

Publisher 2003

Workbook - Foundation Level



SAMPLE

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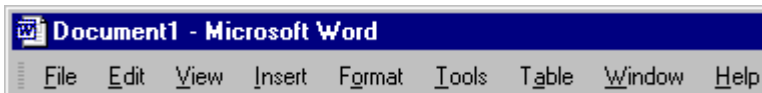
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Course Basics

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:



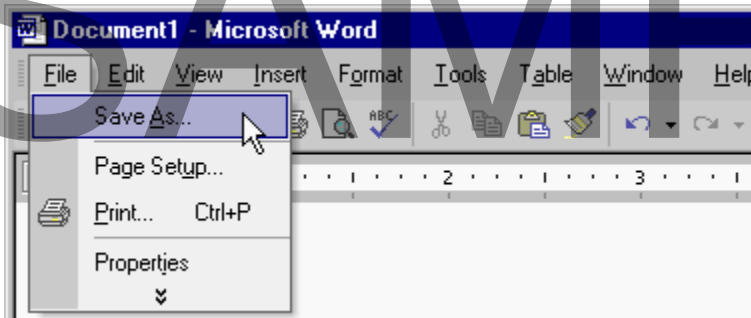
The Menu Bar

- 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:



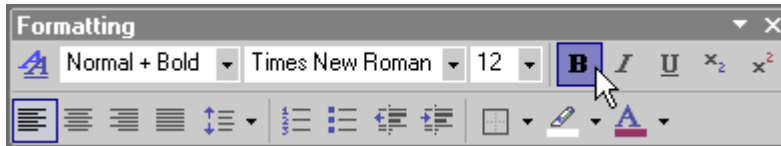
To execute Menu commands

- 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 **B** 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: 

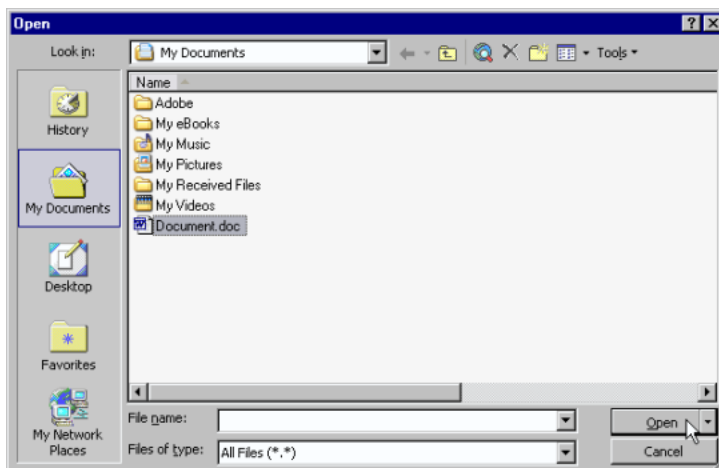
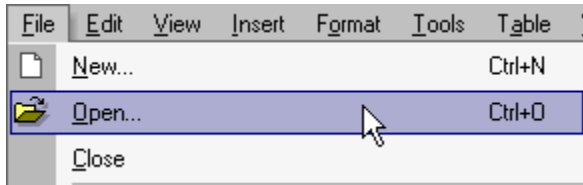
To move right to left within a window

- 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:

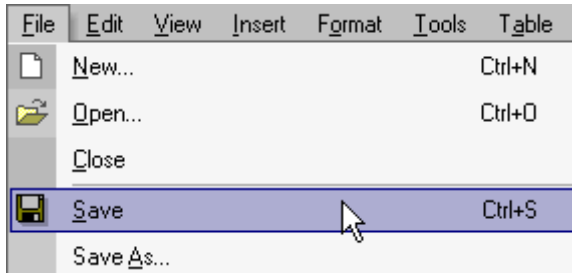


- Use the **Look in** drop-down menu to select the drive or folder which contains the file you want.
- To open the file you require either double-click on the file name or select the file name by clicking on it, and then click on the **Open** button.

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.

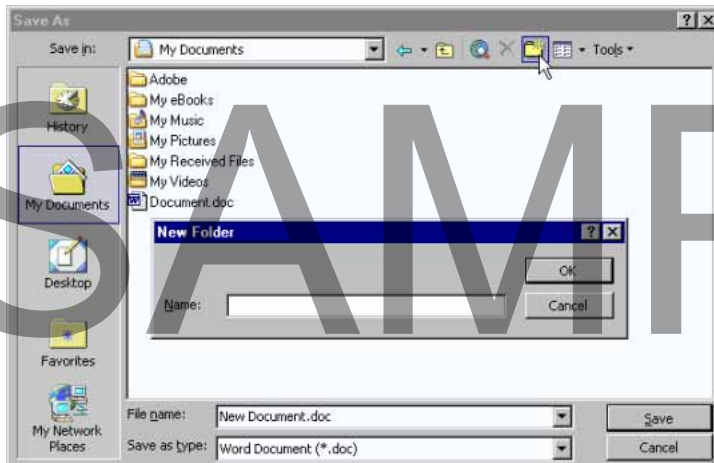
To save a document under another name and/or location

- 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

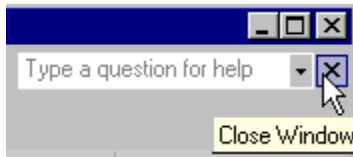
- Click on the **Create New Folder** icon, displayed within the **Save As** dialog box.
- This will display the **New Folder** dialog box. Enter the name of the new folder, and then click on the **OK** button:



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

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Microsoft Publisher 2003

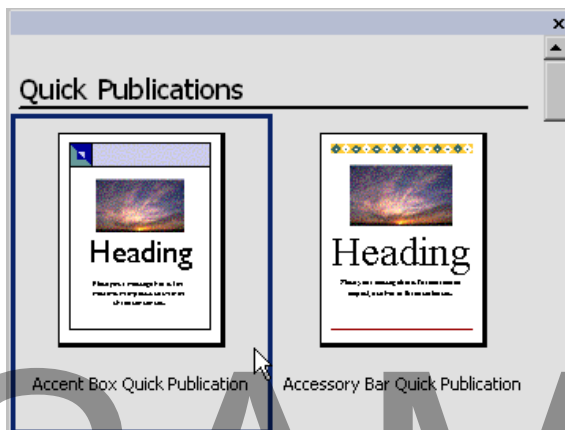
Getting to Know the Publisher Environment

Using the Publication Window

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

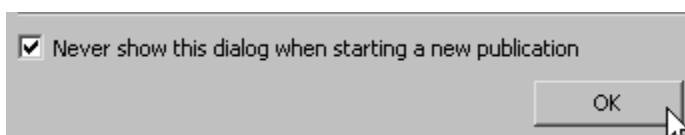


- Look at the various **Quick Publication** template options in the **Publication Gallery**:



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

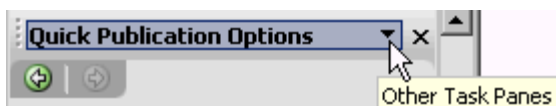
Note: If the Personal Information dialog box appears, select **Never show this dialog when starting a new publication**. Click **OK**. This will be covered in a later exercise:



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

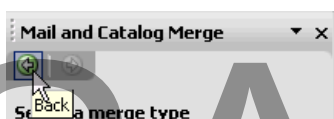
Using the Task Pane

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



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

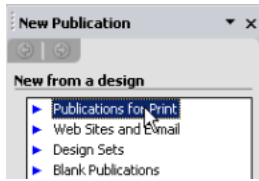
- Look at the task options available on this pane.
- Click the **Other Task Panes** down arrow and select **Apply Master Page**.
- Look at the task options available on this pane.
- Click the **Other Task Panes** down arrow and select **Background**.
- Look at the task options available on this pane.
- Click the **Other Task Panes** down arrow and select **Publication Designs**.
- Look at the task options available on this pane.
- Click the **Other Task Panes** down arrow and select **Styles and Formatting**.
- Look at the task options available on this pane.
- Click the **Other Task Panes** down arrow and select **Font Schemes**.
- Look at the task options available on this pane.
- Click the **Other Task Panes** down arrow and select **Color Schemes**.
- Look at the task options available on this pane.
- Click the **Other Task Panes** down arrow and select **Mail and Catalog Merge**.
- Look at the task options available on this pane.
- From the main menu, select **View > Task Pane** to hide the Task Pane.
- From the main menu, select **View > Task Pane** to display the Task Pane.
- Notice the **last** Task Pane view ed is the one that is displayed.
- Click the **Back** button on the Task Pane **four** times (until you reach the **Quick Publication Options** Task Pane):



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

Using the Publication Gallery

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



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



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

Using the Status Bar

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

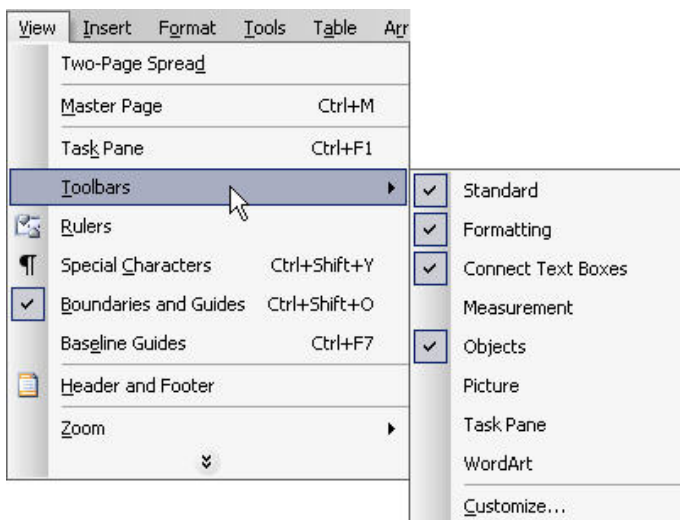
Getting to Know Publisher Toolbars

Using Toolbars

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



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

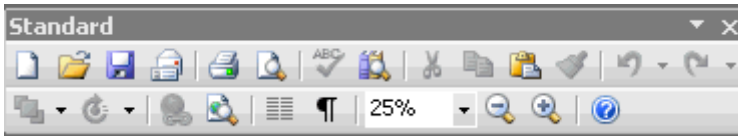


- Select **View > Toolbars > Standard** to hide the **Standard** toolbar.
- Select **View > Toolbars > Standard** again to display the **Standard** toolbar.
- Select **View > Toolbars > Formatting** to hide the **Formatting** toolbar.
- Select **View > Toolbars > Formatting** again to display the **Formatting**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

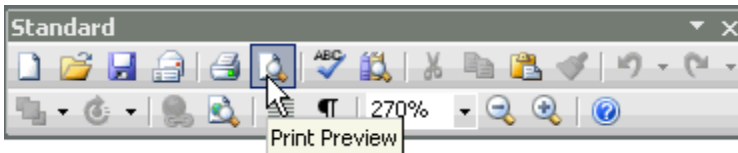
- Select **View > Toolbars > Picture** again to hide the **Picture** toolbar.
- Select **View > Toolbars > WordArt** to display the **WordArt** toolbar.
- Select **View > Toolbars > WordArt** again to hide the **WordArt** toolbar.
- Position your mouse over the dotted vertical line at the left of the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



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



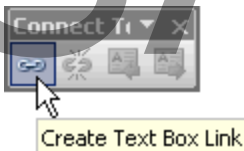
- Drag the **Standard** toolbar back to its original position above the **Formatting** toolbar.
- Position your mouse over every button on the **Standard** toolbar to see the descriptive tool name:



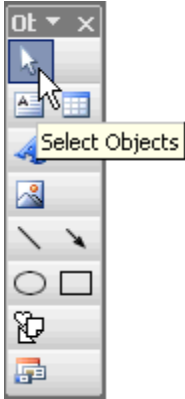
- Position your mouse over every button on the **Formatting** toolbar to see the descriptive tool name:



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



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



- Close the publication.

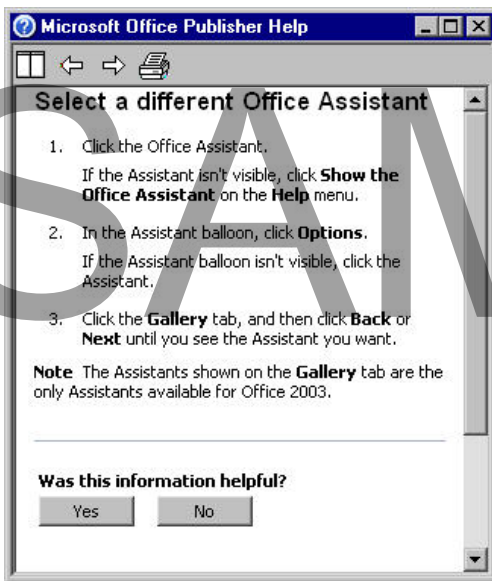
Getting Help

Using the Ask a Question Box

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



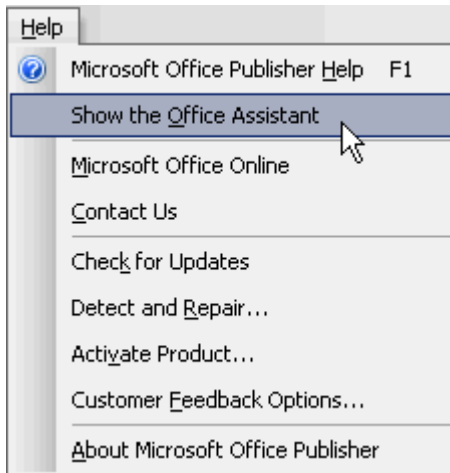
- Press the **Enter** key on your keyboard.
- Click on the first **Help Topic** it displays.
- Look at how the **Microsoft Publisher Help** dialog box displays answers:



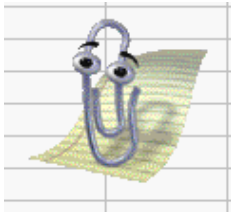
- Close the **Microsoft Publisher Help** dialog box.

Using the Microsoft Office Assistant

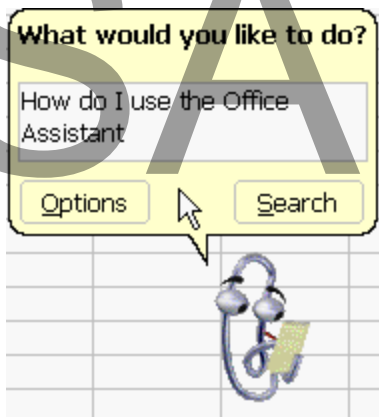
- Click on the **Help** menu and select **Show the Office Assistant** from the sub-menu, as illustrated:



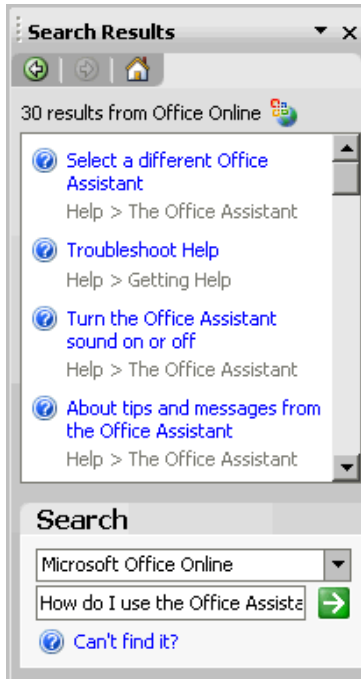
- To display ask a question, click on the **Office Assistant**:



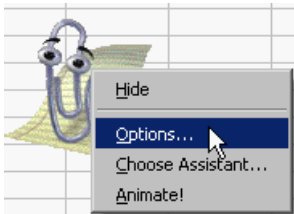
- In the **What would you like to do** section, type *How do I use the Office Assistant*, and click on the **Search** button:



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

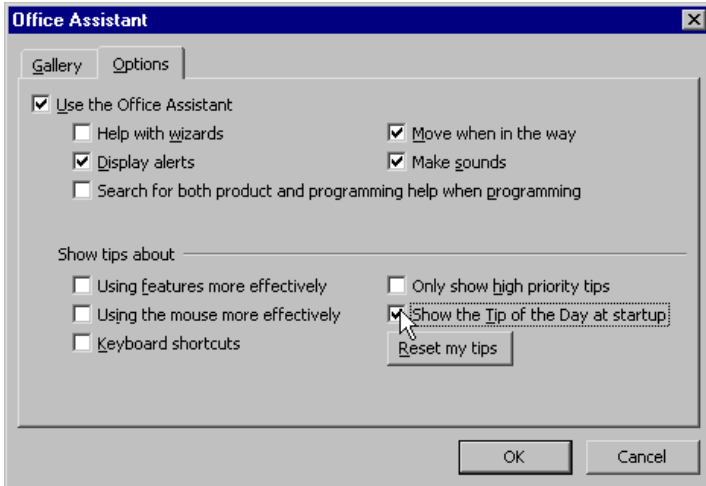


- To activate the **Tip of the Day**, right click your mouse on top of the **Office Assistant** and select **Options**:



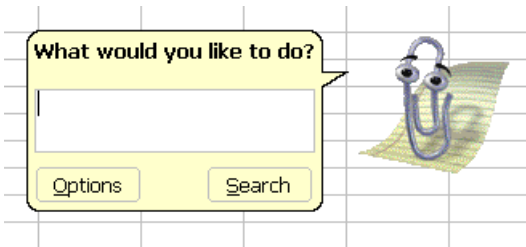
- This will display the **Office Assistant** dialog box.
- Click on the **Options** tab, and select the **Show the Tip of the Day at startup** checkbox.
- Click **OK**.

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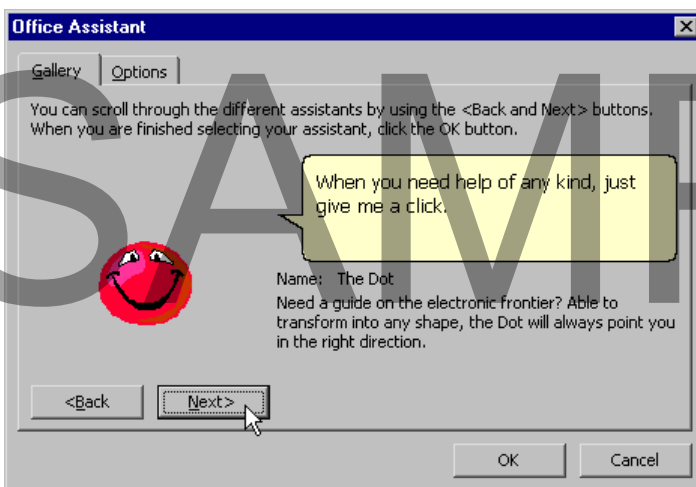


- Now you will change the default paperclip image to another image provided in the gallery.
- Right-click on the **Office Assistant** and select **Options...** from the pop-up menu

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



- Click on the **Gallery** tab in the **Office Assistant** dialog box.
- Click on the **Next** button until **The Dot** image is selected:

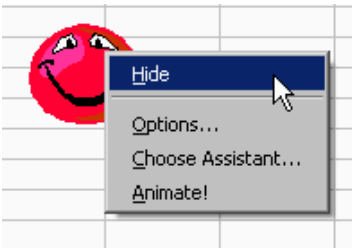


- Click **OK** to close the dialog box.

- You observe that the Office Assistant image has now been changed:



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



- Exit Publisher 2003.

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Working with Publications

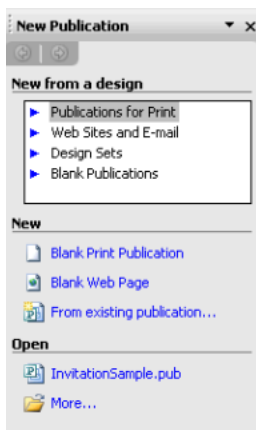
Understanding the New Publication Task Pane

Using the New Publication Task Pane

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

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

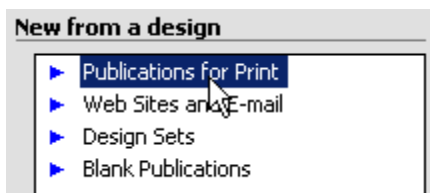
- From the main menu, select **File > New** :



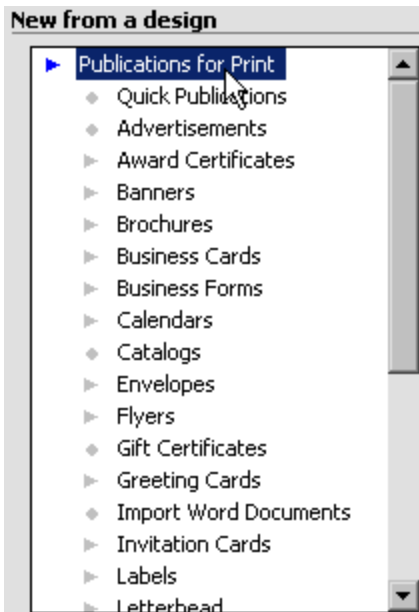
- From the main menu, choose, **File > Close**.

Creating a Publication from a Design Template

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



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



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



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

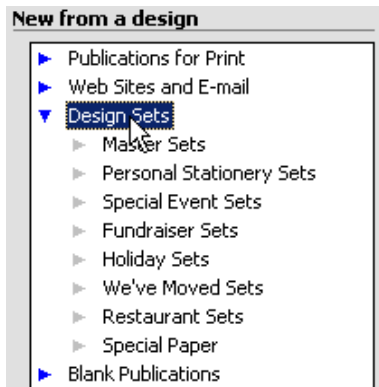


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- Select **Design Sets** from the **New from a design** menu:



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

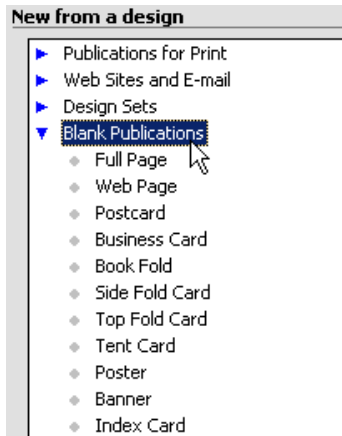


- Select **Blank Publications** from the **New from a design** menu:



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

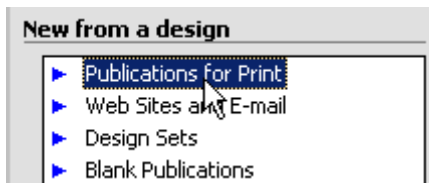
SAMPLE



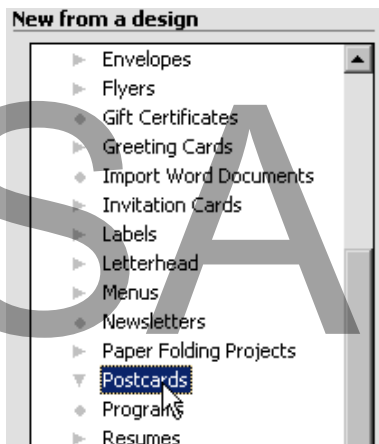
- From the main menu, select **File > Close**.

Adding Personal Information

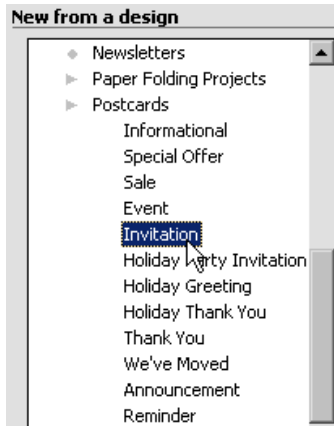
- Select **Publications for Print** from the **New from a design** drop-down menu:



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



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



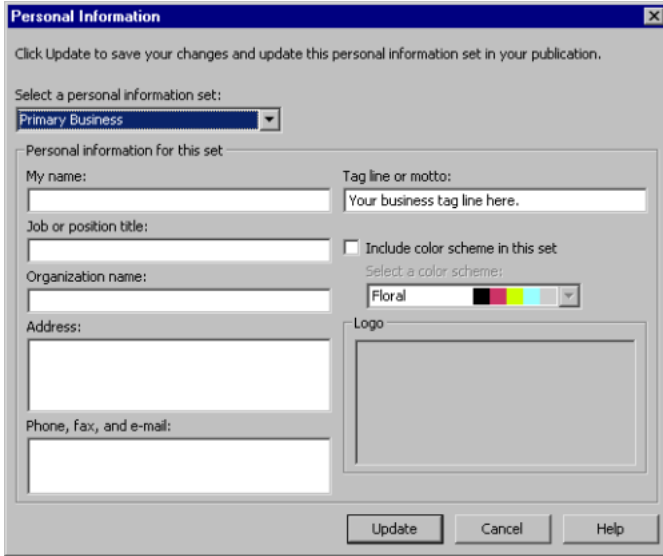
- Locate the **Layered Bars Invitation Postcard**:



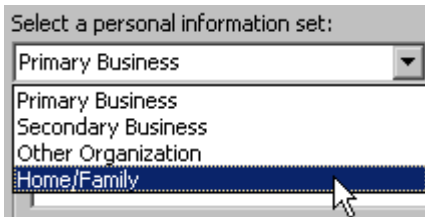
- Click on it. If you are a first time user of Microsoft Publisher, a **Personal Information** dialog box will open.

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

SAMPLE




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

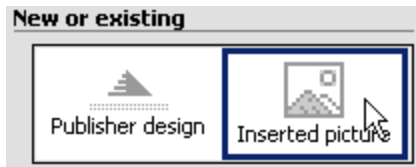


- Type your name in the **Name** area.
- Type your address in the **Address** area.
- Type your e-mail address in the **Phone/fax/e-mail** area.
- Type **Home** in the **Organization name** area.
- Type **There's no place like home** in the **Tag line or motto** area.
- Type **House Member** in the **Job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

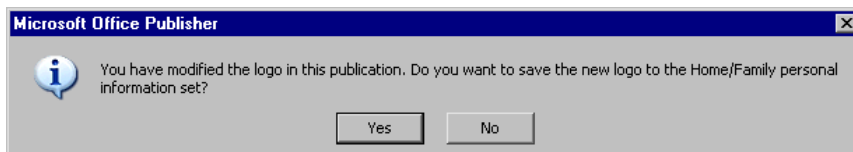


- Click **Update**.
- From the main menu, select **Insert > Personal Information > Logo**.
- Click the **Wizard** button .

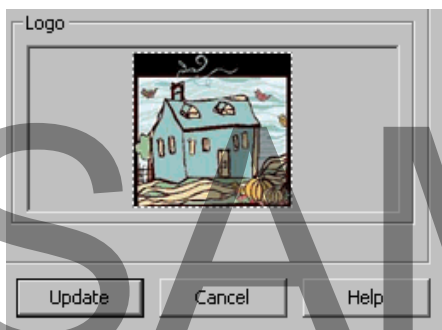
- Click **Logo Options** on the **Logo Designs** Task Pane.
- From the New or existing area, select Inserted Picture:



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



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



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

Creating or Opening a Publication

Creating a New Blank Publication

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



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

- Close the publication.

Creating a Publication from an Existing Publication

- Click the **From existing publication** link on the **New Publication** Task Pane. This will open the **Create New from Existing Publication** dialog box.
- Locate and select **Business Card.pub** from the **Publisher 2003 Foundation Samples** folder.
- Click **Create New**.
- From the main menu, select **File > Save As**.
- In the **Save As** dialog box, type **Business card 2.pub** in the **File name** field:



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

⚠ Creating a Publication from a Template

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



- Locate and select the template you want.

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

Opening an Existing Publication

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



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

- Close the publication.

Importing a Word Document

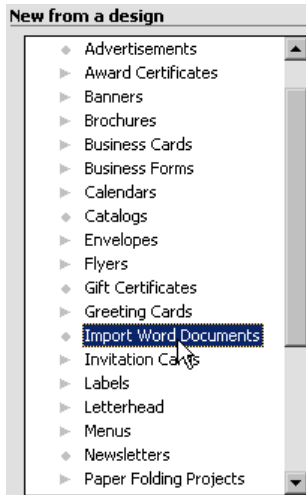
- From the main menu, select **File > Import Word Document**. This opens the **Import Word Document** dialog box.
- Locate and select the file **Sample.doc** from the **Publisher 2003 Foundation Samples** folder.
- Click **OK**.
- Close the Publication without saving the changes.

Importing a Word document into a pre-selected design

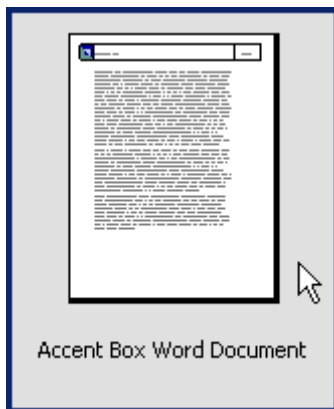
- Click **Publications for Print** in the **New from a design** list:



- Select **Import Word Documents**:



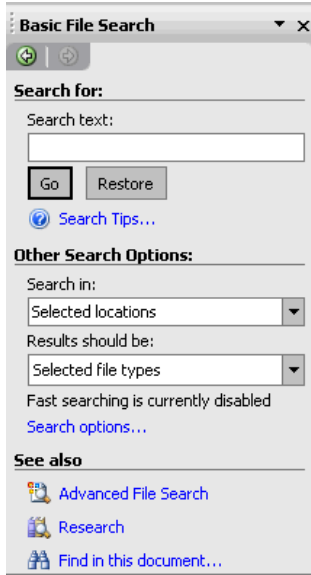
- Select the **Accent Box Word Document** design template from the **Publication Gallery**:



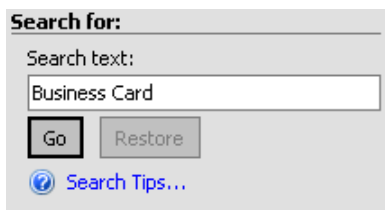
- This opens the **Import Word Document** dialog box.
- Locate and select the **Sample.doc** file from the **Publisher 2003 Foundation Samples** folder.
- Click **OK**.
- Close the publication.

Understanding the Basic File Search Task Pane

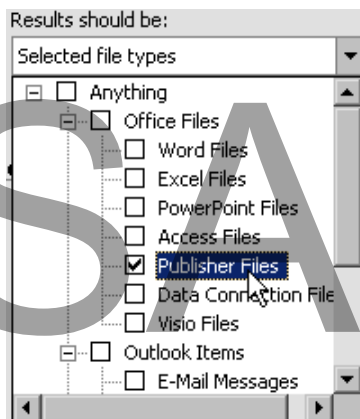
- In the **New** area of the **New Publication** Task Pane, choose **Blank Print Publication**.
- From the main menu, select **File > File Search**.
- From the **Basic File Search** Task Pane, you can search for files on your computer based on the file name or text in the file:



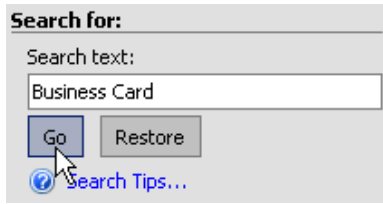
- Type **Business Card** in the **Search text** field:



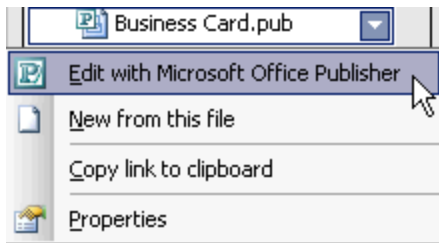
- Click the down arrow next to the **Search in** box and select the **Publisher 2003 Foundation Samples** folder.
- Click the down arrow next to the **Results should be** box and select **Publisher Files**.



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




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



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

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

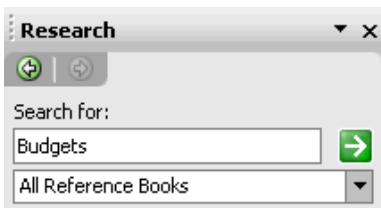
Understanding the Research Task Pane

- Open Publisher.
- In the **New** area of the **New Publication** Task Pane, choose **Blank Print Publication**.
- To display the **Research** Task Pane, click the **Research** button on the **Standard** toolbar 
OR from the main menu, select **Tools > Research**
OR click on the **Other Task Pane** down arrow on the Task Pane, and select **Research** from the list.
- From the **Research** Task Pane, a new Publisher 2003 feature, you can search for information on the internet, utilizing a wide array of research tools such as dictionaries, thesauruses, encyclopedias, and much more:

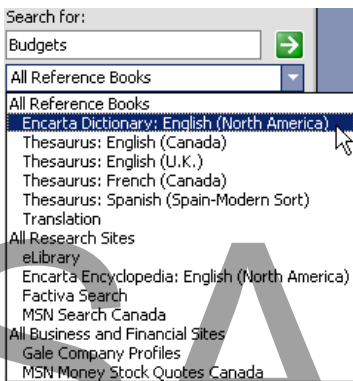


Note: You will need an internet connection to use this tool.

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

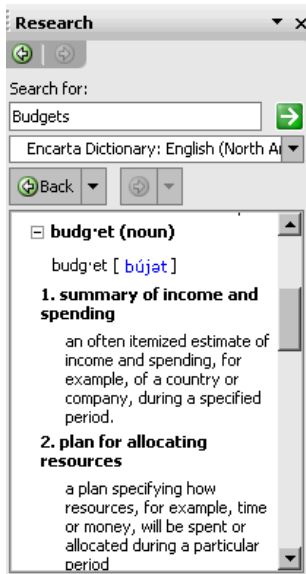


- To perform a query in a particular online location, select **Encarta Dictionary** from the dropdown menu:



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

SAMPLE



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.

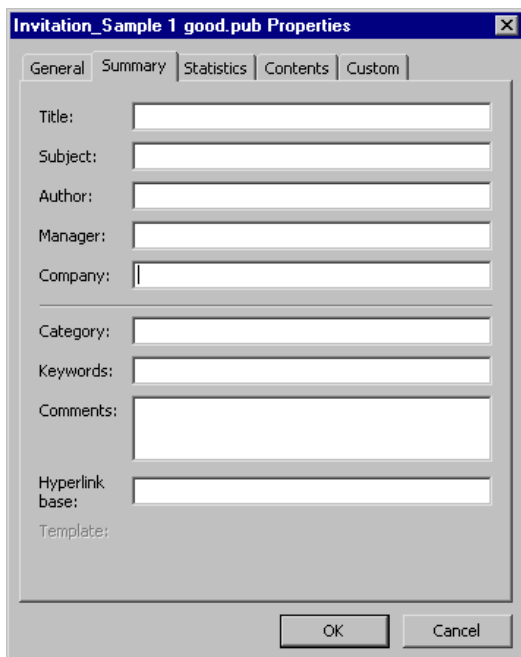
- Close the publication.

Managing a Publication

Saving Summary Information

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

SAMPLE



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

Saving a Publication as a Picture

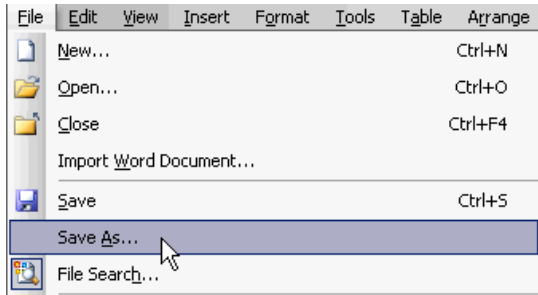
- Open **Business Card.pub** from the **Publisher 2003 Foundation Samples** folder.
- From the main menu, select **File > Save As**. This opens the **Save As** dialog box.
- Click the down arrow on the **Save as type** drop-down menu.
- Select a format with a picture extension, such as **JPEG File Interchange Format**.
- Click **Save**.
- Close **Business Card.pub** without saving any changes.

Saving a Publication as a Web Page

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

Saving a Backup Copy of a Publication

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



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

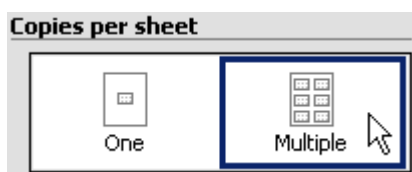
SAMPLE

Designing a Page

Understanding the Publication Options Task Pane

Using the Publication Options Task Pane

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

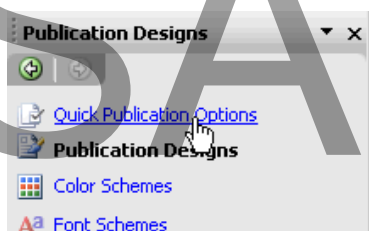


- From the main menu, choose **File > Save**.
- Close the publication.

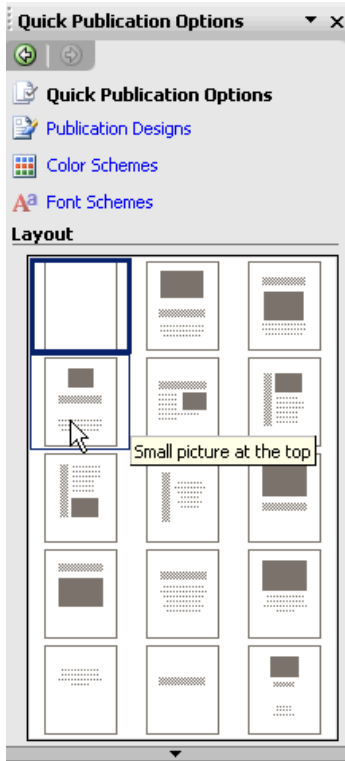
Using Quick Publication Options

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

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



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



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

Understanding the Publication Designs Task Pane

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



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



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



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

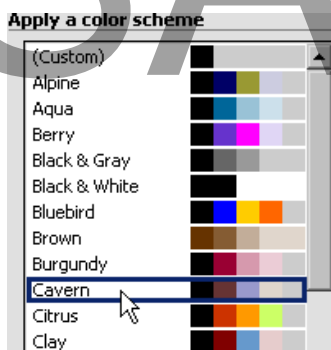
Understanding the Color Schemes Task Pane

Using the Color Schemes Task Pane

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

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

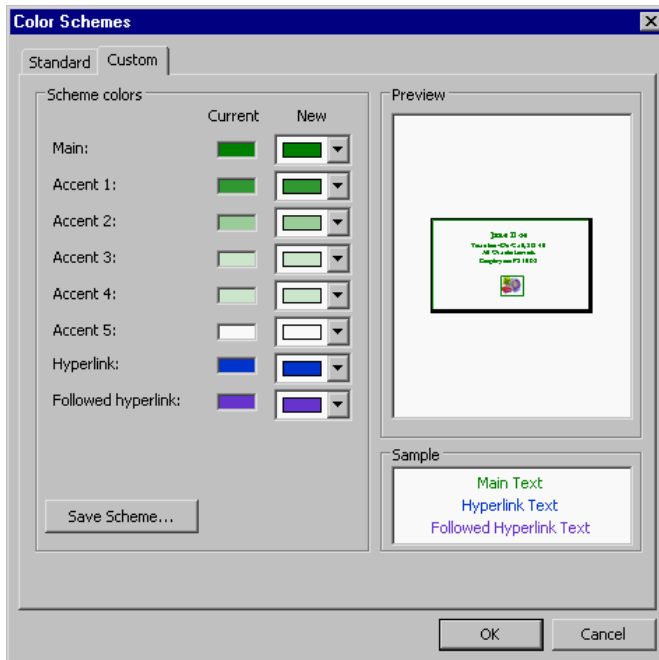
- Click on the **Cavern** color scheme:



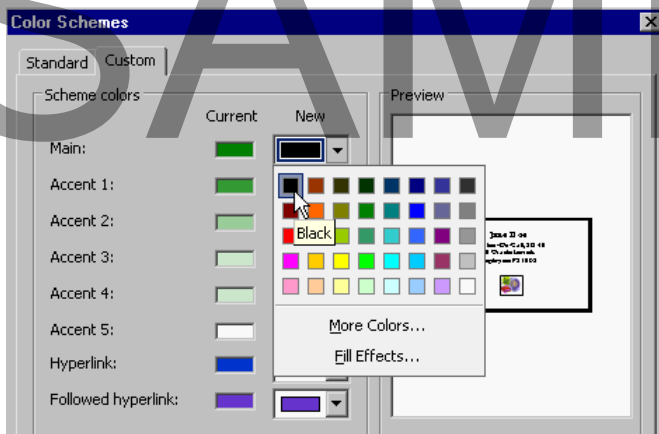
- Click the **Save** button.
- Close the publication.

Creating and Deleting a Custom Color Scheme

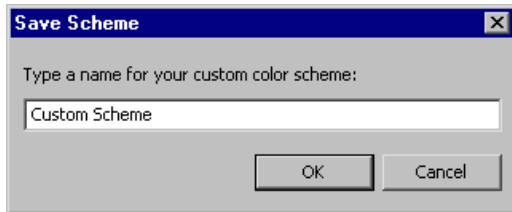
- Open the **Business Card 2.pub** file from the **Publisher 2003 Foundation Samples** folder.
- From the main menu, select **Format > Color Schemes**.
- Select **Green** from the **Apply a color scheme** area of the **Color Schemes** Task Pane.
- Click the **Custom color scheme** link at the bottom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



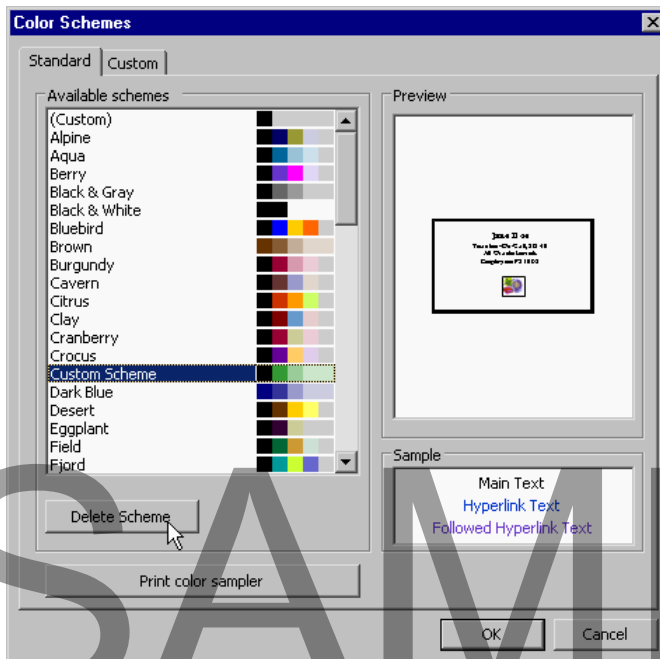
- In the **Main** area of the **Color Schemes** dialog box, select **Black** from the **New** drop down menu:



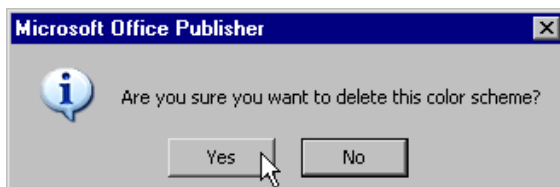
- Click the **Save Scheme** button. This opens the **Save Scheme** dialog box.
- Type **Custom Scheme** in the text box:



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



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



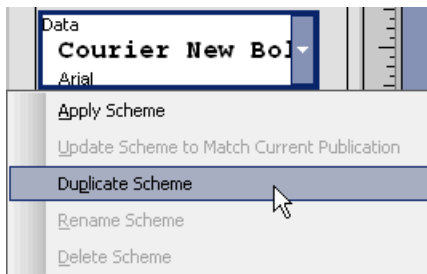
- Click **OK** to close the **Custom Color Schemes** dialog box.
- From the main menu, choose **File > Save As**.
- In the **Save As** dialog box, type **Business Card Exercise.pub** in the **File name** field.
- Click on **Save**.
- Close the publication.

Understanding the Font Schemes Task Pane

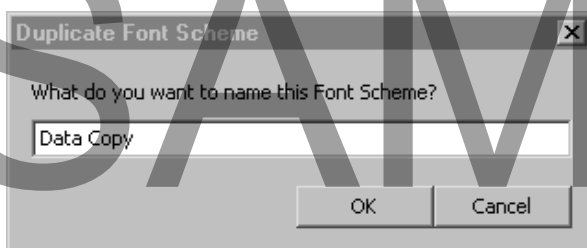
- Open the **Business Card Exercise.pub** file from the **Publisher 2003 Foundation Samples** folder.
- From the main menu, select **Format > Font Schemes**

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

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

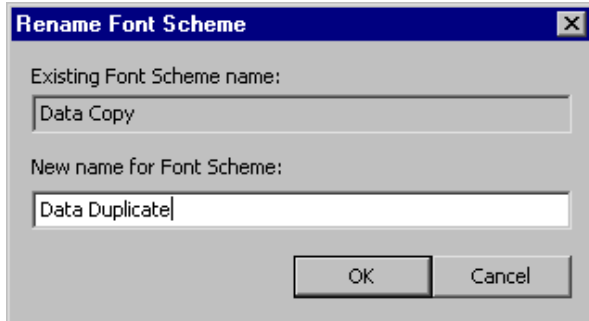


- This opens the **Duplicate Font Scheme** dialog box.
- Enter **Data Copy**.



- Click **OK**.
- Now you will update the font scheme you just duplicated. Click the down arrow next to **Data Copy**.
- Select **Update Scheme to Match Current Publication**. The duplicated scheme will take on the formatting of the font scheme in the current document.

- Now you will rename the **Data Copy** font scheme. Click the down arrow next to the **Data Copy** font scheme.
- Select **Rename Scheme**. This opens the **Rename Font Scheme** dialog box.
- Enter **Data Duplicate**:



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

Understanding the Styles and Formatting Task Pane

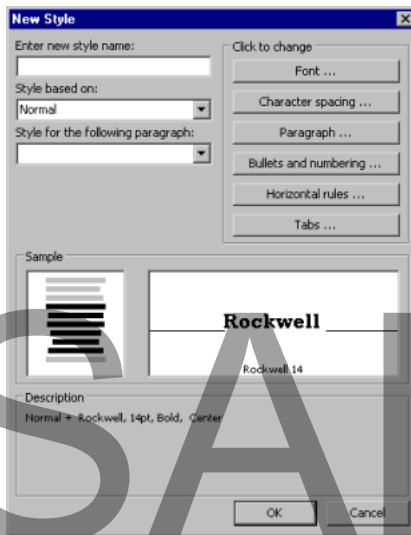
- Open the **Business Card Exercise.pub** file from the **Publisher 2003 Foundation Samples** folder.
- From the main menu, select **Format > Styles and Formatting**

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

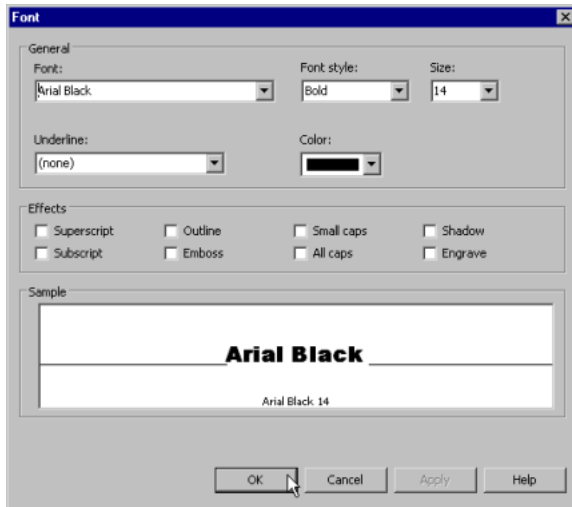
SAMPLE



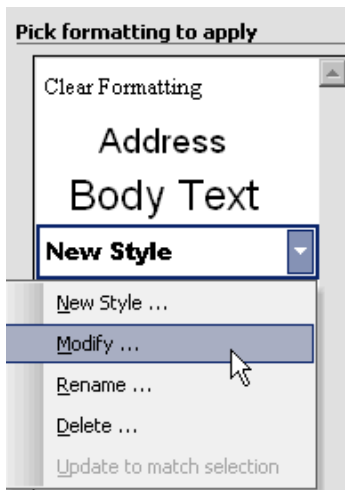
- Click the **Create new style** button on the **Styles and Formatting** Task Pane. This opens the **New Style** dialog box:



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



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

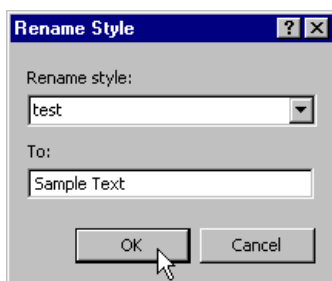


- Select **Modify**. This opens the **Modify Style** dialog box:

SAMPLE



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

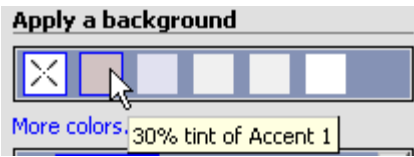


- In the **To** box, enter **Sample Text**.
- Click **OK**.
- Now you will delete the style. Click the down arrow next to **Sample Text**.
- Select **Delete**.
- This opens a dialog box asking if you're sure you want to delete the style.
- Click **Yes**.
- Close the publication without saving the changes.

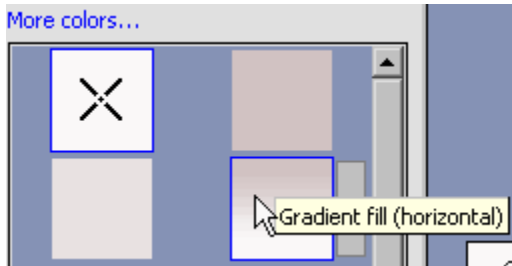
Using Backgrounds

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

- Select 30% tint of Accent 1 in the Apply a background area:



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



- Close the Task Pane:



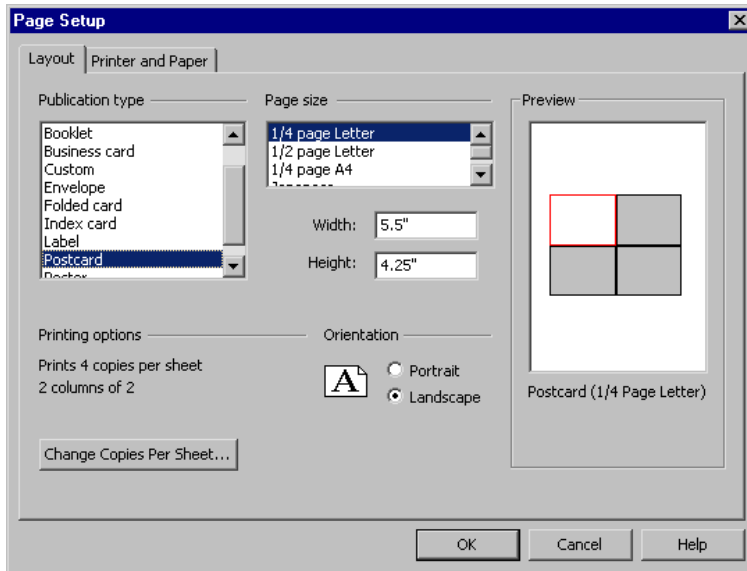
- Click the **Save** button on the **Standard** toolbar.
- Close the publication.
- Exit Publisher.

SAMPLE

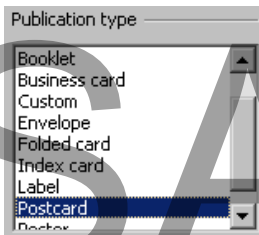
Setting up a Page

Understanding Page Layout and Navigation

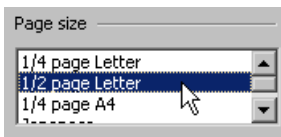
- Start Publisher 2003.
- Open the **Invitation.pub** file from the **Publisher 2003 Foundation Samples** folder.
- From the main menu, select **File > Page Setup**.
- Click on the **Layout** tab:



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

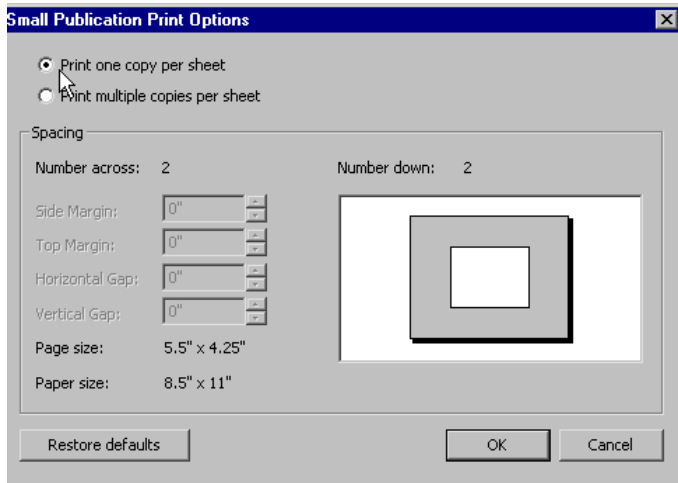


- In the **Page size** area, select **1/2 page Letter**:

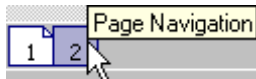


- Click **OK**.
- In the displayed dialog box, click **Yes**.

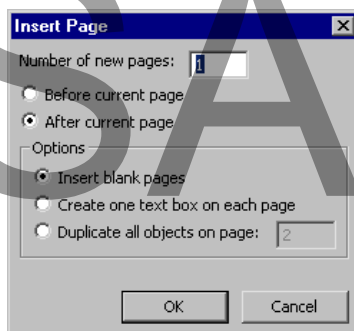
- Notice how the placeholders on the Postcard were reformatted to suit the new layout.
- From the main menu, select **File > Page Setup**.
- In the **Page size** area, select **1/4 page Letter**.
- Click the **Change Copies Per Sheet** button on the **Page Setup** dialog box.
- In the **Small Publication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



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

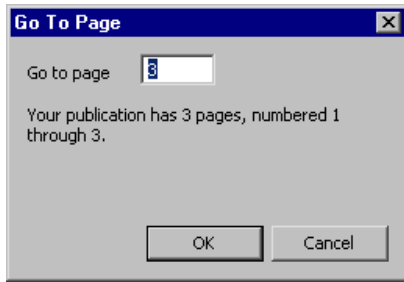


- From the main menu, select **Insert > Page**.
- In the **Insert Page** dialog box, click **OK**:



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

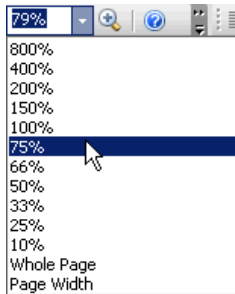
- Type in **3**:



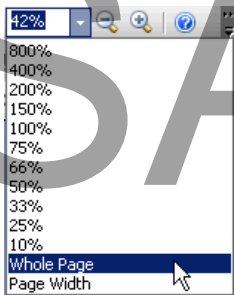
- Click **OK**.
- From the main menu, select **Edit > Delete Page**.
- Click on page **1** in the **Page Navigation** area:



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



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

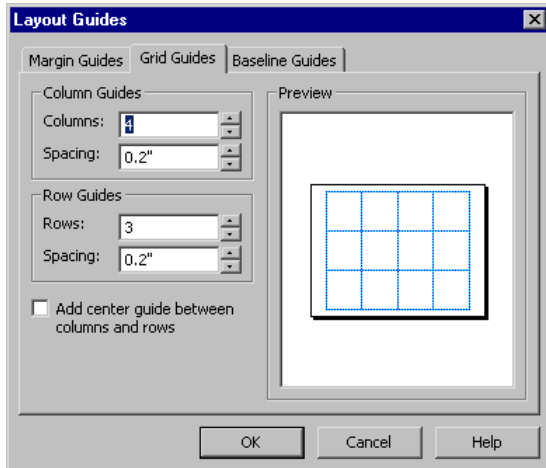


- Click the **Save** button on the **Standard** toolbar.
- Close the publication.

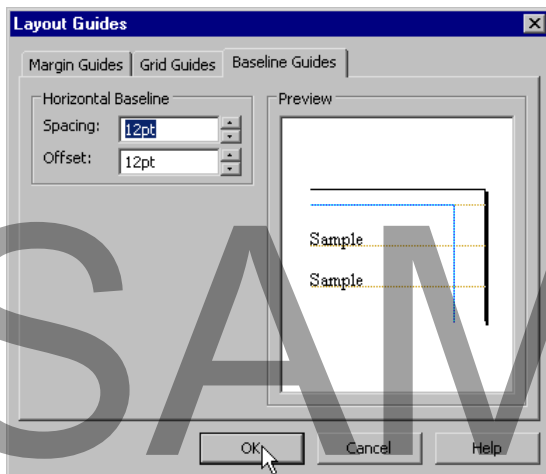
SAMPLE

Using Rulers and Guides

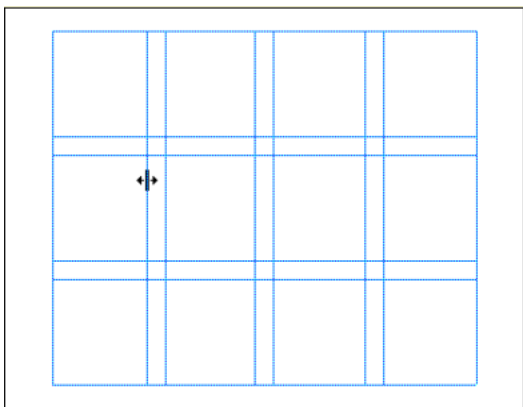
- Open the *Invitation.pub* file from the **Publisher 2003 Foundation Samples** folder.
- From the main menu, select **Arrange > Layout Guides**.
- Click on the **Grid Guides** tab in the **Layout Guides** dialog box.
- In the **Grid Guides** area, add four (4) **column** guides and three (3) **row**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



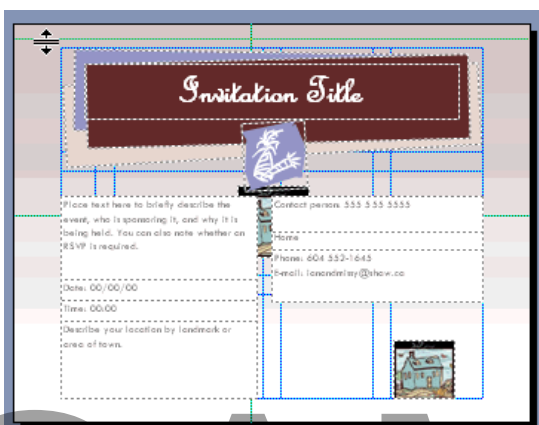
- Notice how the **Preview** area displays the positioning of the new guides.
- Click on the **Baseline Guides** tab of the **Layout Guides** dialog box.
- Ensure that the **Spacing** and **Offset** fields are both **12pt**:



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



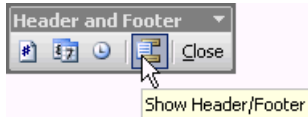
- Click and drag the grid guide so it's closer to the left margin.
- From the main menu, select **View > Master Page** to return to your publication.
- From the main menu, select **View > Baseline Guides** to see the baseline guides.
- From the main menu, select **View > Baseline Guides** to hide them.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



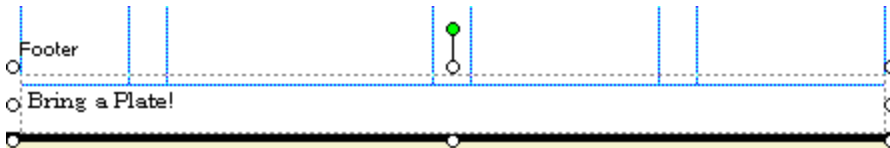
- Drag the vertical ruler guide so it's next to the **right margin**.
- From the main menu, select **View > Boundaries and Guides** to hide the boundaries and guides.
- From the main menu, select **View > Boundaries and Guides** again to display the boundaries and guides.
- From the main menu, select **Arrange > Ruler Guides > Clear All Ruler Guides**.
- From the main menu, select **View > Rulers** to remove them.
- Click the **Save** button on the **Standard** toolbar.
- Close the publication..

Adding Headers and Footers

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



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



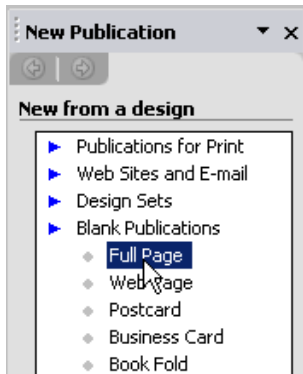
- Click the **Close** button on the **Header and Footer** toolbar.
- Close the Task Pane if it is open.
- From the main menu, select **View > Boundaries and Guides** to hide the boundaries and guides (if they are visible).
- Click the down arrow on the **Zoom** box on the **Standard** toolbar.
- Select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

SAMPLE

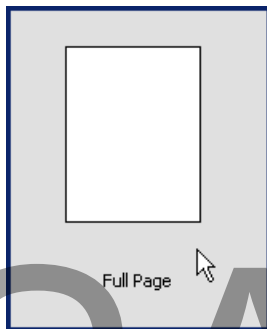
Using Text Tools


Using Text Boxes

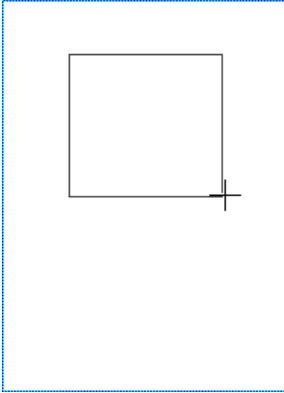
- Open Publisher.
- Select **Blank Publications** from the **New from a design** menu, located on the **New Publication** Task Pane.
- Choose **Full Page** from the list:



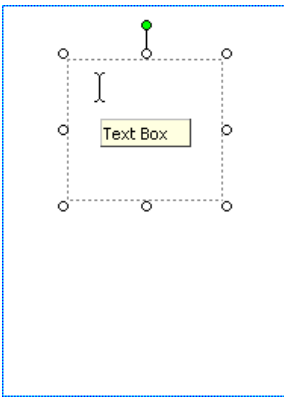
- In the **Publication Gallery**, click on **Full Page**:



- Click the **Text Box** button on the **Objects** toolbar  **OR** from the main menu, select **Insert > Text Box**.
- Click and drag the text box to the desired size:




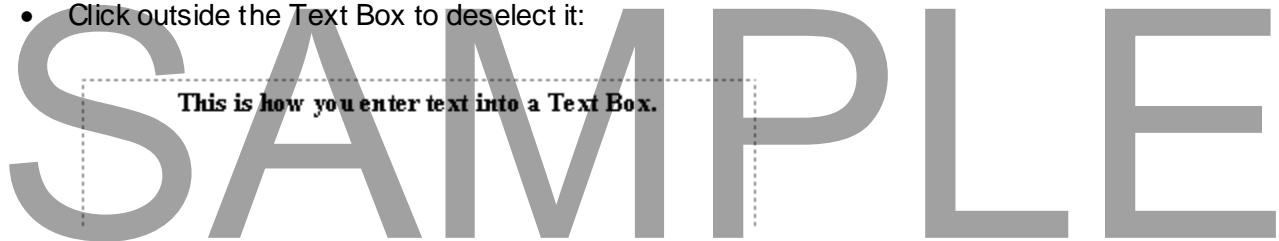
- Click inside the text box to enter text:



- Enter the following text inside the Text Box:

This is how you enter text into a Text Box

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

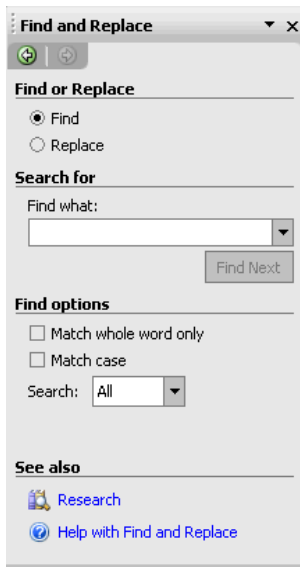


- Close the publication without saving the changes.

Using Find and Replace

Finding Text

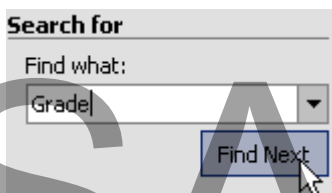
- Open the **Business Card 2.pub** file from the **Publisher Foundation 2003 Samples** folder.
- Click in the business card.
- From the main menu, select **Edit > Find**.
- This will display the **Find and Replace** Task Pane:



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

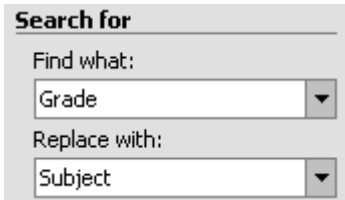
OR press the **Ctrl + F** key combination.

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




- From the main menu, select **Edit > Replace**
OR press the **Ctrl + H** key combination.

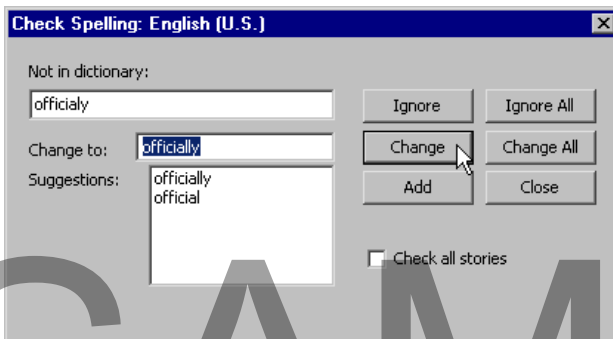
- Type **Subject** in the **Replace with** box:



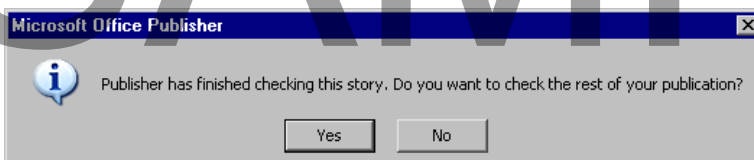
- Click the **Replace** button to replace the single highlighted occurrence.
- In the displayed dialog box, click **OK**.
- Click the **Save** button on the **Standard** toolbar.
- Close the publication.

Checking Spelling

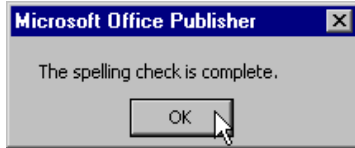
- Open *Final Invitation.pub* from your **Publisher 2003 Intermediate Samples** folder.
- Adjust the zoom to **100%**.
- Click in the **main body copy** text box.
- Check the spelling of the word **officially**. Change it so that the spelling is now **officially**.
- Click the **Spelling**  button on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



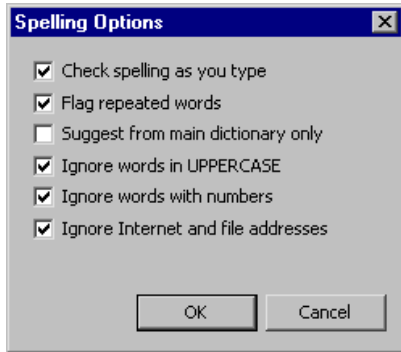
- Click **Yes** to check the remainder of the publication:



- Click **OK**:



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



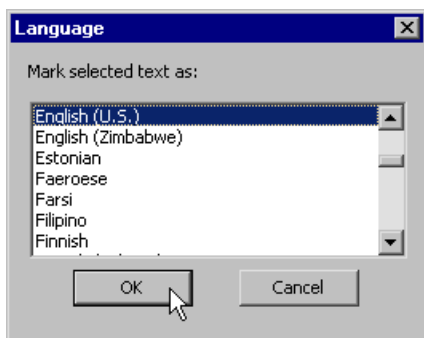
- Check the spelling options you want to apply.
- Click **OK**.
- From the main menu, choose **File > Save as**.
- Enter ***My Final Invitation*** as a file name. Click **Save**.
- Close the publication.

Applying Language Options

Setting the Language

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

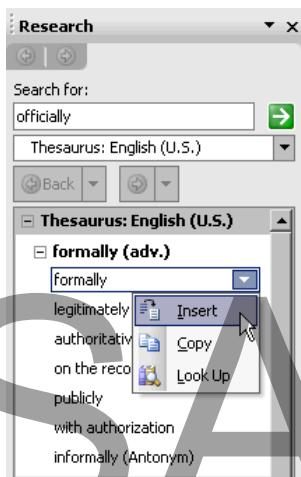
SAMPLE



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

Using the Thesaurus

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

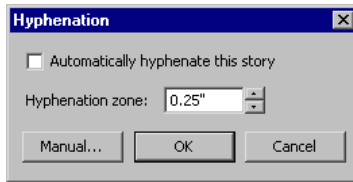


- Close the Task Pane.
- From the main menu, choose **File > Save**.

Using Hyphenation


- Click inside a text box.
- From the main menu, select **Tools > Language > Hyphenation**.

- Uncheck the **Automatically hyphenate this story** box:



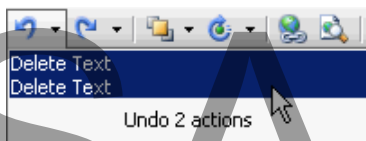
- Click **OK**.
- Click the down arrow on the **Zoom** box on the **Standard** toolbar.
- Select **Whole Page**.
- From the main menu, choose **File > Save**.
- Close the publication.

Using Undo and Redo

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

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

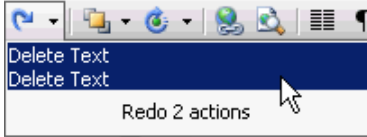
- Click the down arrow on the **Undo** button on the **Standard** toolbar.
- Select the last two actions, as illustrated to undo the deletion of **All** and **Teacher**:



- Click the **Redo** button on the **Standard** toolbar  to delete **Teacher** again
- OR** from the main menu, select **Edit > Redo**

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

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




- Close the publication without saving the changes.

Copying, Cutting and Pasting

Copying and Pasting Text or an Object


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



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

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

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

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

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

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

- Close the publication without saving the changes.

Cutting and Pasting Text or an Object

- Start Publisher, and open **Business Card 2.pub** from your **Publisher 2003 Intermediate Samples** folder.

SAMPLE

- Click on the picture on the business card to select it:



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

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

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

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

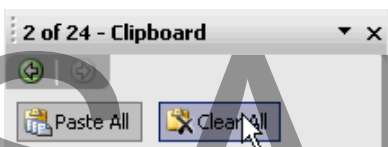
OR from the main menu, select **Edit > Paste**

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

- Close the publication without saving the changes.

Understanding the Clipboard Task Pane

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



- Select the party hat picture on the postcard:



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

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



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

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

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

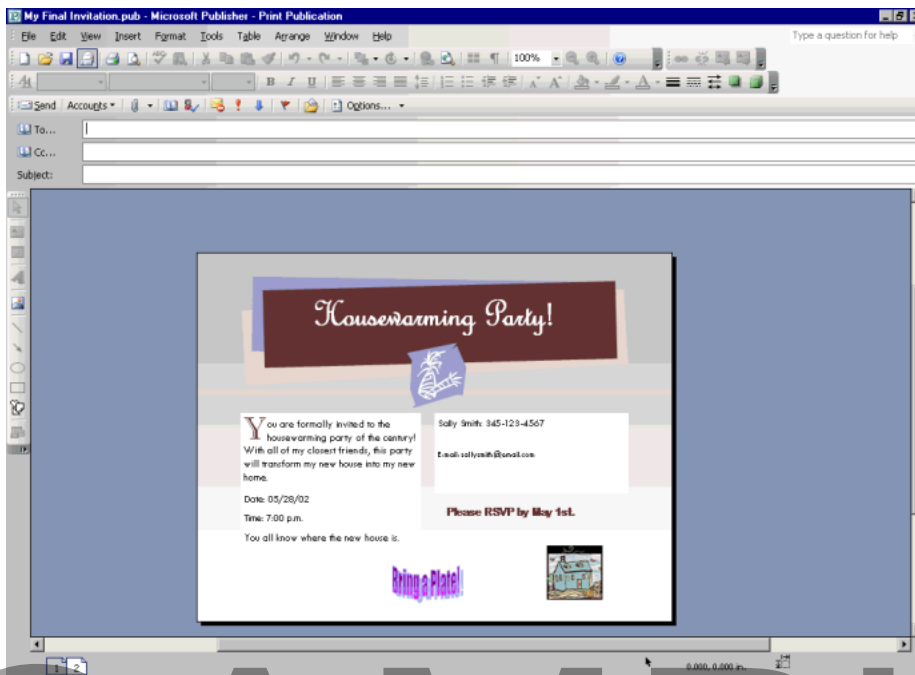
SAMPLE

Sending and Printing the Publication

Sending the Publication

Sending the Publication to a Mail Recipient

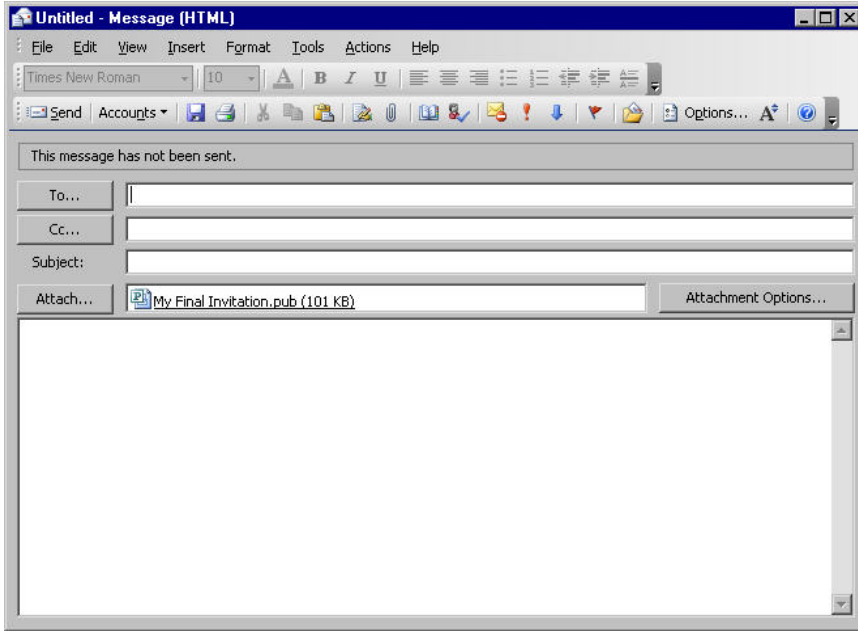
- Start Publisher, and open *My Final Invitation.pub* from your **Publisher 2003 Intermediate Samples** folder.
- From the main menu, select **File > Send E-Mail > Send This Page as a Message:**



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

Sending the Publication as an Attachment

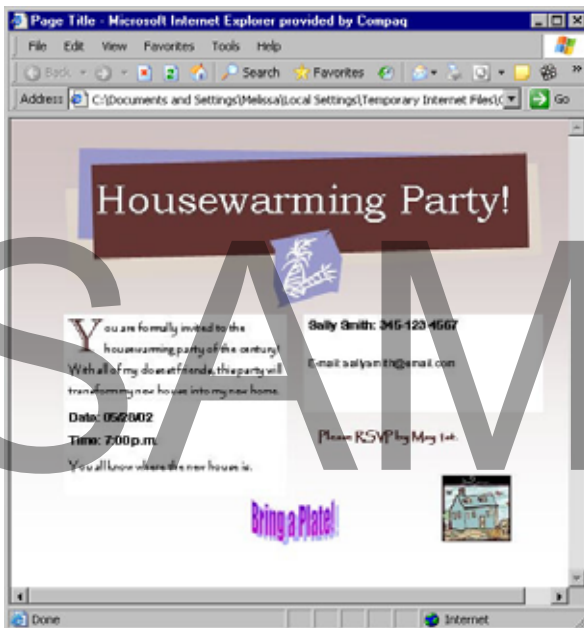
- Open *My Final Invitation.pub* from your **Publisher 2003 Intermediate Samples** folder.
- From the main menu, select **File > Send E-Mail > Send Publication as Attachment:**



- Close the email message without saving the changes.

Previewing the Publication in your Internet Browser

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

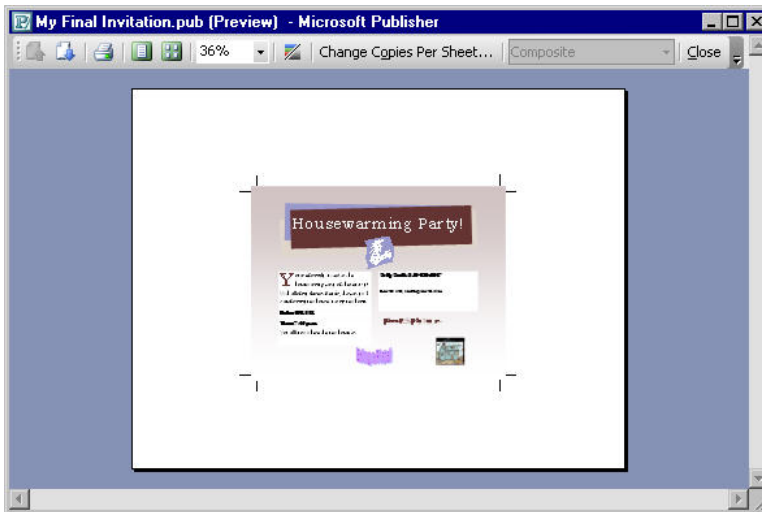





- Close the browser window.
- Close the publication.

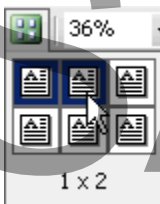
Using Print Preview


Previewing the Publication

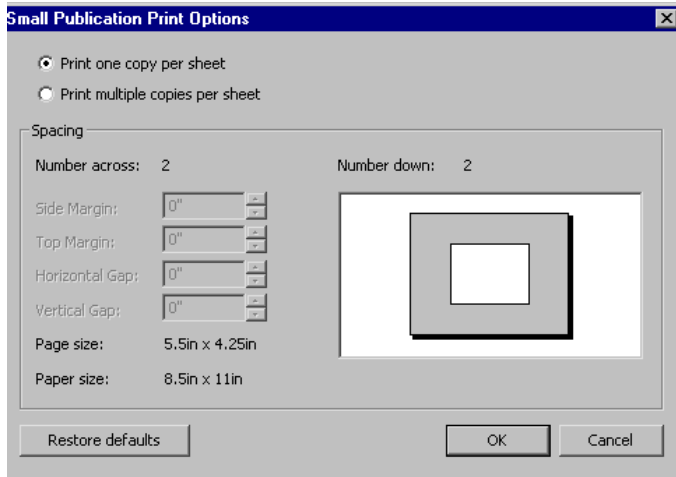
- Open *My Final Invitation.pub* from your **Publisher 2003 Intermediate Samples** folder.
- Prior to printing, you can see how each page in your publication will look by using **Print Preview**.
- From the main menu, select **File > Print Preview**:



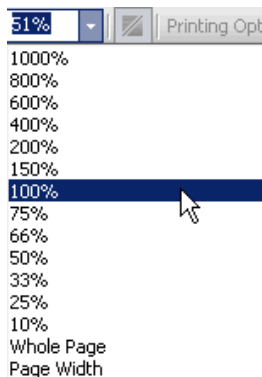
- Click the **Page Down** button  on the **Print Preview** toolbar.
- Click the **Page Up** button  on the **Print Preview** toolbar.
- Click the **Multiple Pages** button  on the **Print Preview** toolbar.
- Select the **1x2** option:



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



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



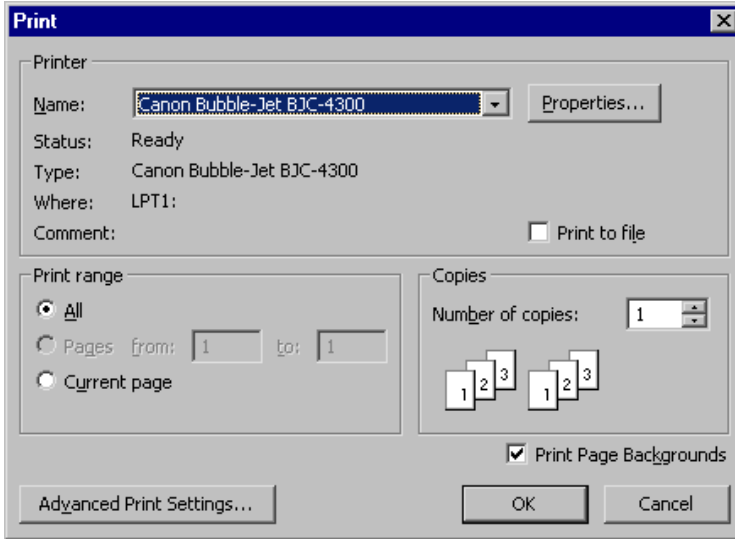
- Select **100%**.
- Click the **Close** button on the **Print Preview** toolbar.
- Close the publication without saving the changes.

Printing the Publication

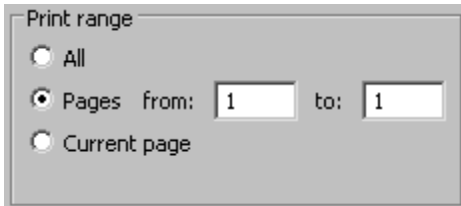
Using the Print Dialog Box

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

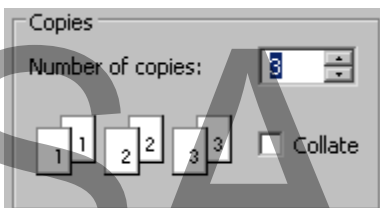
OR press the **Ctrl + P** key combination.
- This opens the **Print** dialog box:



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



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



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

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

- Click the **Save** button on the **Standard** toolbar.
- From the main menu, select **File > Close**.
- Click the **Open** button on the **Standard** toolbar.
- Locate your **Publisher 2003 Foundation Samples** folder.

- Select ***Invitation_Sample2.pub***.
- Click **Open**. This is how your publication should look.
- From the main menu, select **File > Close**.
- Exit Publisher 2003.

SAMPLE