





Publisher Directions

Using the Task Pane

The task pane replaces commonly-used dialog boxes. For example, when you select **New** from the **File** menu, the **New Presentation** task pane will appear.

- To change the task category, click the down arrow  on the task pane, and select a category from the resulting menu.
- To navigate through the task pane, click the **Back**  and **Forward**  buttons at the top of the pane.
- To open or close the task pane, select **Task Pane** from the **View** menu, or press **Ctrl + F1**. To quickly close the task pane, click the **Close**  button in the upper-right corner of the pane.

*Note: The **New Publication** task pane appears by default when you open Publisher 2003. It allows you to create new publications and open existing publications.*



Best Fit

- Select text box tool
- Draw text box
- With box selected, right click in the box
- Select format box
- Choose format tab
- Select best fit radio button

Mini Book

- Publisher
- New publication
- Pull down arrow - by publication type (see graphic)
- Select blank publication
- Double click on side-fold card
- When asked to add pages, click yes
- Put information on each page
- Book will print on one side of paper
- Fold for mini book

Larger book

- Follow same directions as mini book
- For blank publication, choose book fold
- Go to File-page setup and select landscape
- Book will print two-sided –glue paper together if not available

Postcard

- Publisher
- New publication—see using Task Pane above
- Pull down arrow - by publication type
- Select blank publication
- Double click on postcard
- Go to Insert—page—click OK
- Put information on each side of the postcard
- Before printing, select page set-up, choose 1/4 page (4 identical postcards on each page) or 1/2 page (2 identical postcards on each page).