** toolbar.

- Click the **Save** button on the **Standard** toolbar.

- From the main menu, select **File > Close**.
- Click the **Open** button on the **Standard** toolbar.
- Locate your **Publisher 2003 Foundation Samples** folder.
- Select ***Invitation_Sample2.pub***.
- Click **Open**. This is how your publication should look.
- From the main menu, select **File > Close**, and exit Publisher 2003.

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