

# Microsoft Publisher XP

Manual - Foundation Level



SAMPLE

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**SAMPLE**

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SAMPLE

## Microsoft Publisher 2002

When you have completed this learning module you will have seen how to:

- Work in the Publisher Window
- Show a Toolbar
- Hide a Toolbar
- Move a Toolbar
- Use the Standard Toolbar
- Use the Formatting Toolbar
- Use the Connect Frames Toolbar
- Use the Objects Toolbar
- Use the Ask a Question Box
- Use the Microsoft Office Assistant
- Display the Office Assistant
- Hide the Office Assistant
- Customize the Office Assistant
- Use Office Assistant Tips
- Use Tips of the Day

## What is Publisher?

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### Using Microsoft Publisher 2002

- **Publisher 2002** is the desktop publishing program in Office XP. Business professionals can create eye-catching **brochures**, **newsletters**, **Web sites**, and other marketing materials, without the use of a professional designer.

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### Using File Types

- By default, Publisher 2002 will save your file as a **publication** with the **.pub** extension. In the **Save as type** drop-down menu, the **.pub** extension is also applied to Publisher 2000 files, Publisher 98 files, and Publisher Templates.
- Publisher 2002 allows you to open, edit and save **Publisher-generated HTML** files from within Publisher. Publisher-generated HTML files have an **.htm** or **.html** file extension, plus an accompanying folder containing associated files. Alternatively, saving a publication with the **.mht** or **.mhtml** extension creates a **Web archive** that encapsulates text and graphics into a single file.

**Note:** HTML files can be viewed by all Web browsers; MHTML files are supported by Internet Explorer version 4.0 or later.

- Publisher files can also be saved as **picture** files, **Postscript** files, and **Word**, **Works**, and **WordPerfect** files.

## Using the Microsoft Web Site

- The **Microsoft Office** Web site provides Publisher users with support, downloads, tools, and product documentation. You can visit their Web site at <http://www.microsoft.com/office/publisher/>.

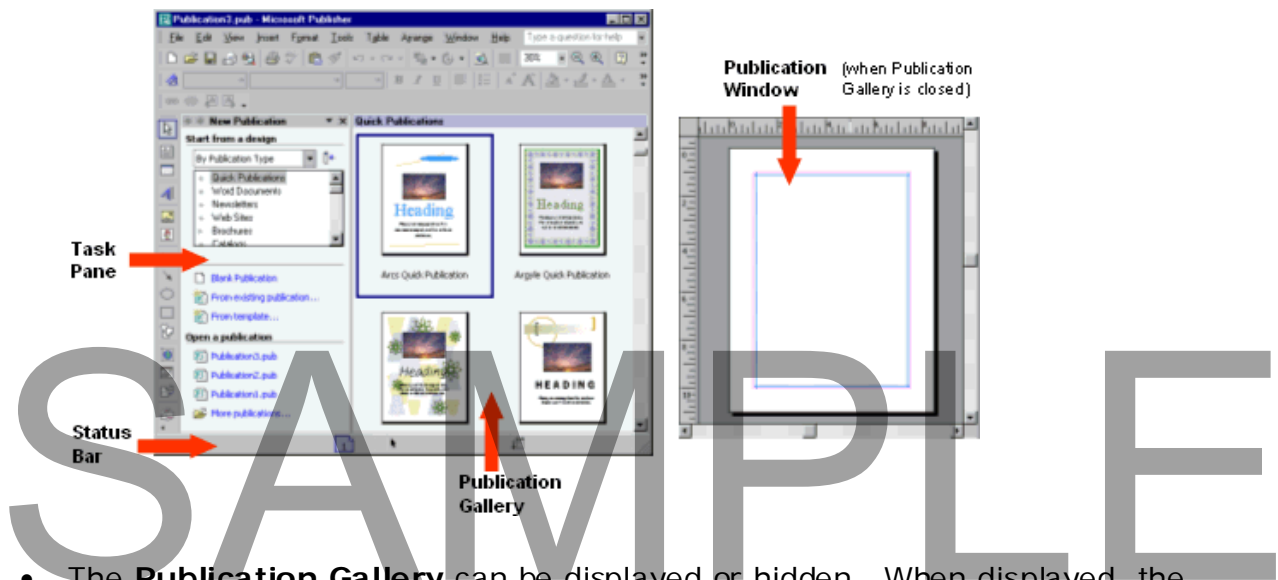
## Getting to Know the Publisher Environment

### Working in the Publisher Window

The Publisher Window can be divided into four distinct areas:

- The **Publication Window** is the main window where all work is performed.
- The **Task Pane** is the panel to the left of the **Publication Window**.

**Note:** In all other Office XP applications, the **Task Pane** is on the right.



- The **Publication Gallery** can be displayed or hidden. When displayed, the **Publication Gallery** covers the **Publication Window**.
- The **Status Bar** is situated at the bottom of the **Publication Window**.

### Using the Publication Window

- The **Publication Window** is where you create your desktop publishing materials, including entering text and inserting pictures and objects.

- By default, the **Publication Window** is covered by the **Publication Gallery** when you open Microsoft Publisher.

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## Using the Task Pane

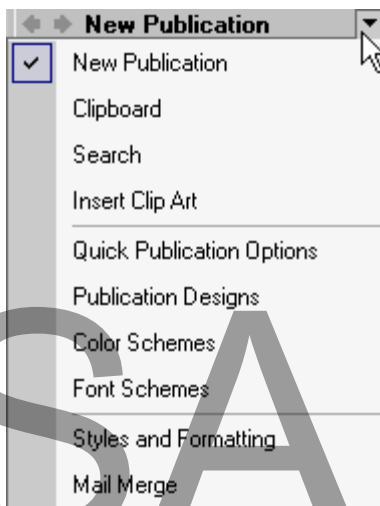
- The **Task Pane** lists some of the most common tasks you may want to perform in Publisher. Task Pane titles are descriptive to help you quickly locate the task you want.
- Task Panes available include New Publication, Clipboard, Search, Insert Clip Art, Publication Options, Publication Designs, Color Schemes, Font Schemes, Styles and Formatting, and Mail Merge.
- By default, the **New Publication** Task Pane is displayed when you open Microsoft Publisher.

### To display the Task Pane (if it has been closed):

- From the main menu, select **View > Task Pane** (you will see a check mark beside it when the Task Pane is visible).

### To display other Task Panes:

- Click the **Other Task Pane** down arrow and select another Task Pane from the drop-down menu:



### To switch between the most recent Task Panes:

- Click the **Back** or **Forward** arrows in the upper-left corner of the Task Pane.

### To close a Task Pane:

- Click the **X** to the right of the **Other Task Pane** down arrow.

**Note:** Each Task Pane is discussed in detail throughout this Training Manual.

## Using the Publication Gallery

- The **Publication Gallery** is a visual gallery of all publication designs available for use.

### To display or hide the Publication Gallery:

- Click the **Show Publication Gallery** or **Hides Publication Gallery** icon on the **New Publication** Task Pane:



**Note:** By default, the Publication Gallery is displayed when you open Microsoft Publisher.

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## Using the Status Bar

- The **Status Bar** displays information on **Object Position** and **Object Size**, and offers **Page Navigation** for publications with multiple pages.

### To show the Status Bar:

- From the main menu, select **View > Status Bar** (you will see a check mark beside it when the Status Bar is 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).

## Getting to Know Publisher Toolbars

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### Using Toolbars

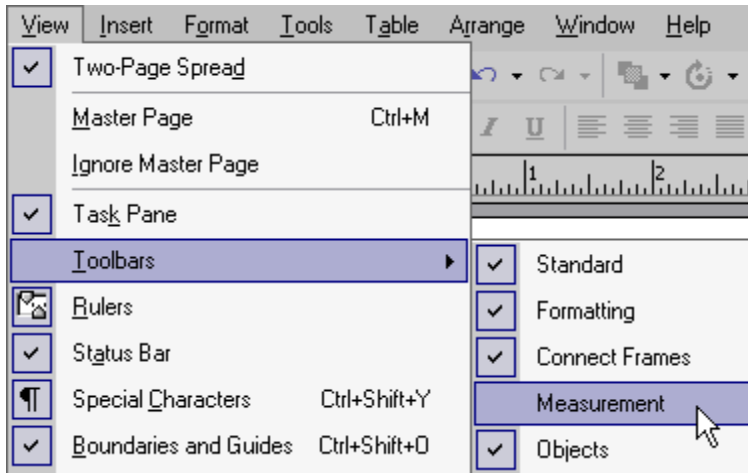
- Publisher has eight (8) toolbars including the **Task Pane**. By default, the **Standard**, **Formatting**, **Connect Frames** and **Objects** toolbars are displayed. The remaining three toolbars are used for specific functionality in Publisher.

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### Showing a Toolbar

- From the main menu, select **View > Toolbars**.

- Select the toolbar you want to display (you will see a check mark beside the toolbar when it is visible):



### Hiding a Toolbar

- From the main menu, select **View > Toolbars**.
- Select the toolbar you want to hide (you will **not** see a check mark beside a toolbar when it is hidden).

### Moving a Toolbar

- Place your mouse over the vertical lines at the left side of the toolbar. Your mouse cursor must change to the **Move** cursor:




- Click and drag the toolbar to where you want to move it.

### Using the Standard Toolbar

- The **Standard** toolbar provides quick access to commonly used actions. Each action is represented by a button. When you move your mouse pointer over a button, it is highlighted in blue and a descriptive tool tip appears. Click the action/button you want to use.

- The following are buttons on the **Standard** toolbar:

 **New** – Create a new publication

 **Open** – Open a publication



**Save** – Save the publication



**E-mail** – E-mail the publication



**Search** – Display the Basic Search Task Pane



**Print** – Print the publication



**Print Preview** – Preview the publication



**Spelling** – Check spelling



**Cut** – Cut selected text or objects



**Copy** – Copy selected text or objects



**Paste** – Paste the last item cut or copied



**Format Painter** – Copy formatting



**Undo** – Undo the last action or multiple actions using the drop-down menu



**Redo** – Redo the last undo action or multiple undo actions using the drop-down menu



**Order** – Send an object backward or forward using the drop-down menu



**Rotate or Flip** – Rotate or flip an object using the drop-down menu



**Insert Hyperlink** – Insert a hyperlink



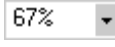
**Web Page Preview** – Preview a publication as a Web page





**Columns** – Insert columns into a text box



**Special Characters** – Show or hide special characters

 **Zoom** – Zoom in or out of the publication using the drop-down menu

 **Zoom Out** – Zoom out of the publication

 **Zoom In** – Zoom in to the publication


 **Microsoft Publisher Help** – Display the Office Assistant

 **Toolbar Options** – Customize the Standard toolbar using the drop-down menu


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## Using the Formatting Toolbar


- The **Formatting** toolbar provides quick access to commonly used formatting actions. Each action is represented by a button. When you move your mouse pointer over a button, it is highlighted in blue and a descriptive tool tip appears. Click the formatting action/button you want to use.
- The following are buttons on the **Formatting** toolbar:

 **Styles and Formatting** – Display or hide the Styles and Formatting Task Pane

 **Style** – Apply a style to selected text

 **Font** – Select a font type from the drop-down menu

 **Font Size** – Select a font size from the drop-down menu

 **Bold** – Apply bold style to selected text

 **Italic** – Apply italic style to selected text

 **Underline** – Apply underline style to selected text

 **Align Left** – Align text to the left

 **Center** – Align text to the center

 **Align Right** – Align text to the right

SAMPLE



**Justify** – Justify text



**Numbering** – Add or remove numbering from a selected paragraph



**Bullets** – Add or remove bullets from a selected paragraph



**Decrease Indent** – Decrease the paragraph indent



**Increase Indent** – Increase the paragraph indent



**Decrease Font Size** – Decrease the font size



**Increase Font Size** – Increase the font size



**Fill Color** – Apply a fill color using the drop-down menu



**Line Color** – Apply a line color using the drop-down menu



**Font Color** – Change the font color using the drop-down menu



**Line/Border Style** – Change the line style



**Dash Style** – Change a line to a dashed line



**Arrow Style** – Change a line to an arrow



**Shadow Style** – Add a shadow to an object



**3D Style** – Add a 3D effect to an object



**Toolbar Options** – Customize the Formatting toolbar using the drop-down menu

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### Using the Connect Frames Toolbar

- The **Connect Frames** toolbar provides quick access to text box actions. Each action is represented by a button. When you move your mouse pointer over a button, it is highlighted in blue and a descriptive tool tip appears. Click the text box action you want to perform.

- The following are buttons on the **Connect Frames** toolbar:



**Create Text Box Link** – Connect text in multiple text boxes to create a link



**Break Link Forward** – Break the link to forward connecting text boxes



**Previous Text Box** – Navigate to the previous connected text box



**Next Text Box** – Navigate to the next connected text box



**Toolbar Options** – Customize the Connect Frames toolbar using the drop-down menu

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## Using the Objects Toolbar

- The **Objects** toolbar provides quick access to insert object actions. Each action is represented by a button. When you move your mouse pointer over a button, it is highlighted in blue and a descriptive tool tip appears. Click the object you want to insert.
- The Objects toolbar is a vertical toolbar. The following are buttons on the **Objects** toolbar:



**Select Objects** – Select text or an object



**Text Box** – Insert a text box



**Insert Table** – Insert a table



**Insert WordArt** – Insert WordArt



**Picture Frame** – Draw a picture frame to insert a picture



**Clip Organizer Frame** – Draw a clip organizer frame to insert Clip Art



**Line** – Draw a line



**Arrow** – Draw an arrow



**Oval** – Draw an oval



**Rectangle** – Draw a rectangle



**AutoShapes** – Insert an AutoShape



**Hot Spot** – Insert a hot spot to link from



**Form Control** – Add a form control box or button



**HTML Code Fragment** – Add your own HTML code



**Design Gallery Object** – Insert a Design Gallery object



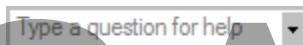
**Toolbar Options** – Customize the Objects toolbar using the drop-down menu

## Getting Help

---

### Using the Ask a Question Box

- The **Ask a Question Box** allows you to type in key words relevant to the topic with which you would like help. It is located in the menu bar at the top right of your screen:



### Using the Microsoft Office Assistant

- The **Office Assistant** will watch what you do and can offer tips on how to work more productively. You can also use it to answer questions or obtain help with Publisher. The Office Assistant is common among all your Office applications. Any option changes made will be reflected in all Office applications:



- Occasionally, the Office Assistant will display information on the screen as you work. If you are unsure about how to use Publisher, you should always read the help offered.

---

### Displaying the Office Assistant

- Click the **Microsoft Publisher Help** button located on the **Standard** toolbar:

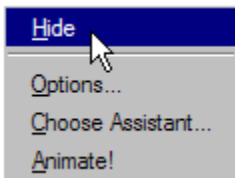


*OR* from the main menu, select **Help > Publisher Help**.

---

### Hiding the Office Assistant

- Right-click on the **Office Assistant**.
- Select **Hide** from the pop-up menu:



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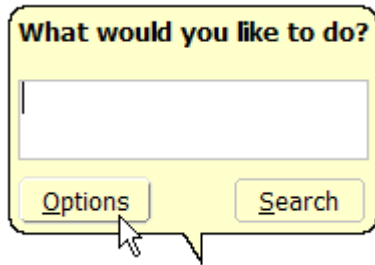
### Customizing the Office Assistant

- You can customize the **Office Assistant** by defining when the Office Assistant is used and what types of tips are displayed. You can also change the default image to other images provided in the gallery.

**To customize the Office Assistant:**

- Right-click on the **Office Assistant**.
- Select **Options** from the pop-up menu

*OR* click the **Options** button on the **Office Assistant** dialog box:



- Make the customizations you want.
- Click **OK**.

---

### Using Office Assistant Tips

- As you work, the Office Assistant will track your progress and recommend tips by displaying a light bulb.

#### To display the tip offering advice:

- Click the Office Assistant or light bulb:



---

### Using Tips of the Day

- Publisher 2002 can display a **Tip of the Day** each time you start Publisher. If you take the time to read these as they are displayed, you will soon be on your way to becoming a Publisher 2002 expert.

**Note:** You can turn this option on in the Office Assistant **Options**.

### Review Questions

#### How would you:

- Work in the Publisher Window?
- Show a Toolbar?
- Hide a Toolbar?
- Move a Toolbar?
- Use the Standard Toolbar?
- Use the Formatting Toolbar?
- Use the Connect Frames Toolbar?
- Use the Objects Toolbar?
- Use the Ask a Question Box?

- Use the Microsoft Office Assistant?
- Display the Office Assistant?
- Hide the Office Assistant?
- Customize the Office Assistant?
- Use Office Assistant Tips?
- Use Tips of the Day?

SAMPLE

## Working with Publications

**When you have completed this learning module you will have seen how to:**

- Use the New Publication Task Pane
- Display the New Publication Task Pane
- Select a Template by Publication Type
- Select a Template by Design Sets
- Select a Template by Blank Publication
- Display the Personal Information Dialog Box
- Select a Personal Information Set
- Enter Personal Information
- Select a Color Scheme
- Add a Logo
- Edit Personal Information
- Create a New Blank Publication
- Create a Publication from an Existing Publication
- Create a Publication from a Template
- Open an Existing Publication
- Import a Word Document
- Use the Basic Search Pane
- Display the Basic Search Pane
- Search for Files
- Customize Searches
- Use Search Results
- Save Summary Information
- Save a Publication
- Save a Publication as a Picture
- Save a Publication as a Web Page
- Save a Backup Copy of a Publication
- Close a Publication

## Understanding the New Publication Task Pane

---

### Using the New Publication Task Pane

- The **New Publication** Task Pane provides a central point to create a new publication or open an existing one. The New Publication Task Pane provides templates sorted by **publication type**, **design sets**, or **blank publications** (layouts), from which you can base a new publication. You do not need to use a template to create a new publication.

- The **New Publication** Task Pane includes an icon to display or hide the **Publication Gallery**, which displays all design templates available in the **publication type**, **design sets**, and **blank publication** categories.

**Note:** The **New Publication** Task Pane merges the **Publisher Catalog** and the **Wizard Pane** from previous versions of Microsoft Publisher.

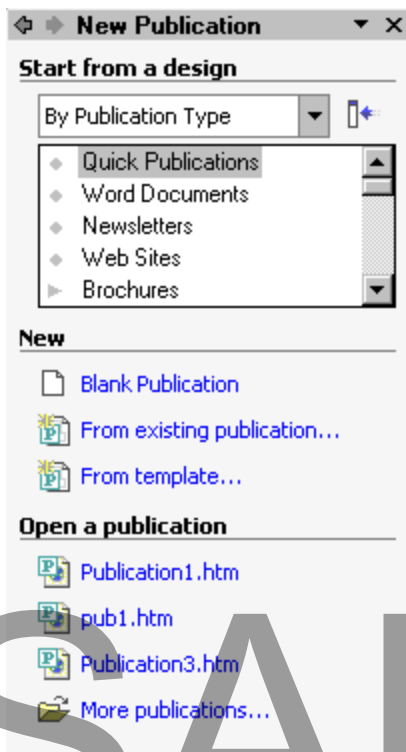
---

## Displaying the New Publication Task Pane

- 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**:



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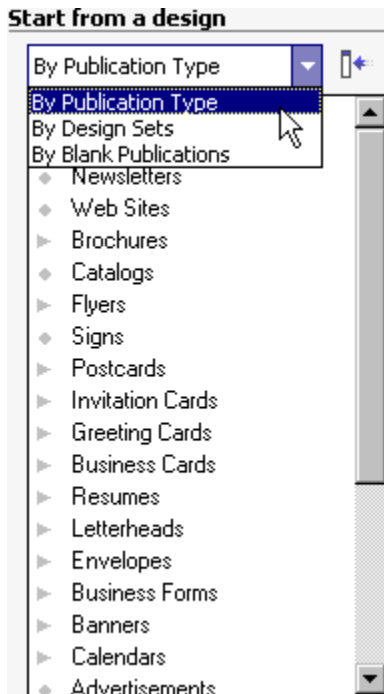
## Creating a Publication from a Design Template

---

### Selecting a Template by Publication Type

- Selecting a template based on **publication type** sorts publication templates into categories such as **brochures**, **newsletters**, **business cards**, **Web sites**, and other publication types.

- Each publication type has a variety of design sets to choose from which are displayed in the **Publication Gallery**.



**To select a template by publication type:**

- Click the down arrow on the **Start from a design** box:



- Select **By Publication Type**.
- Scroll through the publication types available and click on the type of publication you are interested in.
- Select the template you want from the **Publication Gallery**.

**Note:** When you select a template for the first time, you will be asked to enter **Personal Information**. Personal Information is discussed in the next section.

---

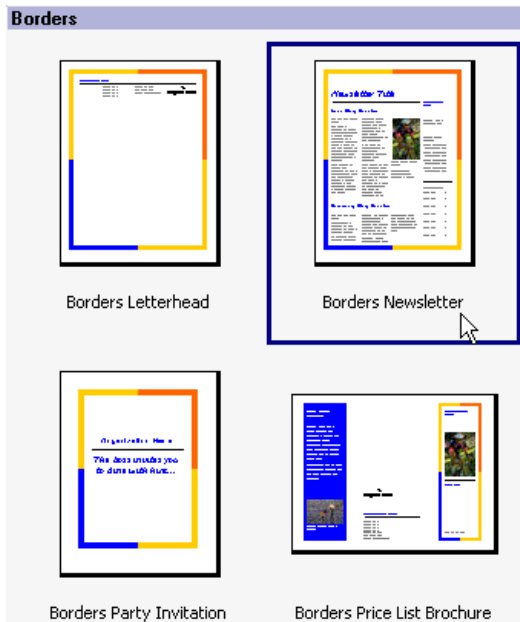
### Selecting a Template by Design Sets

- Selecting a template based on **design sets** sorts publication templates into categories such as **Arcs**, **Bubbles**, **Eclipse**, **Layers** and other design sets.

- Each design set has a variety of publication types to choose from which are displayed in the **Publication Gallery**.

**To select a template by design sets:**

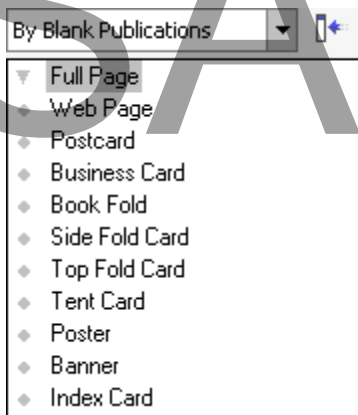
- Click the down arrow on the **Start from a design** box.
- Select **By Design Sets**.
- Scroll through the design sets available and click on the type of design set you are interested in.
- Select the template you want from the **Publication Gallery**:



---

**Selecting a Template by Blank Publication**

- Selecting a template based on a **blank publication** sorts publication templates into different layouts.
- Each blank publication has a corresponding layout in the **Publication Gallery**:



### To select a template by blank publication:

- Click the down arrow on the **Start from a design** box:
- Select **By Blank Publications**.
- Scroll through the blank publications available and click on the layout you are interested in.
- Select the corresponding template from the **Publication Gallery**.

## Adding Personal Information

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### Using Personal Information

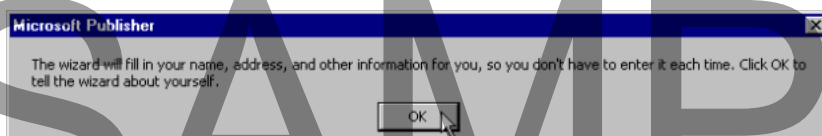
- The first time you use a template, Microsoft Publisher will ask you for **personal information**. Personal information requested includes **name, job title, organization name, address, tag line, phone, fax, and e-mail, logo, and color schemes**.
- There are four **personal information sets** for which you can provide personal information. Personal information sets include **primary business, secondary business, other organization, and home**.

**Note:** The primary business set is selected by default.

- When a design template is generated, Microsoft Publisher reads your personal information and inserts it into the appropriate section of the publication.

### Displaying the Personal Information Dialog Box

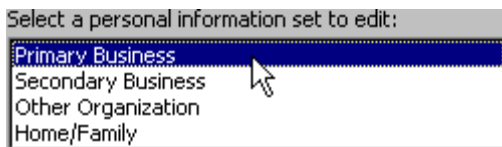
- The first time you use a design template, Microsoft Publisher will prompt you to enter personal information:



- Click **OK**. This opens the **Personal Information** dialog box.

### Selecting a Personal Information Set

- Select the personal information set you want to edit from the **Personal Information** dialog box:



---

## Entering Personal Information

- Enter your information in the **Personal Information for this set** area:

---

## Selecting a Color Scheme

- Selecting a color scheme applies a set of colors to your current publication and any future publications that use the same **personal information set**.

### To set a color scheme:

- Check the **Include color scheme in this set** box.
- Select a color scheme from the drop-down menu.

---

## Adding a Logo

- To add a logo to a personal information set, you must **create a logo** in Microsoft Publisher, or **add a logo** from an existing image file.

### To create a logo in Microsoft Publisher:

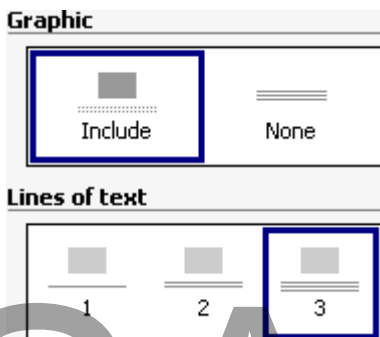
- From the main menu, select **Insert > Personal Information > Logo**.
- Click the **Wizard** button:



- This displays the **Logo Designs** Task Pane.
- Select a logo design from the **Apply a design** area:



- Click **Logo Options** on the Task Pane.
- From the **Graphics** area, show or hide the graphic in the logo.
- From the **Lines of text** area, add or remove text lines from the logo:



- Make any formatting changes you want to your logo.
- Click the **Save** button on the **Standard** toolbar.
- If you haven't previously saved your publication, enter a file name for your new publication.
- Click **Save**. A dialog box will ask you if you want to save the logo in your selected personal information set.
- Click **Yes**.

**Note:** To edit a logo, select the logo you want to edit and click the Wizard button. Make the changes you want and save the publication.

**To add a logo from an existing image file:**

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



- Click the **Choose picture** button.
- Locate and select the logo you want to add.
- Click **Insert**.
- Click the **Save** button on the **Standard** toolbar.
- If you haven't previously saved your publication, enter a file name for your new publication.
- Click **Save**. A dialog box will ask you if you want to save the logo in your selected personal information set.
- Click **Yes**.

**Note:** When you make changes to personal information set, including color schemes and logos, the changes will automatically be applied to the entire publication.

---

## Editing Personal Information

- From the main menu, select **Edit > Personal Information**. This opens the **Personal Information** dialog box.
- Make the changes you want.
- Click **Update**.

## Creating or Opening a Publication

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### Creating a New Blank Publication

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



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

**Note:** When you open Microsoft Publisher, you can **hide the Publication Gallery** to display a new, blank 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 the file you want.
- Click **Create New**.

*OR*

- Open an existing publication.
- From the main menu, select **File > Save As**.
- Enter a different name for your publication.
- Click **Save**.

---

### Creating a Publication from a Template

- Click the **From template** link on the **New Publication** Task Pane. This opens the **Open Template** dialog box.
- Locate and select the template you want.
- Click **Create New**.

**Note:** Since all Publisher templates are displayed in the **New Publication** Task Pane, there will only be templates in the **Open Template** dialog box if you have previously created customized templates.

---

### Opening an Existing Publication

- Click the publication you want to open on the **New Publication** Task Pane.

**Note:** If the publication you want is not listed, click **More publications**. Locate and select the publication you want, and click **Open**.



**OR**

- Click the **Open** button on the **Standard** toolbar. This opens the **Open Publication** dialog box.
- Locate and select the file you want.
- Click **Open**.

---

### Importing a Word Document

- The **Word Import Wizard** allows you to open a Word document in Publisher and add Publisher features such as **design templates**, **color schemes**, **font styles**, and other design elements to your document.

**To import 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 you want to import.
- Click **OK**.

**To import a Word document into a pre-selected design:**

- From the main menu, select **File > New** to open the **New Publication** Task Pane.
- Click the down arrow on the **Start from a design** box:



- Select **By Publication Type**.
- Select **Word Documents**.
- Select the design template you want from the **Publication Gallery**. This opens the **Import Word Document** dialog box.
- Locate and select the file you want to import.
- Click **OK**.

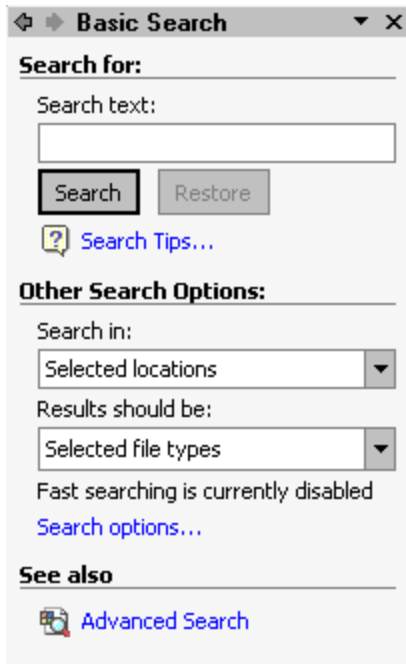
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## Understanding the Basic Search Task Pane

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## Using the Basic Search Pane

- From the **Basic Search** Task Pane, you can search for files on your computer based on the file name or text in the file:



---

## Displaying the Basic Search Pane

- Click the **Search** button on the **Standard** toolbar:



*OR* from the main menu, select **File > Search**.

---

## Searching for Files

- Enter the text to search for in the **Search text** textbox.
- Click **Search**.

---

## Customizing Searches

- Click the down arrow next to the **Search in** box and select a location.
- Click the down arrow next to the **Results should be** box and select a file type.

**Note:** You can customize your search further by using **Advanced Search**, and speed up the search process by installing **Fast Searching**.

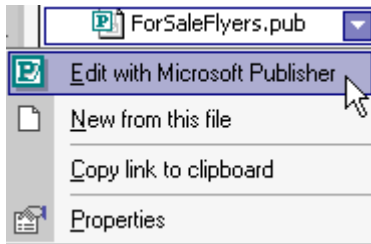
## Using Search Results

To open a file in the search results:

- Click on a file 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.

## Managing a Publication

### Saving Summary Information

- From the main menu, select **File > Properties**. This opens the **Properties** dialog box.
- Click the **Summary** tab.
- Enter the information you want.

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- Click **OK**:



---

## Saving a Publication

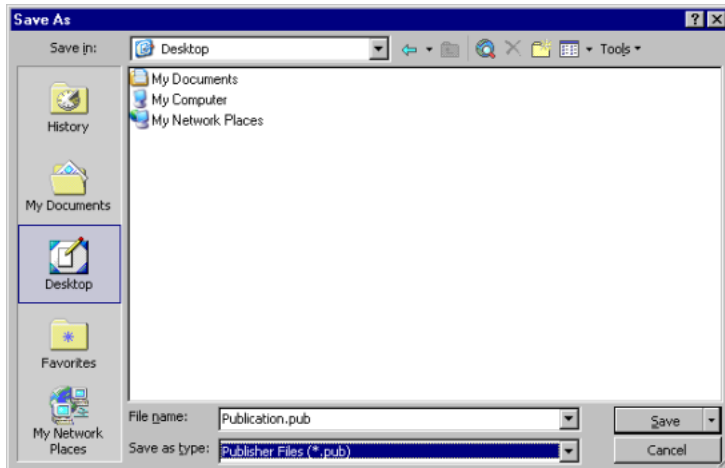
- From the main menu, select **File > Save**

**OR** click the **Save** button on the **Standard** toolbar:



**Note:** If you are saving a new file, the **Save As** dialog box will open. Enter the file name in the **File Name** text box, and click **Save**.

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### Saving a Publication as a Picture

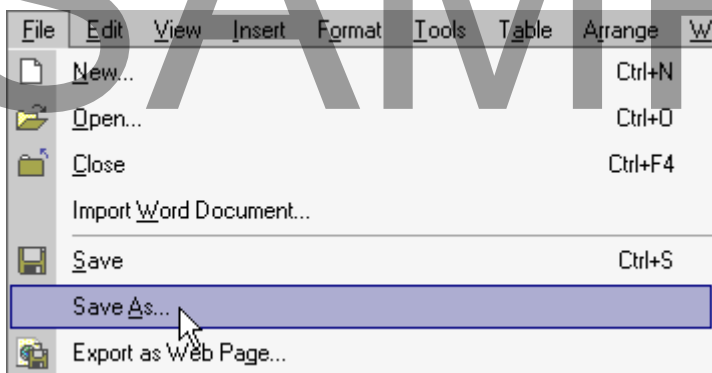
- From the main menu, select **File > Save As**. This opens the **Save As** dialog box.
- Click the down arrow on the **Save as type** drop-down menu.
- Select a format with a picture extension.
- Click **Save**.

### Saving a Publication as a Web Page

- 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 **Web Page (\*.htm; \*.html)** or **Web Archive (\*.mht; \*.mhtml)**.
- Click **Save**.

### Saving a Backup Copy of a Publication

- From the main menu, select **File > Save As**:



- This opens the **Save As** dialog box.
- Enter a different file name in the **File Name** text box.
- Click **Save**.

**Note:** To work with the original file again, select it from the recent file list at the bottom of the **File** menu.

---

## Closing a Publication

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

**Note:** You will be prompted to save your publication if there are unsaved changes.

## Review Questions

**How would you:**

- Use the New Publication Task Pane?
- Display the New Publication Task Pane?
- Select a Template by Publication Type?
- Select a Template by Design Sets?
- Select a Template by Blank Publication?
- Display the Personal Information Dialog Box?
- Select a Personal Information Set?
- Enter Personal Information?
- Select a Color Scheme?
- Add a Logo?
- Edit Personal Information?
- Create a New Blank Publication?
- Create a Publication from an Existing Publication?
- Create a Publication from a Template?
- Open an Existing Publication?
- Import a Word Document?
- Use the Basic Search Pane?
- Display the Basic Search Pane?
- Search for Files?
- Customize Searches?
- Use Search Results?
- Save Summary Information?
- Save a Publication?
- Save a Publication as a Picture?

- Save a Publication as a Web Page?
- Save a Backup Copy of a Publication?
- Close a Publication?

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## Designing a Page

**When you have completed this learning module you will have seen how to:**

- Display the Publication Options Task Pane
- Apply Publication Options
- Use Quick Publication Options
- Display the Publication Designs Task Pane
- Apply a Publication Design
- Reset a Publication Design
- Display the Color Schemes Task Pane
- Apply a Color Scheme
- Create a Custom Color Scheme
- Delete a Color Scheme
- Display the Font Schemes Task Pane
- Apply a Font Scheme
- Duplicate a Font Scheme
- Update a Font Scheme
- Rename a Font Scheme
- Delete a Font Scheme
- Use Font Scheme Options
- Display the Styles and Formatting Task Pane
- Apply a Text Style and Format
- Import a Text Style
- Create a New Text Style
- Create a New Text Style by Example
- Modify a Text Style
- Rename a Text Style
- Delete a Text Style
- Display Background Options
- Apply a Background
- Apply a Background Sound

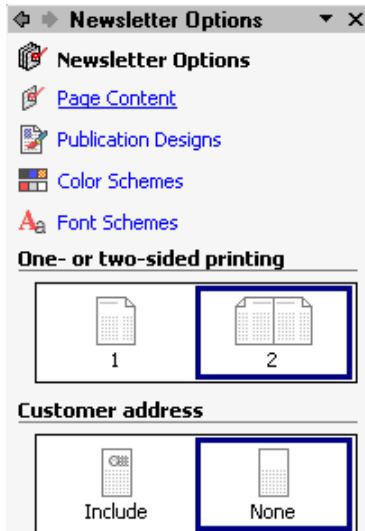
## Understanding the Publication Options Task Pane

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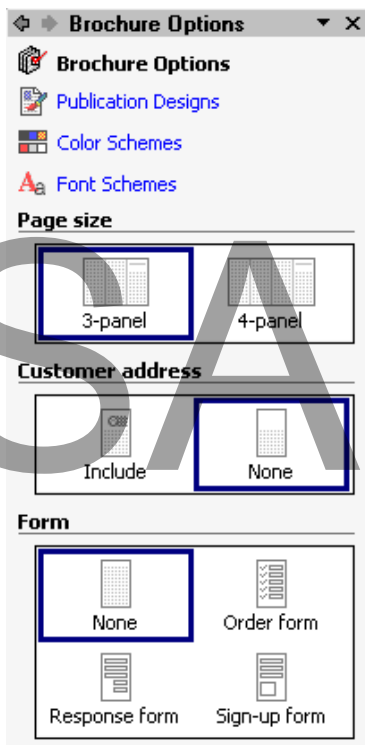
### Using the Publication Options Task Pane

- The **Publication Options** Task Pane offers **different sets of formatting options** for each publication type. The **Publication Options** Task Pane changes name according to the publication type you select. The following are two examples.

- If you select a newsletter as your publication type, the **Publication Options** Task Pane changes to **Newsletter Options**. A newsletter has printing and address options, plus an extra **Page Content** link where you can change the layout of the newsletter:



- If you select a brochure as your publication type, the **Publication Options** Task Pane changes to **Brochure Options**. Brochure options include page size, customer address, and form layouts:



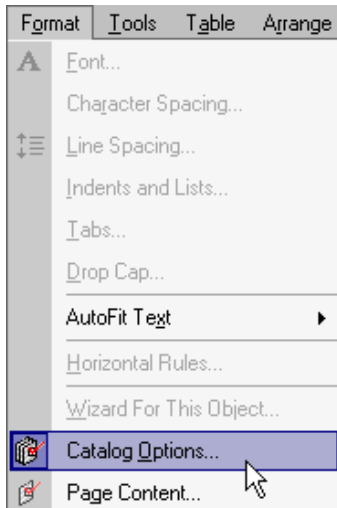
SAMPLE

## Displaying the Publication Options Task Pane

- Once you have selected a design template from the **Publication Gallery**, Microsoft Publisher will generate your new publication in the **Publication Window** and **automatically** display the **Publication Options** Task Pane.

To return to the Publication Options Task Pane after you have left it:

- From the main menu, select **Format > Publication (type) Options**:



## Applying Publication Options

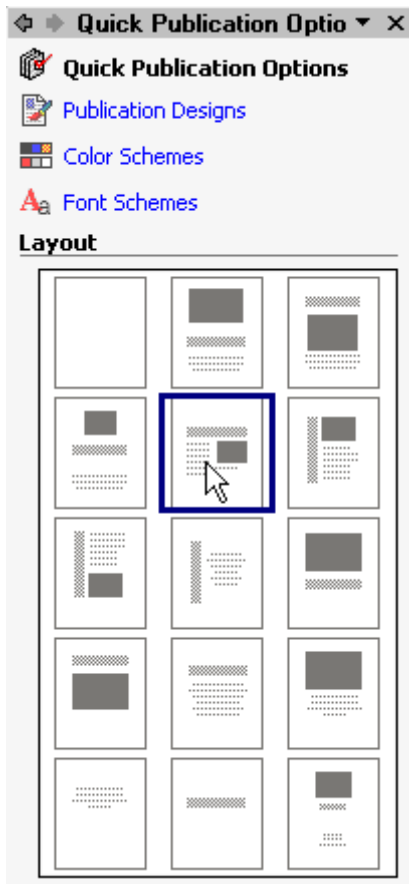
- In the **Publication Options** Task Pane, click the option you want to apply.

## Using Quick Publication Options

- **Quick Publication Options** are useful when you have not based your publication on a template, but you need to quickly spruce up a **blank publication**.
- **Quick Publication Options** offer a variety of text and graphic layouts to choose from.

To apply a Quick Publication Option:

- From the main menu, select **Format > Quick Publication Options**.
- Select a layout to apply from the **Layout** area on the **Quick Publication Options** Task Pane:



**Note:** When you open new, blank publication, **Quick Publication Options** is the default publication option on the **Publication Options** Task Pane.

## Understanding the Publication Designs Task Pane

### Using the Publication Designs Task Pane

- The **Publication Designs** Task Pane displays all designs available for the publication type you select.

**Note:** When you sort templates by publication type in the **New Publication** Task Pane, the designs listed in the **Publication Gallery** are the **same** as the designs listed in the **Publication Designs** Task Pane.

- The Publication Designs Task Pane is useful if you select a template from the **New Publication** Task Pane and want a quick and easy way to preview or apply a different design to your publication.

---

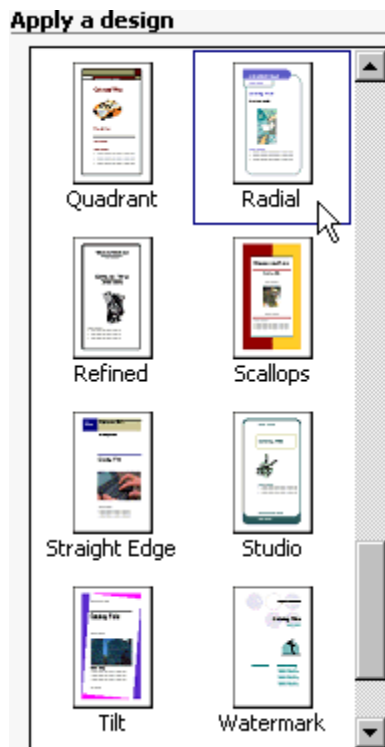
## Displaying the Publication Designs Task Pane

- From the main menu, select **Format > Publication Designs**.

---

## Applying a Publication Design

- In the **Publication Designs** Task Pane, click the design you want to apply:



---

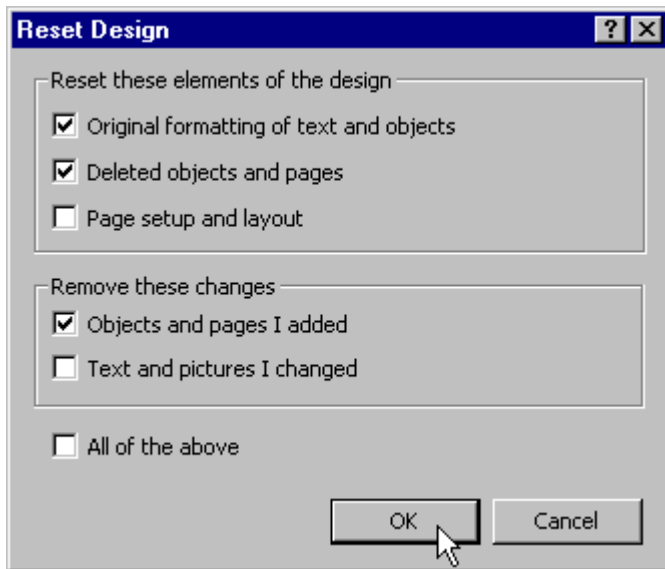
## Resetting a Publication Design

- Resetting a publication design is useful if you have made changes to the design and want to revert some or all settings back to the default design.

### To reset a publication design:

- Click the **Reset current design** link at the bottom of the **Publication Designs** Task Pane. This opens the **Reset Design** dialog box:

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- Check the elements you want to reset.
- Click **OK**.

## Understanding the Color Schemes Task Pane

### Using the Color Schemes Task Pane

- The **Color Schemes** Task Pane displays all color combinations available to a publication. Each scheme color represents a color in your publication including **headline text color**, **body text color**, **hyperlink color**, **AutoShapes color**, **line color**, and **border color**.

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- Each design template has a default color scheme. Using the **Color Schemes** Task Pane, you can change the color scheme of your selected template, or apply a color scheme to a blank publication.

---

### Displaying the Color Schemes Task Pane

- From the main menu, select **Format > Color Schemes**.

---

### Applying a Color Scheme

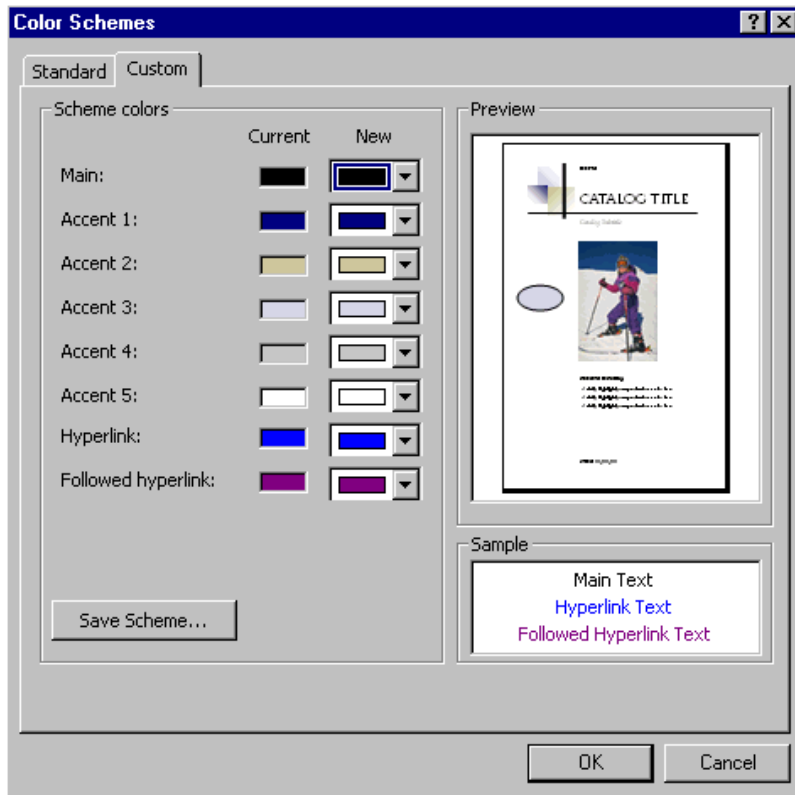
- In the **Color Schemes** Task Pane, click the color scheme you want to apply.

---

### Creating a Custom Color Scheme

- Click the **Custom color scheme** link at the bottom of the **Publication Designs** Task Pane. This opens the **Color Schemes** dialog box:

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- Select a new scheme color for each element using the drop-down menus.
- Click the **Save Scheme** button. This opens the **Save Scheme** dialog box.
- Enter a name for your custom color scheme.
- Click **OK**.

### Deleting a Color Scheme

- You can only delete **custom** color schemes.

#### To delete a custom color scheme:

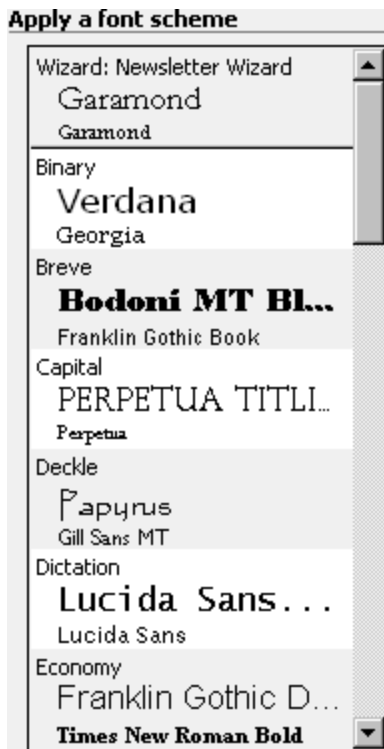
- Click the **Custom color scheme** link at the bottom of the **Publication Designs** Task Pane. This opens the **Color Schemes** dialog box.
- Click the **Standard** tab.
- Select the custom color scheme you want to delete.
- Click the **Delete Scheme** button. This opens a dialog box asking if you're sure you want to delete the color scheme.
- Click **Yes**.

## Understanding the Font Schemes Task Pane

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## Using the Font Schemes Task Pane

- The **Font Schemes** Task Pane displays all font combinations available to a publication.



- Each **Font Scheme** contains a selection of fonts that work well together. Fonts within a font scheme apply to **headings**, **captions**, and **body text**. Changing a publication's font scheme applies font changes to the entire publication.

---

## Displaying the Font Schemes Task Pane

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

---

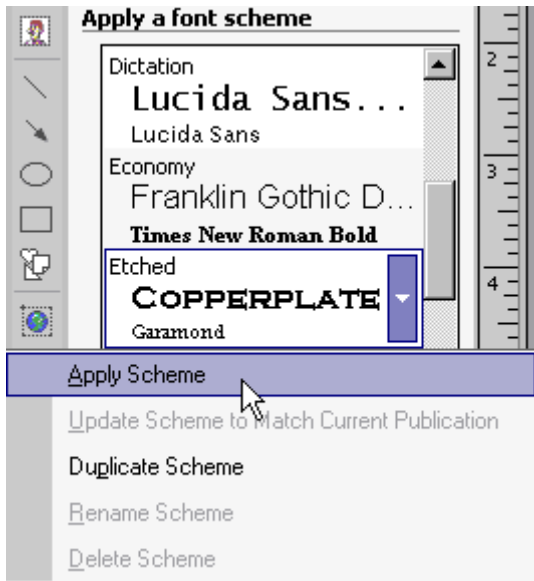
## Applying a Font Scheme

- In the **Font Schemes** Task Pane, click the font scheme you want to apply.

**OR**

- Click the down arrow next to the font scheme.

- Select **Apply Scheme**:



---

### Duplicating a Font Scheme

- Click the down arrow next to the font scheme you want to duplicate.
- Select **Duplicate Scheme**. This opens the **Duplicate Font Scheme** dialog box.
- Enter a name for the duplicated scheme.
- Click **OK**.

---

### Updating a Font Scheme

- Click the down arrow next to the font scheme you want to update.
- Select **Update Scheme to Match Current Publication**. The duplicated scheme will take on the formatting of the new font scheme.

**Note:** You can only update a font scheme that has been duplicated.

---

### Renaming a Font Scheme

- Click the down arrow next to the font scheme you want to rename.
- Select **Rename Scheme**. This opens the **Rename Font Scheme** dialog box.
- Enter a new name for the font scheme.
- Click **OK**.

**Note:** You can only rename a scheme you have created.

## Deleting a Font Scheme

To delete a font scheme:

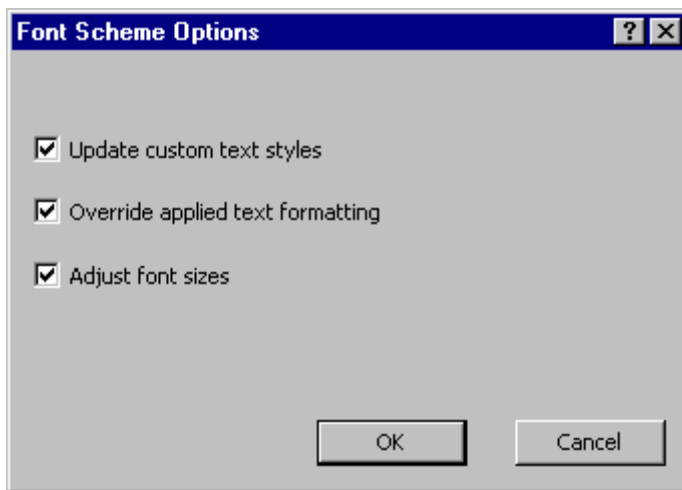
- Click the down arrow next to the font scheme you want to delete.
- Select **Delete Scheme**. This opens a dialog box asking if you're sure you want to delete the scheme.
- Click **Yes**.

**Note:** You can only delete a scheme you have duplicated.

---

## Using Font Scheme Options

- Click the **Font Scheme Options** link at the bottom of the **Font Schemes** Task Pane. This opens the **Font Scheme Options** dialog box:



- Make the option changes you want.
- Click **OK**.

## Understanding the Styles and Formatting Task Pane

---

### Using the Styles and Formatting Task Pane

- The **Styles and Formatting** Task Pane displays font styles available to a publication.
- Font styles contain a set of formatting characteristics including **font size**, **font color**, **character spacing**, and other text characteristics, applied to a single font style.

## Displaying the Styles and Formatting Task Pane

- From the main menu, select **Format > Styles and Formatting**:



---

## Applying a Text Style and Format

- Select the text you want to apply new formatting.
- In the **Styles and Formatting** Task Pane, click the font style you want to apply.

---

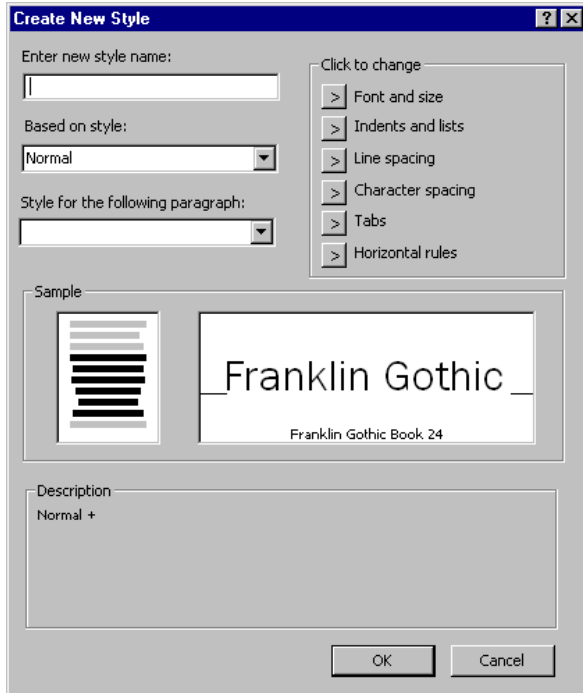
## Importing a Text Style

- Click the **Import styles** button on the **Styles and Formatting** Task Pane. This opens the **Import Styles** dialog box.
- Locate and select the text style you want to import.
- Click **OK**.

---

## Creating a New Text Style

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



- Enter a style name.
- Make formatting changes to the style in the **Click to change** area.
- Click **OK**.

---

### Creating a New Text Style by Example

- Create and select the style you want to add to the **Styles and Formatting** Task Pane.
- Click in the **Style** drop-down menu on the **Formatting** toolbar:



- Enter a new name for your custom style.
- Press the **Enter** key on your keyboard. This opens the **Create Style by Example** dialog box.
- Click **OK**.

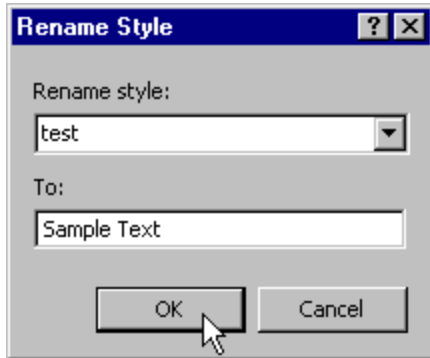
---

### Modifying a Text Style

- Click the down arrow next to the text style you want to modify.
- Select **Modify**. This opens the **Change Style** dialog box.
- Make formatting changes to the style in the **Click to change** area.
- Click **OK**.

## Renaming a Text Style

- Click the down arrow next to the text style you want to rename.
- Select **Rename**. This opens the **Rename Style** dialog box:



- In the **To** box, enter the new style name.
- Click **OK**.

---

## Deleting a Text Style

- Click the down arrow next to the text style you want to delete.
- Select **Delete**. This opens a dialog box asking if you're sure you want to delete the style.
- Click **Yes**.

---

## Using Backgrounds

---

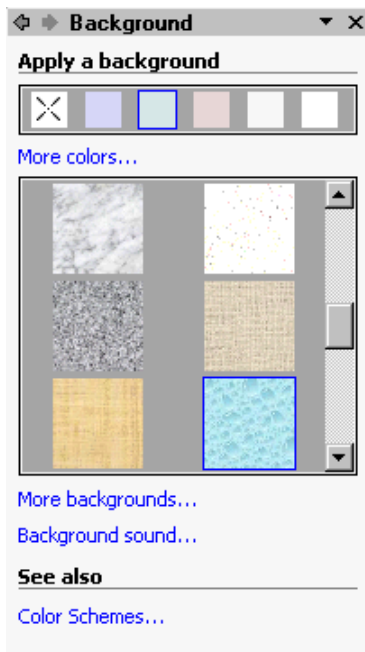
### Using Backgrounds

- Backgrounds you can apply to publication pages include **colors, patterns, gradients, pictures, textures, or tints**.

SAMPLE

## Displaying Background Options

- From the main menu, select **Format > Background**:



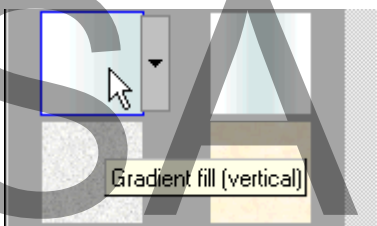
## Applying a Background

- Select a color from the **Apply a background** area to see background options available in the selected color.

**Note:** To choose from a wider range of colors, click **More colors**.

### To apply a background to a single page:

- Click on the color tile you want to apply:



**OR**

- Click the down arrow next to the color tile you want to apply.
- Select **Apply to the Page**.

### To apply a background to all pages:

- Click the down arrow next to the color tile you want to apply to all pages.

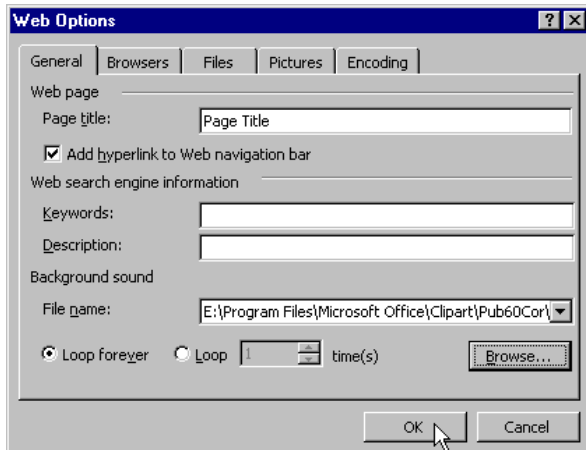
- Select **Apply to All Pages**.

**Note:** For more background options, click **More backgrounds**. This opens the **Fill Effects** dialog box. Make the customizations you want and click **OK**.

---

## Applying a Background Sound

- Click the **Background sound** link at the bottom of the **Background** Task Pane. This opens the **Web Options** dialog box:



- Click the **Browse** button to locate the sound you want to add.
- Check **Loop forever** or specify the amount of times you want the sound looped.
- Click **OK**.

## Review Questions

### How would you:

- Display the Publication Options Task Pane?
- Apply Publication Options?
- Use Quick Publication Options?
- Display the Publication Designs Task Pane?
- Apply a Publication Design?
- Reset a Publication Design?
- Display the Color Schemes Task Pane?
- Apply a Color Scheme?
- Create a Custom Color Scheme?
- Delete a Color Scheme?
- Display the Font Schemes Task Pane?
- Apply a Font Scheme?

- Duplicate a Font Scheme?
- Update a Font Scheme?
- Rename a Font Scheme?
- Delete a Font Scheme?
- Use Font Scheme Options?
- Display the Styles and Formatting Task Pane?
- Apply a Text Style and Format?
- Import a Text Style?
- Create a New Text Style?
- Create a New Text Style by Example?
- Modify a Text Style?
- Rename a Text Style?
- Delete a Text Style?
- Display Background Options?
- Apply a Background?
- Apply a Background Sound?

SAMPLE

## Setting up a Page

**When you have completed this learning module you will have seen how to:**

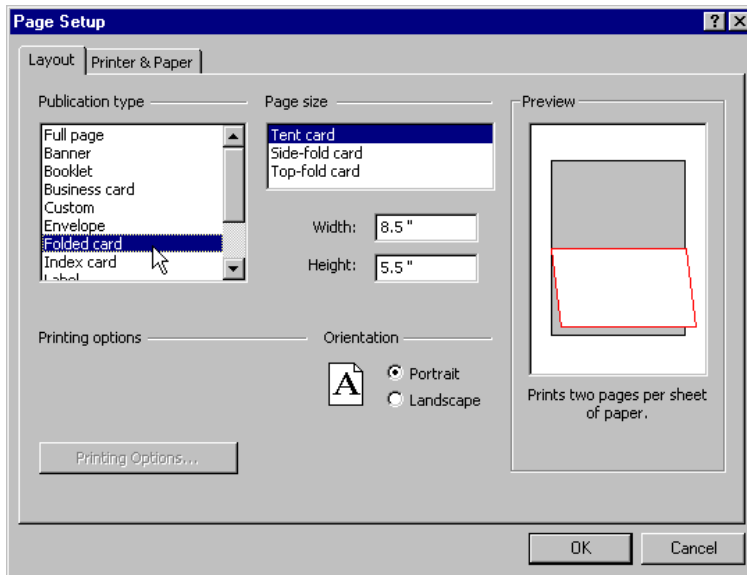
- Change the Layout Based on Publication Type
- Change Publication Type Page Size
- Change Page Orientation
- Insert a Page
- Insert a Template Page
- Insert a Section
- View a Two Page Spread
- Move Between Pages
- Delete a Page
- Use Page Zoom
- Use Rulers, Ruler Guides, and Grid Guides
- View and Hide Rulers
- Move Rulers
- Change a Ruler's Zero Point
- View and Hide Boundaries and Guides
- Change Margin Guides
- Add Grid Guides
- Move Grid Guides
- Set up a Mirrored Page Layout
- Add Ruler Guides
- Move Ruler Guides
- Clear Ruler Guides
- Use Master Pages
- Display the Master Page
- Ignore the Master Page
- Send an Object to the Master Page
- Insert Page Numbers
- Insert the Date and Time
- Swap Between Headers and Footers

## Choosing a Page Layout

---

### Changing the Layout Based on Publication Type

- From the main menu, select **File > Page Setup**. This opens the **Page Setup** dialog box:

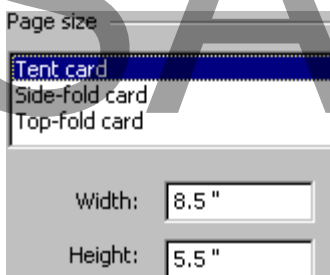


- Select the page layout you want from the **Publication type** area.
- Click **OK**.

**Note:** If you have selected a publication type from a **template** and then change the layout by selecting a different publication type in **Page Setup**, some objects on the template may have to be deleted to accommodate the new page layout. To avoid this, select a new publication type from the **New Publication** Task Pane.

### Changing the Publication Type Page Size

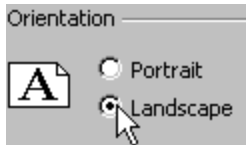
- From the main menu, select **File > Page Setup**. This opens the **Page Setup** dialog box.
- Select the page layout you want from the **Publication type** area. Each publication type offers different size options.
- Make the size changes you want in the **Page size** area:



- Click **OK**.

## Changing the Page Orientation

- From the main menu, select **File > Page Setup**. This opens the **Page Setup** dialog box.
- Select the page layout you want from the **Publication type** area.
- Check the **Portrait** or **Landscape** box in the **Orientation** area:

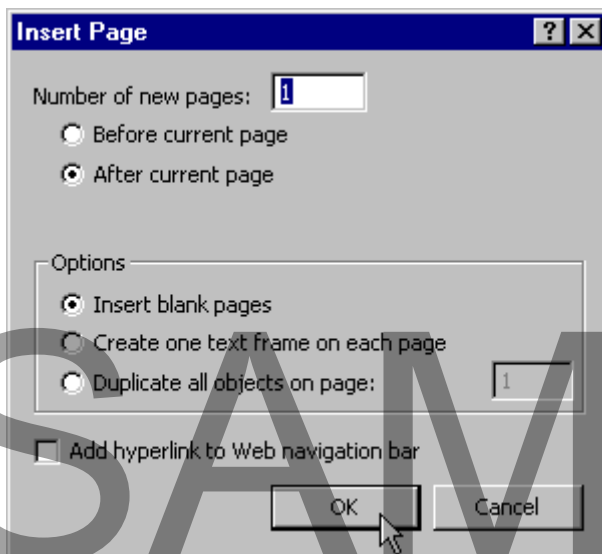


- Click **OK**.

## Navigating a Page

### Inserting a Page

- From the main menu, select **Insert > Page**. This opens the **Insert Page** dialog box:



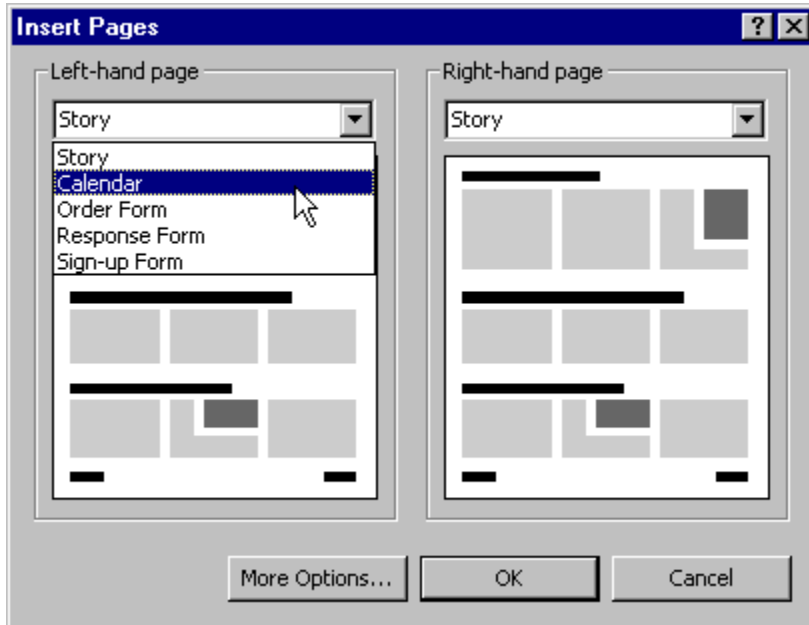
- Enter the number of new pages to insert.
- Check the appropriate **Options** boxes.
- Click **OK**.

## Inserting a Template Page

- In some publication types, when you insert a new page you are given the option to insert a template page relevant to your publication type.

### To insert a template page:

- From the main menu, select **Insert > Page**. This opens the **Insert Pages** dialog box:



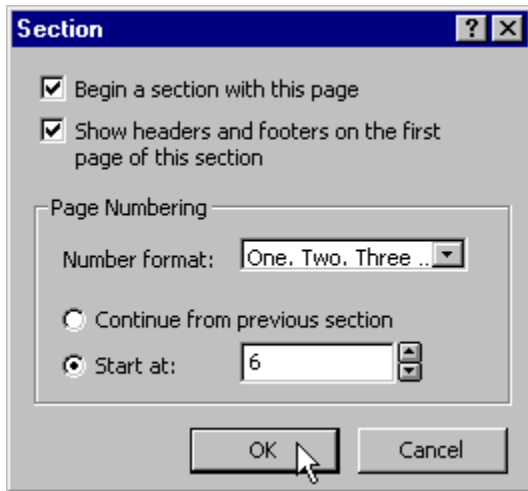
- Select the type of template page you want to insert.
- Click **OK**.

**Note:** The option to insert a template page will only appear if the publication type on which you are working supports this feature. Click the **More Options** button to insert a blank page.

---

## Inserting a Section

- Inserting sections is useful if you need to break your publication up into different sections (such as chapters). The **Section** dialog box allows you to manage page numbering and other section options:



**To insert a section:**

- From the main menu, select **Insert > Section**. This opens the **Section** dialog box.
- Check the **Section** options you want.
- Click **OK**.

---

**Viewing a Two Page Spread**

- A two page spread is useful if you are creating a publication such as a book or booklet.

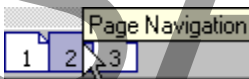
**To view a two-page spread:**

- From the main menu, select **View > Two-Page Spread** (you will see a check mark beside it when the two-page spread is displayed).

---

**Moving Between Pages**

- Click the page numbers in the **Page Navigation** area on the **Status** bar:



**OR**

- From the main menu, select **Edit > Go to Page**. This opens the **Go to Page** dialog box.
- Enter the page number you want to go to.
- Click **OK**.

## Deleting a Page

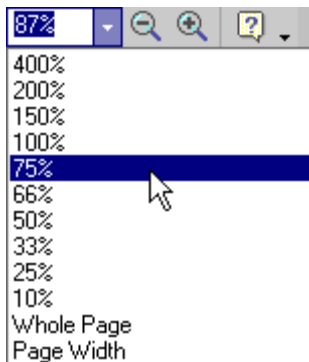
- Go to the page you want to delete.
- From the main menu, select **Edit > Delete Page**.

**Note:** If the page you are deleting contains linked text from the previous or next page, the linked text will not be deleted. The linked text will automatically move to an adjacent page.

---

## Using Page Zoom

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



- Select the magnification you want  
*OR* click the **Zoom Out** or **Zoom In** buttons on the **Standard** toolbar.

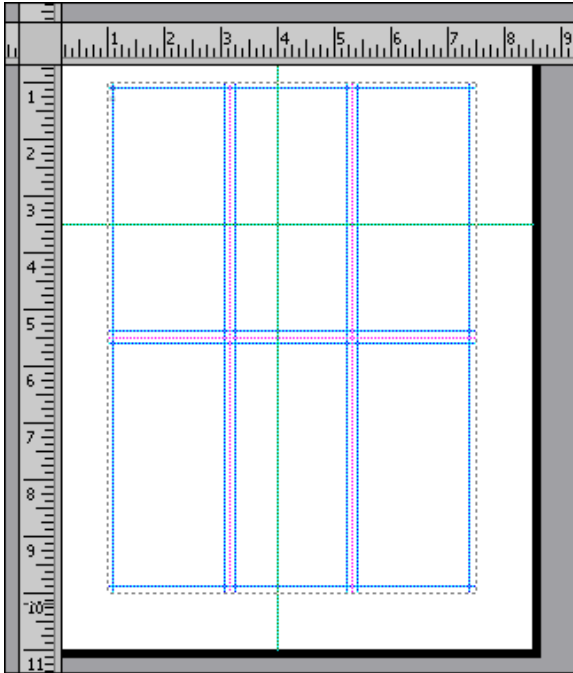
---

## Using Rulers and Guides

### Using Rulers, Ruler Guides, and Grid Guides

- **Rulers**, **margin guides**, **grid guides**, and **ruler guides** provide an easy way to line up objects and text in your publication.

SAMPLE



---

### Viewing and Hiding Rulers

#### To view rulers:

- From the main menu, select **View > Rulers** (you will see a check mark beside it when the rulers are visible).

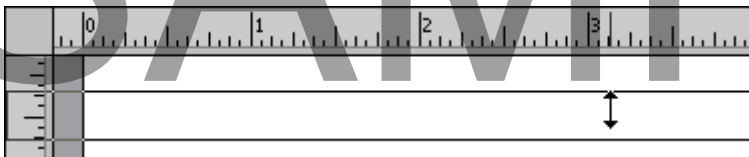
#### To hide rulers:

- From the main menu, select **View > Rulers** (you will **not** see a check mark beside it when the rulers are hidden).

---

### Moving Rulers

- Mouse over the ruler you want to move until your cursor changes into a double arrow.
- Click and drag the ruler to its new location:



**Note:** To move both the horizontal and vertical rulers simultaneously, click and drag the intersecting left corner.

### Changing a Ruler's Zero Point

- Mouse over the ruler for which you want to change the zero point until your cursor changes into a double arrow.
- Hold down the **Shift** key on your keyboard.
- Right-click on the ruler in the location you want the zero point.

---

### Viewing and Hiding Boundaries and Guides

- Boundaries and Guides include margin guides, grid guides, and ruler guides.

#### To view boundaries and guides:

- From the main menu, select **View > Boundaries and Guides** (you will see a check mark beside it when the boundaries and guides are visible).

#### To hide boundaries and guides:

- From the main menu, select **View > Boundaries and Guides** (you will **not** see a check mark beside it when the boundaries and guides are hidden).

---

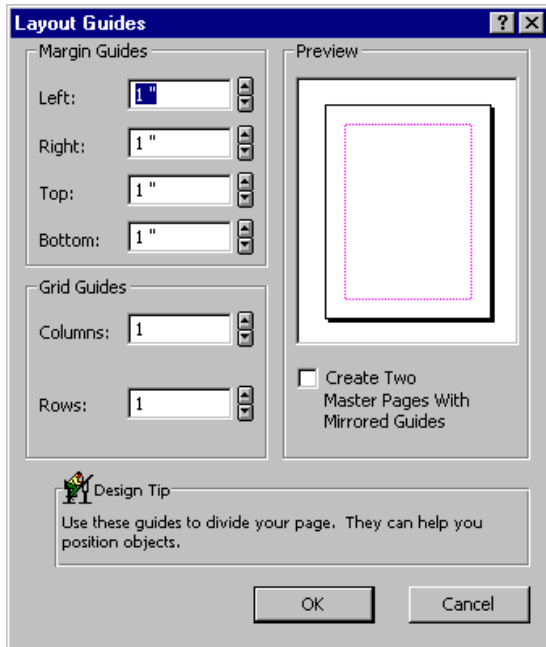
### Changing Margin Guides

- Margin guides are the outer pink and blue layout guides that border your publication. Changes made to margin guides apply to **every page** in your publication.

#### To change margin guides:

- From the main menu, select **Arrange > Layout Guides**. This displays the **Layout Guides** dialog box:

SAMPLE



- Change the margin guides in the **Margin Guides** area.
- Click **OK**.

**Note:** You can view the positioning of your new margin guides in the **Preview** area.

---

### Adding Grid Guides

- Grid guides are pink and blue layout guides that divide your publication into **columns** and **rows**. Grid guides appear on **every page** in your publication and are useful for aligning objects and text.

#### To add grid guides:

- From the main menu, select **Arrange > Layout Guides**. This displays the **Layout Guides** dialog box.
- Add **Columns** and **Rows** in the **Grid Guides** area.
- Click **OK**.

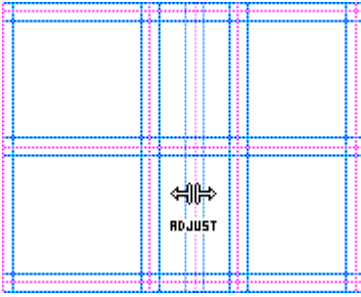
**Note:** You can view the positioning of your new grid guides in the **Preview** area.

---

### Moving Grid Guides

- From the main menu, select **View > Master Page** (you will see a check mark beside it when the Master Page is displayed).
- Press and hold the **Shift** key on your keyboard.

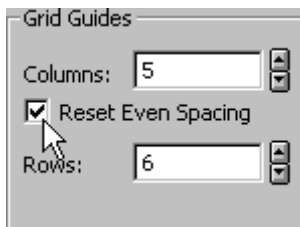
- Click and drag a grid guide to its new location:



- From the main menu, select **View > Master Page** to return to your publication (you will not see a check mark beside it).

**To reset even spacing for grid guides:**

- From the main menu, select **Arrange > Layout Guides**. This displays the **Layout Guides** dialog box.
- Check the **Reset Even Spacing** box in the **Grid Guides** area:



- Click **OK**.

---

### Setting up a Mirrored Page Layout

- A mirrored page layout is useful if you want the same layout guides (margins and grids) applied to a two-page spread. Any changes made to the layout guides on one page, are automatically applied to the second, or mirrored page.

**To set up a mirrored page layout:**

- From the main menu, select **Arrange > Layout Guides**. This displays the **Layout Guides** dialog box.
- Check the **Create Two Master Pages with Mirrored Guides** box.
- Click **OK**.

---

### Adding Ruler Guides

- Ruler guides are green dotted lines that are applied to the **current** page only.

**To add a horizontal ruler guide:**

- From the main menu, select **Arrange > Ruler Guides > Add Horizontal Ruler Guide**.

**To add a vertical ruler guide:**

- From the main menu, select **Arrange > Ruler Guides > Add Vertical Ruler Guide**.

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## End of the preview sample



This sample is approximately half of the full course. Please see the table of contents at the beginning of this document to see the full list of topics covered in the full course.

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