



Publisher XP Quick Reference

Basics

Open a New File

- **FILE**
- **NEW**
- Select Publication type from Task Pane.
- If desired, use the task pane drop-down menu to select *Design Set* or *Blank Publication* options.
- Select desired publication type from the main display window.

Task Pane

- Appears on the left-hand side of the screen. If it ISN'T visible, choose **VIEW-TASK PANE**

New Publication

Start from a design

- By Publication Type
- By Design Sets
- By Blank Publications
- Newsletters
- Web Sites
- Brochures

Print Preview

- **FILE**
- **PRINT PREVIEW**

Drop-down menu for various new documents options

Different choices appear in the task pane.

Insert a New Page

- **INSERT**
- **PAGE**
- Select appropriate options

Duplicate a page

- **INSERT**
- **PAGE**
- Select *Duplicate All Objects on Page*

Print

- **FILE**
- **PRINT**

Create a Master Page

- **VIEW**
- **MASTER PAGE**
- The master page will now appear. Anything that you put on a master page will appear on every page.
- To return to regular view, go to **VIEW** and uncheck *Master Page*

Edit or Create

- **PERSONAL INFORMATION**
- **EDIT**
- **PERSONAL INFORMATION**

Objects

Insert Clipart

- **INSERT**
- **PICTURE**
- **CLIPART**
- Task Pane will open.
- Type subject in *Search*
- Click **SEARCH**
- Double-click on image to insert.

To Modify a Search

- Click the **MODIFY** button at the bottom of the search task pane
- Enter new search subject

Insert WordArt

- **INSERT**
- **PICTURE**
- **WORDART**
- Option-Use the WordArt icon.

Insert a Picture or File

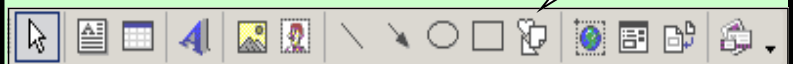
- **INSERT**
- **PICTURE**
- **FROM FILE**
- Choose desired file.

Insert a Drawing Object

- **INSERT**
- **PICTURE**
- **AUTOSHAPES**
- Choose desired autoshape.

Drawing Toolbar

Appears on the left hand edge of the screen.



Nudge an Object

- Select the object
- Click and hold the **ALT** key.
- Use the arrow keys to move the object left, right, up or down.

Duplicate an Object

- Select the object.
- Click and hold the **CONTROL** key.
- Click and drag the object to the new location.

Change the order of an Object

- Select the object
- **ARRANGE**
- **ORDER**
- Select appropriate option.

Align Multiple Objects

- Hold down the control key and select **each** object..
- **ARRANGE**
- **ALIGN OR DISTRIBUTE**

Text Box/Autoshape Formatting

Set Text Attributes

- Select text box or text
- In the Formatting Toolbar at the top of the screen:
- Select **FONT** from Font drop-down menu
- Select **SIZE** from size drop-down menu
- Select centering options
- Select **Bold**, **Underline** or **Italic**
- For more options:
 - **FORMAT**
 - **FONT**

Bullets

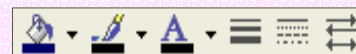
- Select text box or text
- In the Formatting toolbar select the **BULLETS** or the **NUMBERING** icon.
- For more options:
 - **FORMAT**
 - **BULLETS & NUMBERING**

Set Automatic Text resizing

- Select text box
- **FORMAT**
- **AUTOFIT TEXT**
- Select desired option.
- *Best Fit* increases or decreases text size as a box is resized or text is added or deleted.
- *Shrink text on overflow* decreases text size as text is added or as a box size is decreased. It will not increase size.

Change text box/Autoshape color/fill

- Select text box
- Choose appropriate icon from drawing toolbar



- **Fill Color**
- **Line Color**
- **Text Color**
- **Line Width**
- **Line Style**

Link Text boxes

- Create both text boxes.
- Select 1st text box.
- Click on Link icon in tool bar.
- Click on 2nd text box.



Include "Continued on/ from in linked text boxes.

- Right-Click on text box.
- Select *Format Text Box*.
- Select *Text Box* Tab.
- Select desired "continued..." box.



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Saving

As a Publisher File

- **FILE**
- **SAVE AS**
- Select location.
- Enter file name.
- If needed, choose an earlier version of Publisher in the *Save As Type field*.
- **SAVE**

As an Image file

- **FILE**
- **SAVE AS**
- Select Location.
- In the *Save as Type* field, scroll down and choose either *graphics interchange format (*.gif)* or *JPEG (*.jpg)*
- Be sure to also save the file as a Publisher document so that it can be edited if necessary.

As a Template

- **FILE**
- **SAVE AS**
- In the *Save as Type* field, scroll down and choose *Publisher Template (*.pub)*
- The file location will change to the MS Office template folder. If desired, change the file location.

As a Web Page

- Make a folder to hold the web page
- **FILE**
- **EXPORT AS WEB PAGE**
- Choose the newly created folder
- Enter a web site name
- **SAVE**
- **YES**
- Be sure to also save the file as a Publisher document so that it can be edited if necessary.

Master Page

The **Master Page** contains anything that you want to have appear on every page. It also controls headers/footers and page numbers.

Start any direction in this section by going to **VIEW—>MASTER PAGE**.

To return to your document, go to **VIEW** and uncheck **MASTER PAGE**.

Headers and Footers

- **VIEW**
- **HEADER AND FOOTER**
- The header will appear and your cursor will be inside it.
- The Header/Footer toolbar will appear. Use it to switch between header and footer.

The keystroke to switch between Master Page and regular view is **Control-M**.

Insert Page Numbers

- **INSERT**
- **PAGE NUMBERS**
- Make selection positions and alignment.

Pictures, lines and text boxes can be added to any master page. Add them as you usually would. They will then appear on every page.

To Add a Border

- Use the square autoshape to draw a large rectangle around the page.
- **FORMAT**
- **AUTOSHAPE**
- Select color and line style from the drop-down menus
- If desired, click on **BorderArt** for many more options, including graphic border design.

Other Options

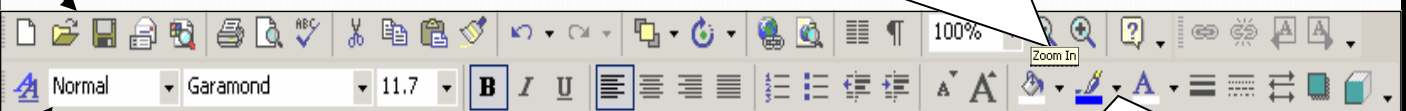
Many Publisher commands can be accessed from **toolbars**.

If the desired toolbar isn't showing go to **VIEW—>TOOLBARS** and select the appropriate toolbar from the drop-down menu.

If the Task Pane isn't showing, go to **VIEW—>TASK PANE**.

Standard Toolbar—icons for basic operations such as cut, copy, paste.

Hover your mouse over any icon and a **tool tip** will appear describing the function of the icon.



Formatting Toolbar—icons for style, color, font & fill.

Many icons in the Formatting Toolbar have drop-down menus for more options.

To Display Rulers

- **VIEW**
- **RULERS**

To Set Margins

- **ARRANGE**
- **LAYOUT GUIDES**

To Set Snap to

- **ARRANGE**
- **SNAP**

To Zoom in Automatically

- Press the F9 key to toggle between full page and 66% view.