

Publisher 2003

Manual - Foundation Level



SAMPLE

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COURSEWARE

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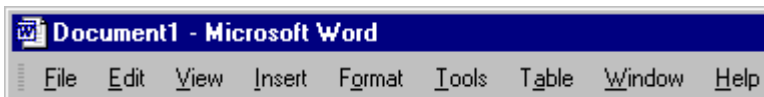
SAMPLE

Course Basics

Toolbars

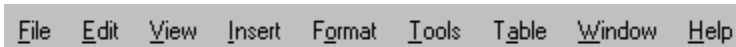
The Title Bar

- The title bar is displayed along the top of almost all program, folder and dialog box windows. It is used to display information such as the name of the application (or folder) and the document you are working on. Information which is displayed here may vary. The example shown illustrates the title bar for a program called **Microsoft Word**, in which a document called **Document1** has been opened or saved:



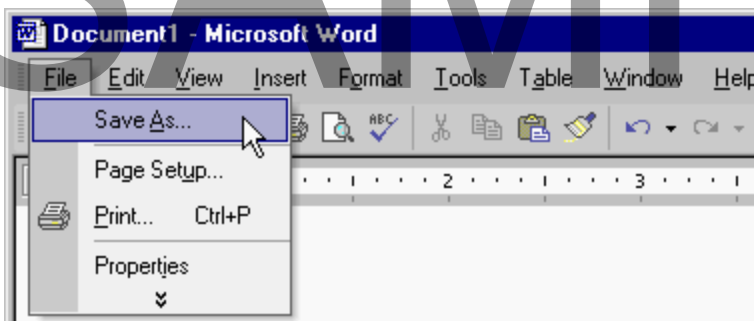
The Menu Bar

- The menu bar is located under the title bar, and contains a series of drop down menus. The example shown illustrates the Microsoft Word Menu Bar:



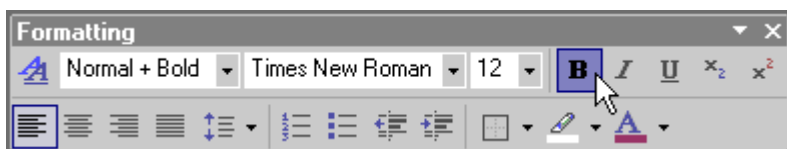
To execute Menu commands

- In most cases, you are asked to use the mouse to execute a series of menu commands (e.g., **File > Save As**). What this means is that you select **File** from the main menu, followed by **Save As**:



The Tool Bar

- The tool bar contains a series of icons, which allow you to achieve a desired effect as quickly as possible. In the example shown, taken from the Microsoft Word Formatting toolbar, to make the selected text bold, you would click on the **Bold** icon:



The Status Bar

- Most application windows have a status bar displayed along the bottom of the window. In the example illustrated, taken from Microsoft Word, the status bar conveys information about the page within the document which you are working on, along with other relevant information:





The Scroll Bar

- When a program or folder needs to display information within a window, two sets of scroll bars may be displayed along the bottom and right side of the window. By using the scroll bars it is possible to move to any position within a document and also work on a document many times bigger than your physical screen size.

To move up and down within a window (using the scroll bar)

- To scroll upwards in a window, click on the upwards-pointing arrow at the top of the vertical scroll bar: 
- To move downwards in a window, click on the downwards-pointing arrow at the bottom of the vertical scroll bar: 

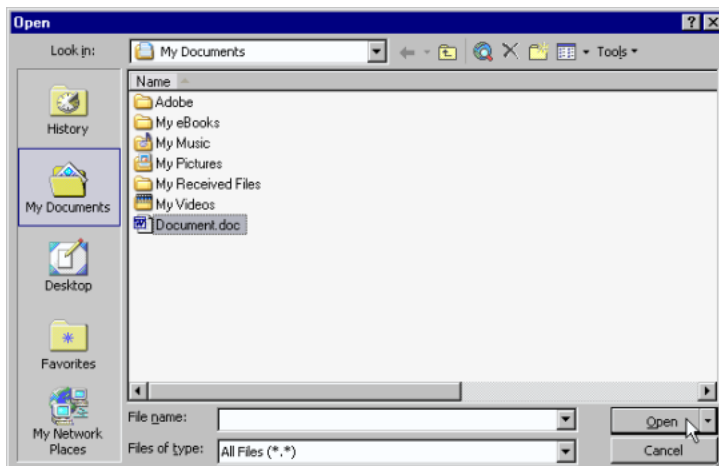
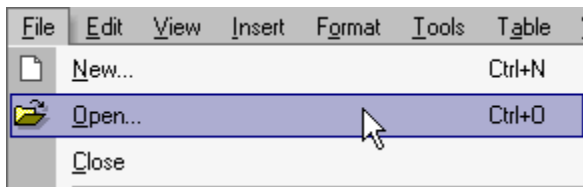
To move right to left within a window

- To move to the right-hand side of a window, click on the right-hand arrow on the horizontal scroll bar: 
- To move to the left-hand side of a window, click on the left-hand arrow on the horizontal scroll bar: 

File Management

Opening Files

- From the main menu, select **File > Open** command or click on the **Open** icon and select the required file from the dialog box displayed:

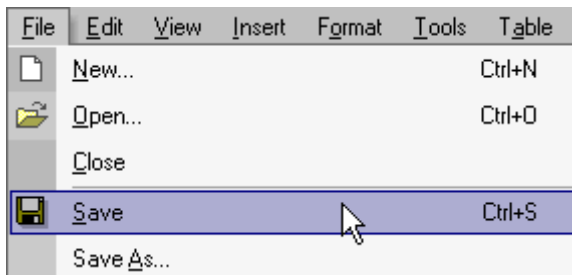


- Use the **Look in** drop-down menu to select the drive or folder which contains the file you want.
- To open the file you require either double-click on the file name or select the file name by clicking on it, and then click on the **Open** button.

Saving Files

To save a new document

- From the main menu, select **File > Save** command or click on the **Save** icon and from the dialog box displayed select the required folder. Enter a file name and then click on the **Save** button:



- After you have saved the file for the first time, clicking on the **Save** icon will automatically save your document with the filename you gave it. It does not give you the option to rename.

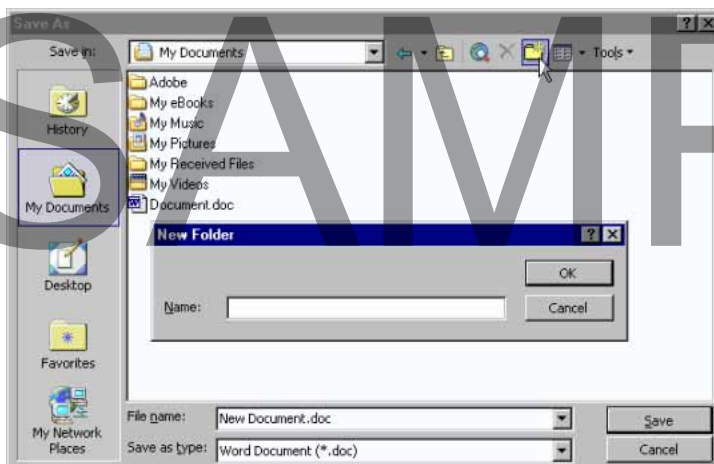
To save a document under another name and/or location

- The **Save As** command can be used to save a file under a different name, to save a file in a different word processor format, or to save a file to a different drive and/or folder. From the main menu, choose **File > Save As** command.

Note: The **File > Save As** command will rename the document on the screen so that you can keep the earlier version, as well as saving any changes you have made.

To create a new folder in which to save your document

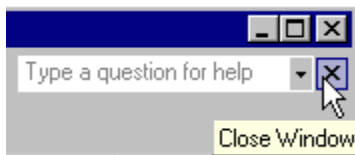
- Click on the **Create New Folder** icon, displayed within the **Save As** dialog box.
- This will display the **New Folder** dialog box. Enter the name of the new folder, and then click on the **OK** button:



Note: The folder will be created under the current folder.

Closing Files

- Click on the **Close Window** icon displayed at the top-right of the document window. Be sure to click on the **Close Window** icon, (as opposed to the **Close** icon):



Installing the Sample Files

- Use Windows Explorer to create a folder called **Publisher 2003 Foundation Samples**, in the **My Documents** folder.
- If you are installing the sample files from the CD-ROM, place the CD-ROM in the CD drive and copy the files from the **publisher_2003_foundation_usa\exercise_files** 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.

- **Notes for tutors:**

The above instructions are for Windows that has not been set-up for a multi-user environment (with individual profiles). The instructions above may require modification within a Windows mutliuser environment. Where possible pre-install the relevant work files prior to use by students/delegates.

SAMPLE

Microsoft Publisher 2003

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 Text Boxes Toolbar
- Use the Objects Toolbar
- Use the Ask a Question Box
- Use ScreenTips
- 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?

Using Microsoft Publisher 2003

- **Publisher 2003** is the desktop publishing program in Office 2003. Business professionals can create eye-catching **brochures, newsletters, Web sites,** and other marketing materials, without the use of a professional designer.

Using File Types

- By default, Publisher 2003 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 2002 files, Publisher 2000 files, Publisher 98 files, and Publisher Templates.
- Publisher 2003 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** which 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.

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 within the Publisher Window

- The Publisher Window can be divided into four distinct areas:

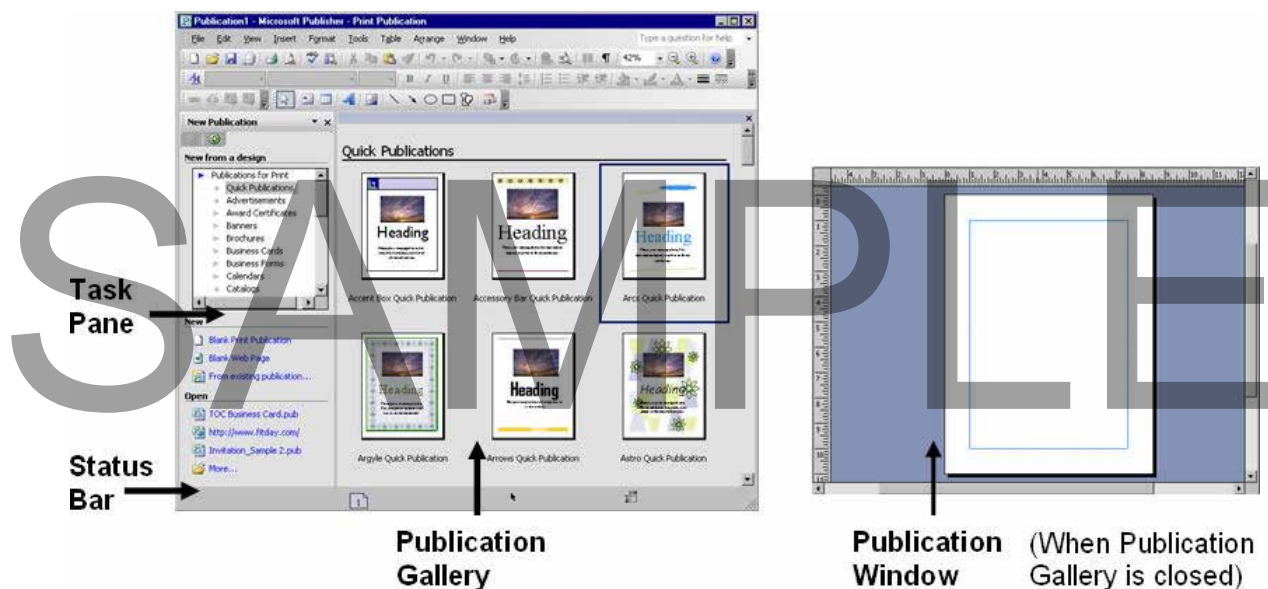
The Publication Window

- 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 2003 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.

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. Publisher 2003 contains a number of new Task Panes.
- Task Panes now available include **Help, Search Results, Clip Art, Research, Clipboard, New Publication, Find and Replace, Graphics Manager, Design Checker, Edit Master Pages, Background, Styles and Formatting, Font Schemes**, and **Mail and Catalog Merge**.
- By default, the **New Publication** Task Pane is displayed when you open Microsoft Publisher.

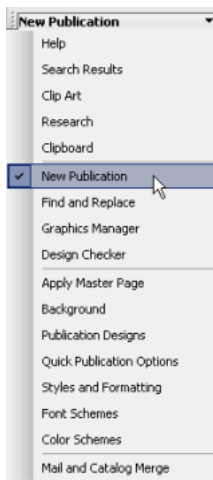
To display the Task Pane (if it has been closed)

- 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:

SAMPLE



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.

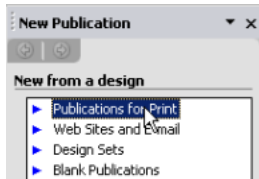
Note: Individual Task Panes are discussed in greater detail later in this Training Manual.

Using the Publication Gallery

- The **Publication Gallery** is a visual gallery of all publication designs available for use. Publisher 2003 boasts a wide array of new publication design templates from which you can choose the design you need.

To display or hide the Publication Gallery

- To display the **Publication Gallery**, click on the publication category you need from the **New from a design** list displayed on the **New Publication** Task Pane:



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



- The **Publication Window** will now be displayed.

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).

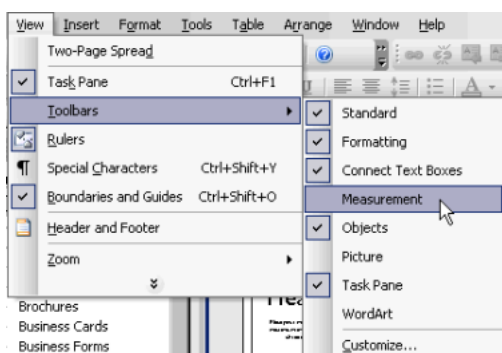
Getting to Know Publisher Toolbars

Using Toolbars

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

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 dotted vertical line 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. Publisher 2003 contains two enhanced **Standard** toolbar buttons: **Research** and **Send This Page as a Message**.

 **New** – Create a new publication


 **Open** – Open a publication


 **Save** – Save the publication

 **Send This Page as a Message** – E-mail the publication

 **Print** – Print the publication


 **Print Preview** – Preview the publication

 **Spelling** – Check spelling

 **Research** – Display the Research Task Pane


 **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 Office Publisher Help – Display the Publisher Help Task Pane



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

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.



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
-  **Justify** – Justify text
-  **Line Spacing** - Adjust line spacing
-  **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


SAMPLE


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


Using the Connect Text Boxes Toolbar


- The **Connect Text Boxes** toolbar (previously known as the **Connect Frames** toolbar in earlier versions of Microsoft Publisher) provides quick access to text box actions. 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.

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

 **Break Forward Link** – 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 Textboxes toolbar

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. Depending on what type of publication you are working with, some or all of the buttons will be accessible:











 **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

-  **Line** – Draw a line
-  **Arrow** – Drawn 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

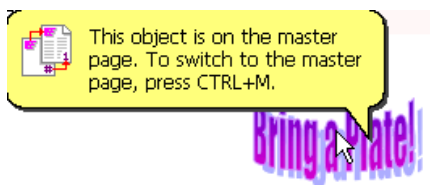
- The **Ask a Question Box** allows you to type in key words relevant to the topic with which you would like help. It is located in the menu bar at the top right of your screen:

A screenshot of a search box with the placeholder text "Type a question for help" and a downward-pointing arrow on the right side.

Type a question for help

Using ScreenTips

- Publisher has a useful **ScreenTips** feature, which offers timely advice when performing various tasks. In this example, a ScreenTip appears when a WordArt object is selected:



- To turn off the ScreenTips, or to change your ScreenTips user options, choose **Tools > Options** from the main menu and click on the **User Assistance** tab.
- Make any necessary changes and click **OK**.

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 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.

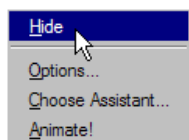
Displaying the Office Assistant

- From the main menu, select **Help > Show the Office Assistant**:



Hiding the Office Assistant

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



Customizing the Office Assistant

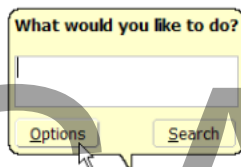
- You can customize the **Office Assistant** by defining when the Office Assistant is used and what types of tips are displayed. You can also change the default image to other images provided in the gallery
- To change the Office Assistant image, simply right-click on the Office Assistant and select **Choose Assistant** from the menu. Choose the **Gallery** tab, and click on the **Next** button to scroll through available images. When you are satisfied with the image, click **OK**:



To customize the Office Assistant

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

OR click once on the Office Assistant and select 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.

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

To display the tip offering advice

- Click the **Office Assistant** or light bulb:



Using Tips of the Day

- Publisher 2003 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 2003 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 Text Boxes Toolbar?
- Use the Objects Toolbar?
- Use the Ask a Question Box?
- Use ScreenTips?
- 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 Publications for Print
- Select a Template by Web Sites and E-Mail
- 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
- Use the Research Pane
- Display the Research Pane
- Search for information online
- 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

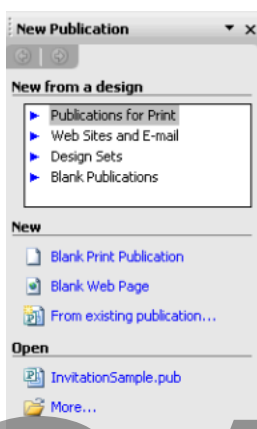
- The **New Publication** Task Pane provides a central point to create a new publication or open an existing one. The New Publication Task Pane provides templates sorted by **Publications for Print**, **Web Sites and E-mail**, **Design Sets**, or **Blank Publications** (layouts), from which you can base a new publication. You do not need to use a template to create a new publication.
- Selecting a publication template will automatically open the **Publication Gallery**, located on the right side of the screen.

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**:



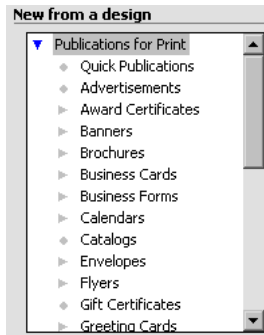
Creating a Publication from a Design Template

Selecting a Template by Publications for Print

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

Note: If you have already created templates of your own, an additional **Templates** category will also be displayed.

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



To select a template by Publications for Print

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



- 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 may be asked to enter **Personal Information**. Personal Information is discussed in the next section.

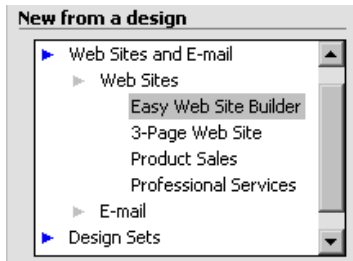
Selecting a Template by Web Sites and E-Mail

- Publisher 2003 now allows you the option of choosing from a variety of **Web Site** and **E-Mail** design templates.

- Click on **Web Sites and E-Mail**, located in the **New from a design** list:



- Scroll through the **Web Sites** and **E-Mail** options available and click on the type of publication you are interested in:

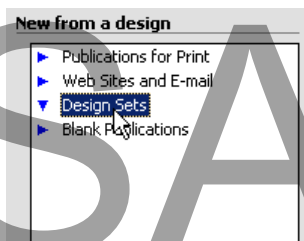


Selecting a Template by Design Sets

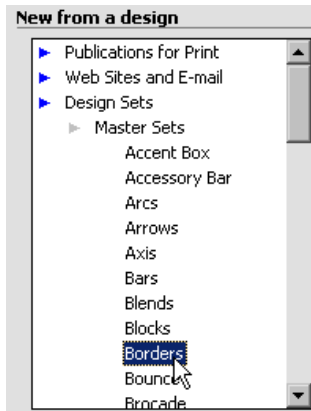
- Selecting a template based on **Design Sets** sorts publication templates into categories such as **Arcs**, **Bubbles**, **Eclipse**, **Layers** and other design sets.
- Each design set has a variety of publication types to choose from which are also displayed in the **Publication Gallery**.

To select a template by Design Sets

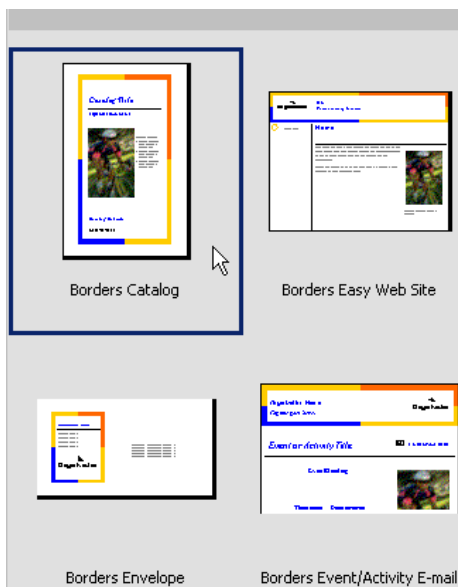
- Click on **Design Sets**, located in the **New from a design** list:



- 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**:

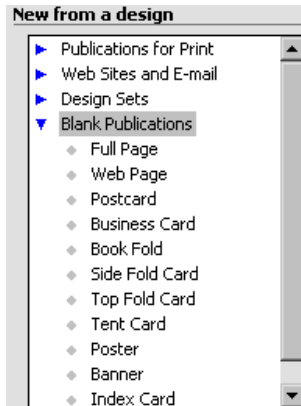


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Selecting a Template by Blank Publications

- Selecting a template based on a **Blank Publications** sorts publication templates into different layouts.

- Each blank publication has a corresponding layout in the **Publication Gallery**:



To select a template by Blank Publications

- Click on **Blank Publications**, located in the **New from a design** list
- 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

Using Personal Information

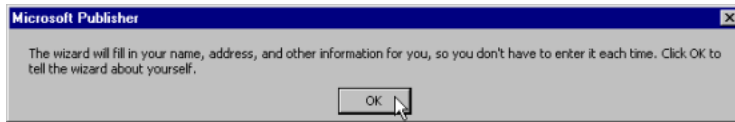
- The first time you use a template, Microsoft Publisher will ask you for **personal information**. Personal information requested includes **name, job title, organization name, address, tag line, phone, fax, and e-mail, logo, and color schemes**.
- There are four **personal information sets** for which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

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:

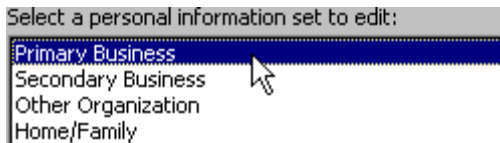


- Click **OK**. This opens the **Personal Information** dialog box.

Note: If this is *not* your first time using a design template, and you have already entered a Personal Information Set, you can easily edit your information. From the main menu, choose **Edit > Personal Information** to open the **Personal Information** dialog box. Edit the information as needed.

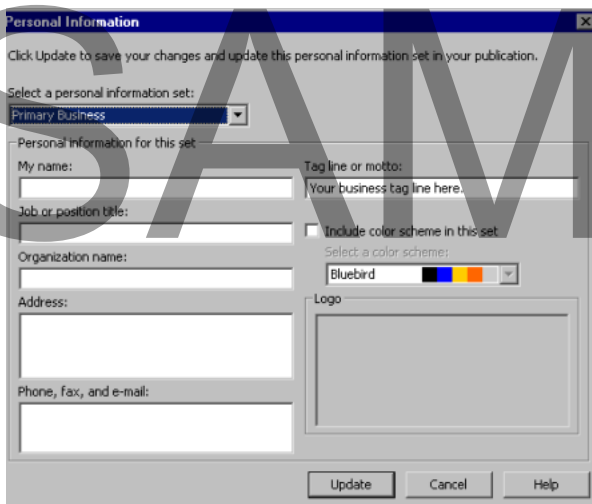
Selecting a Personal Information Set

- 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:



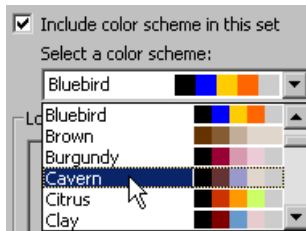
SAMPLE

Selecting a Color Scheme

- Selecting a color scheme applies a set of colors to your current publication and any future publications which 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 on the logo and then click the **Wizard** button which appears to the bottom right-hand side of the inserted logo:



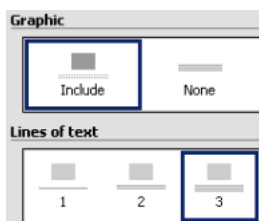
- This displays the **Logo Designs** Task Pane.

SAMPLE

- Select a logo design from the **Apply a design** area:



- Click **Logo Options** on the Task Pane.
- From the **Graphic** 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

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.

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

- In the **New Publication** task Pane, click **Templates** in the **New from a design** list:



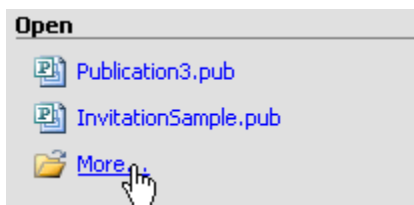
- Locate and select the template you want.

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 customized templates. Otherwise, the **Template** category will not be listed.

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**. 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**.

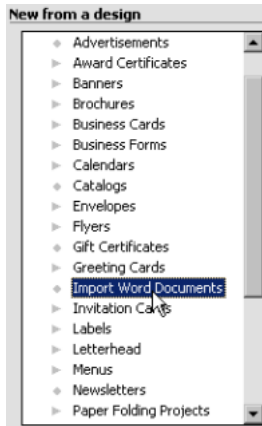
To import a Word document into a pre-selected design

- From the main menu, select **File > New** to open the **New Publication** Task Pane.
- Click **Publications for Print** in the **New from a design** list:



- Select **Import Word Documents**:

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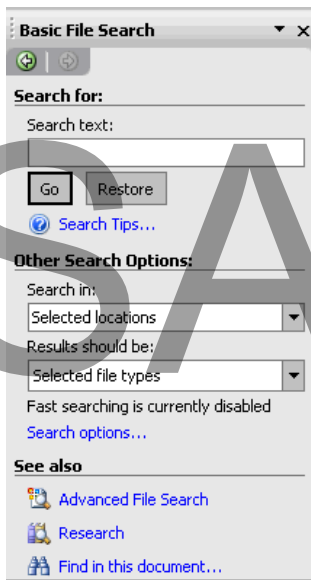


- Select the design template you want from the **Publication Gallery**. This opens the **Import Word Document** dialog box.
- Locate and select the file you want to import.
- Click **OK**.

Understanding the Basic File Search Task Pane

Using the Basic File 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:

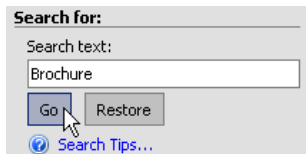


Displaying the Basic File Search Pane

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

Searching for Files

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



Customizing Searches

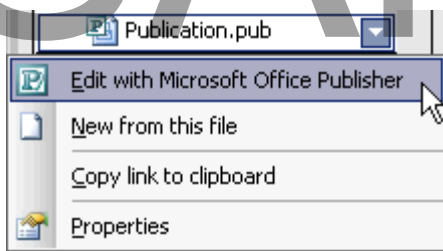
- Click the down arrow next to the **Search in** box and select a location.
- Click the down arrow next to the **Results should be** box and select a file type.

Note: You can customize your search further by using **Advanced File 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.

Understanding the Research Task Pane

Using the Research Pane

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



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

Displaying the Research Pane

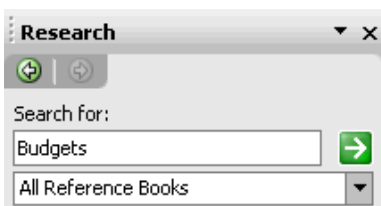
- Click the **Research** button on the **Standard** toolbar 

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

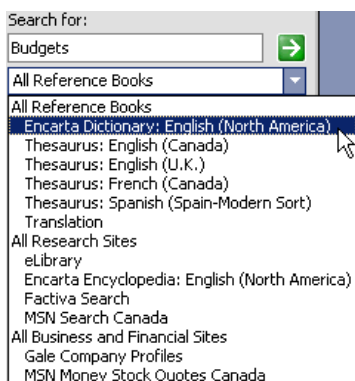
OR click on the **Other Task Pane** down arrow on the Task Pane, and select **Research** from the list.

Searching for information online

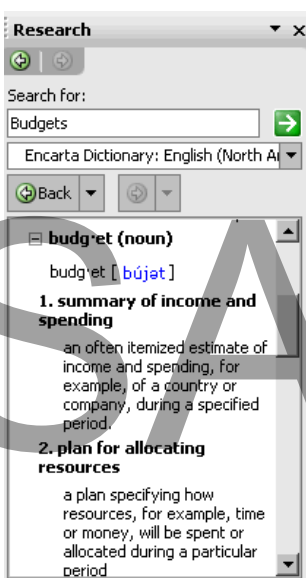
- Enter the text to search for in the **Search for** textbox, located on the **Research** Task Pane. In this example, we will type the word "budgets":



- Select the location where you would like to perform a query from the drop-down menu. Choose from a variety of online reference books, research sites, and financial sites:



- 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 customize your online searches to include a greater variety of online reference books, research sites, and financial sites.

Managing a Publication

Saving Summary Information

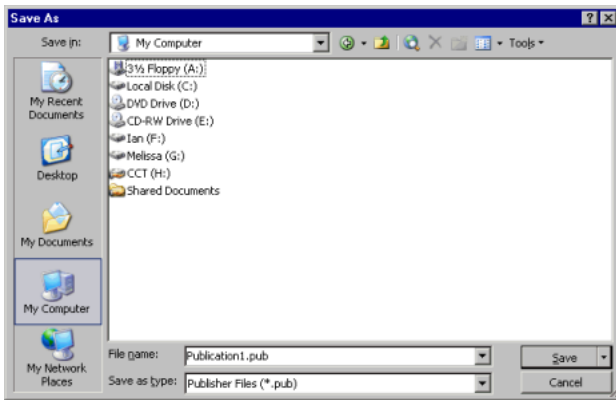
- From the main menu, select **File > Properties**. This opens the **Properties** dialog box.
- Click the **Summary** tab.
- Enter the information you want.
- Click **OK**:



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**:



Saving a Publication as a Picture

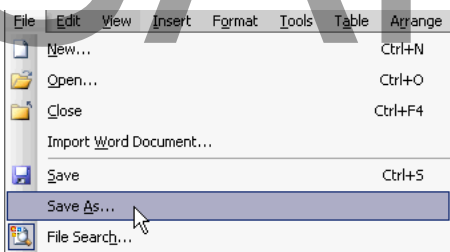
- From the main menu, select **File > Save As**. This opens the **Save As** dialog box.
- Click the down arrow on the **Save as type** drop-down menu.
- Select a format with a picture extension.
- Click **Save**.

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 **Single File Web Page (*.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 Publications for Print?
- Select a Template by Web Sites and E-Mail?
- 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?
- Use the Research Pane?
- Display the Research Pane?
- 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?

SAMPLE

Designing a Page

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

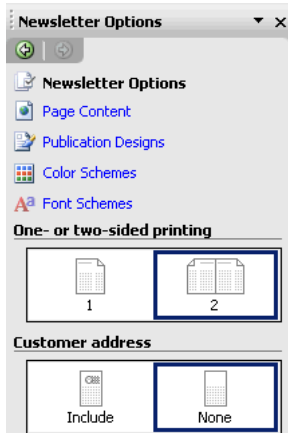
- Display the Publication Options Task Pane
- Apply Publication Options
- Use Quick Publication Options
- Display the Publication Designs Task Pane
- Apply a Publication Design
- Reset a Publication Design
- Display the Color Schemes Task Pane
- Apply a Color Scheme
- Create a Custom Color Scheme
- Delete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

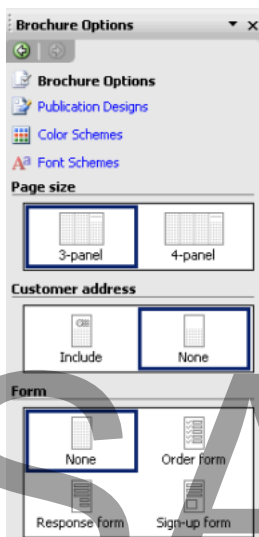
Using the Publication Options Task Pane

- 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:

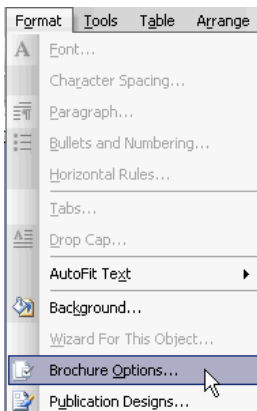


Displaying the Publication Options Task Pane

- 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.

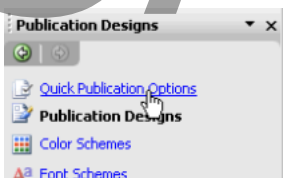
Using Quick Publication Options

- **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.

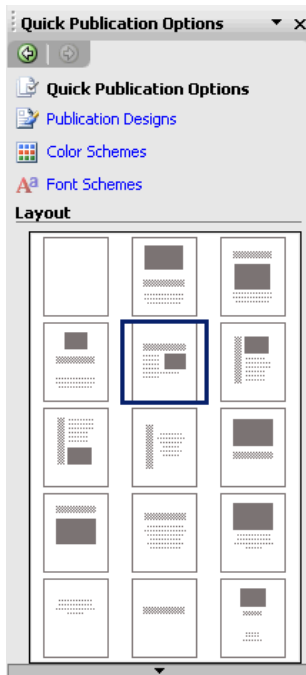
To apply a Quick Publication Option

- From the main menu, select **Format > Quick Publication Options**

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



- Select a layout to apply from the **Layout** area on the **Quick 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.

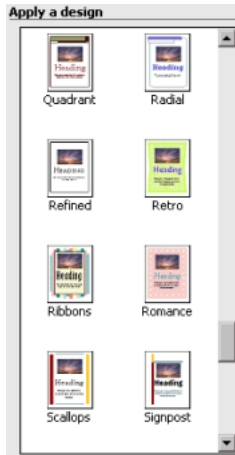
Displaying the Publication Designs Task Pane

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

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

Applying a Publication Design

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

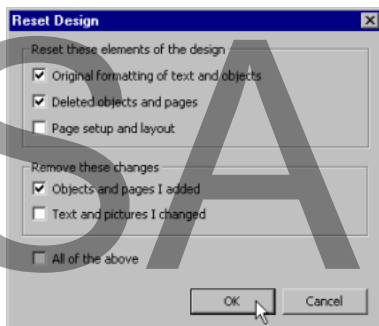


Resetting a Publication Design

- 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:



- 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**.



- 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**

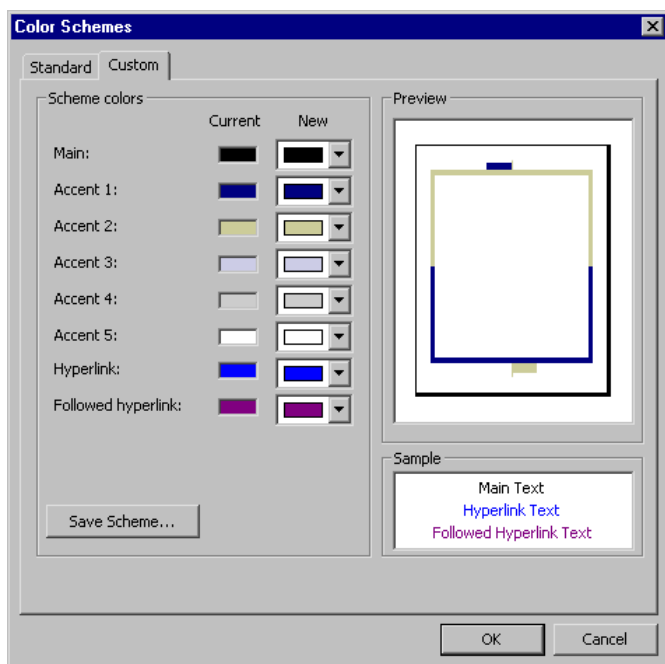
OR click on the **Other Task Pane** down arrow on the Task Pane, and select **Color Schemes** from the list.

Applying a Color Scheme

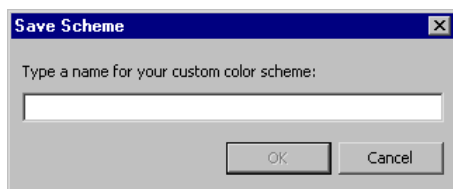
- In the **Color Schemes** Task Pane, click the color scheme you want to apply.

Creating a Custom Color Scheme

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



- 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**.

SAMPLE

End of the preview sample



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