

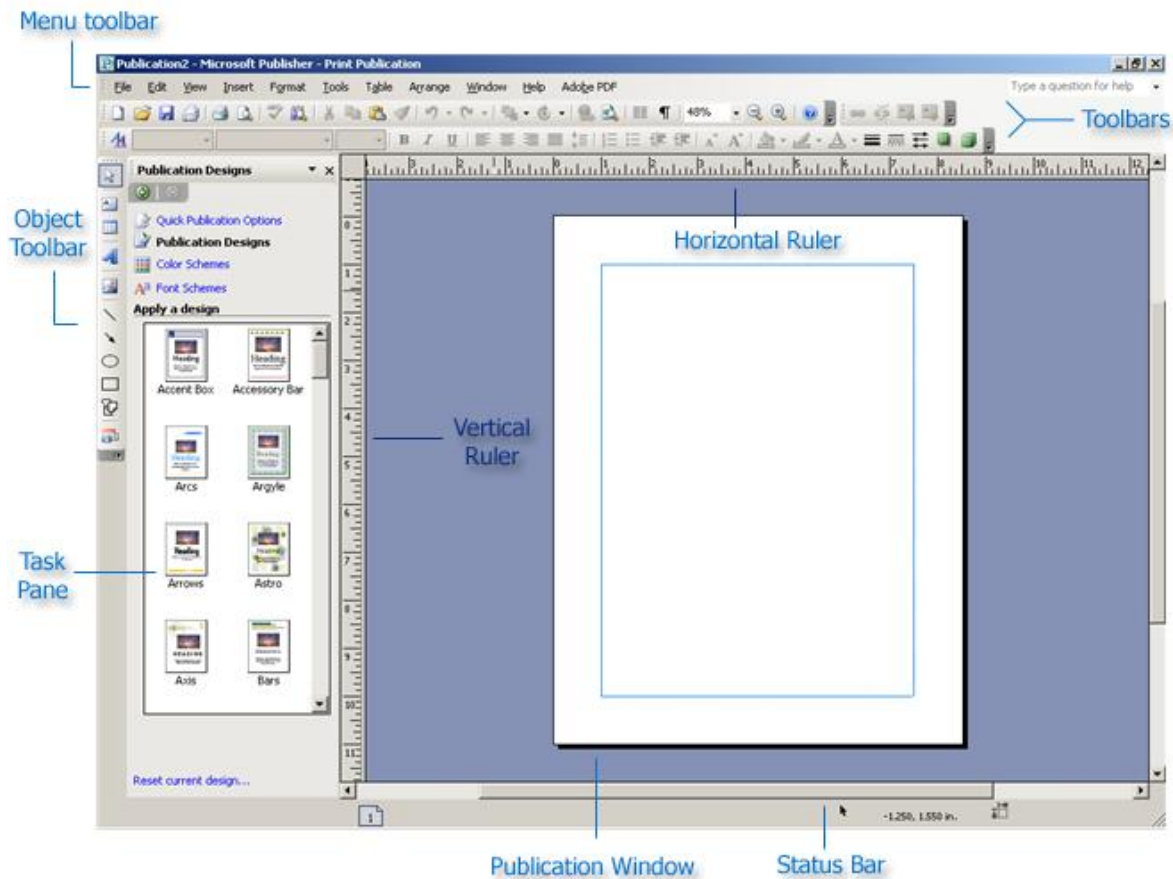
CHAPTER ONE: GETTING STARTED

Microsoft Publisher 2003 is a program useful for creating certificates, brochures, newsletters, and much more. Publisher does not come with every version of Microsoft Office, and as such is intended more for business use. With the program, you can create easily professional-looking materials without having to pay someone to make the same thing.

This Chapter Will Include:

- Navigating Publisher
- Using Toolbars
- Running Publisher
- Saving a Publication
- Opening a Publication
- Adding and Removing Toolbars
- Expanding Menus
- Navigating Publications
- Using Scrollbars
- Previewing and Printing Publications
- Exiting Publisher

Navigating Publisher



Publication Window – the window where you create your layouts in Publisher

Task Pane – allows you to access useful links or data. For example, you can use the Publication Designs Task Pane to find templates for various materials

Status Bar – displays information about your publication, such as the number of pages

Menu toolbar – when clicked on, these toolbars open a drop-down list of easily accessible commands and windows.

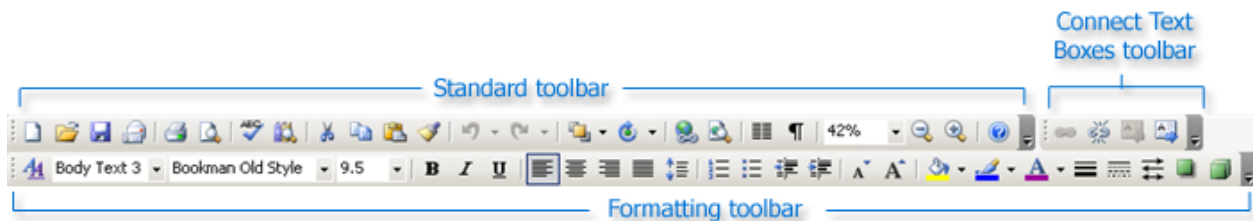
Toolbars – provide shortcuts to commands that can also be opened through the Menu toolbar.

Object toolbar – allows you to apply objects and shapes to your publication

Horizontal and Vertical rulers – allow you to align objects in a publication

Using Toolbars

Toolbars in Microsoft Publisher contain links to commonly used features such as saving a publication and using the spelling check. The icons that appear on the toolbars can also be accessed using the **Menu toolbar**. When you open Publisher for the first time, three toolbars are visible at the top of the window:



In addition, a fourth toolbar, the **Objects Toolbar**, appears to the left of the Task Pane. To see which icons perform which functions on the toolbars, hover your mouse over an icon and a **tool tip** will appear indicating the name of the icon.



The following is a list of some of the most commonly used icons on the toolbars:

New – opens a blank publication

Open – opens an existing publication

Save – saves the current publication

Print – prints the current publication

Print Preview – opens a window that allows you to preview your publication before printing

Spelling – checks the spelling in the publication

Cut – removes a selected part of the publication and stores the information in the computer's memory

Copy – stores a selected part of the publication in the computer's memory without deleting it from the publication

Paste – places where the cursor is a selection of the publication that was previously cut or copied

Format Painter – copies the format of the text where the cursor is and replaces another selected portion of the publication with that same format

Undo – reverses an action

Redo – repeats an action

Zoom – displays how close to the actual size of the publication your publication window is

Font – determines what your text looks like. Times New Roman is the default font for publications

Font size – determines the size of the font

Bold – increases the font weight by **bolding** it

Italicize – puts text in *italics*

Underline – adds a line underneath text

Align Left – aligns all text with the left margin

Center – centers text in the publication, with text extending left and right but not in alignment with either side

Align Right – aligns all text with the right margin

Justify – aligns all text with both the left and right margins

Font Color – determines the font color of text. The default font color is Automatic (Black)

Note: Icons on the toolbar that are gray indicate that they cannot be used at that particular moment. For example, if the Redo icon is gray, it cannot be used because you have not undone an action yet.

Running Publisher

To run Microsoft Publisher, follow these directions:

1. Click on the **Start** button.
2. Depending on your version of Windows XP, move your mouse to either **Programs** or **All Programs**.
3. Move your mouse to the **Microsoft Office** folder.
4. Under the menu that opens up, click on **Microsoft Office Publisher 2003**.

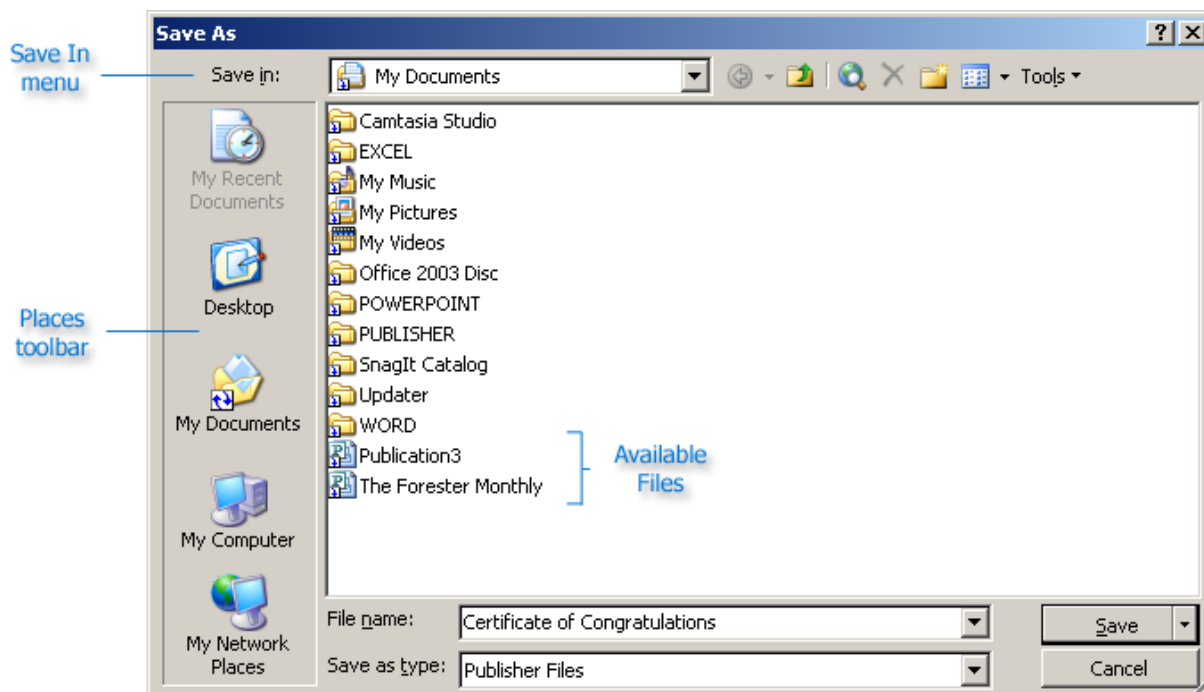
If Microsoft Publisher does not appear in the Start menu, you can use an alternative method to find it:

1. Click on the **Start** button.
2. For Windows XP Professional users:
 - a. Move your mouse to **Search** and click on **For Files and Folders** to open the Search window.
 - b. In the window that opens, click on **All Files and Folders** on the left side of the screen.
3. For Windows XP Home users:
 - a. Click on **Search** and select **All Files and Folders** on the left side of the new window that opens.
4. Type **Microsoft Office Publisher** under **All or Part of the File Name** and click the **search** button.
5. Wait until the search is completed before clicking on the **Microsoft Office Publisher 2003** icon.

Saving a Publication

To save a new publication, follow these steps:

1. Click the **Save** icon on the toolbar.
 - a. Alternatively, you can click on **File** in the menu toolbar and then choose the **Save As** option from the drop-down list.
2. In the **Save As Dialog Box** that appears, type a file name for the publication in the **File Name** bar and click the **Save** button on the right side of the window.
3. To save the publication in a folder other than My Documents, use the **Places toolbar** or the **Save In** drop-down menu at the top of the window.
4. To replace a previously existing publication with the publication currently open, single-click on a publication listed in the Save As window, click **Save**, and then click **OK** on the new window that pops up.

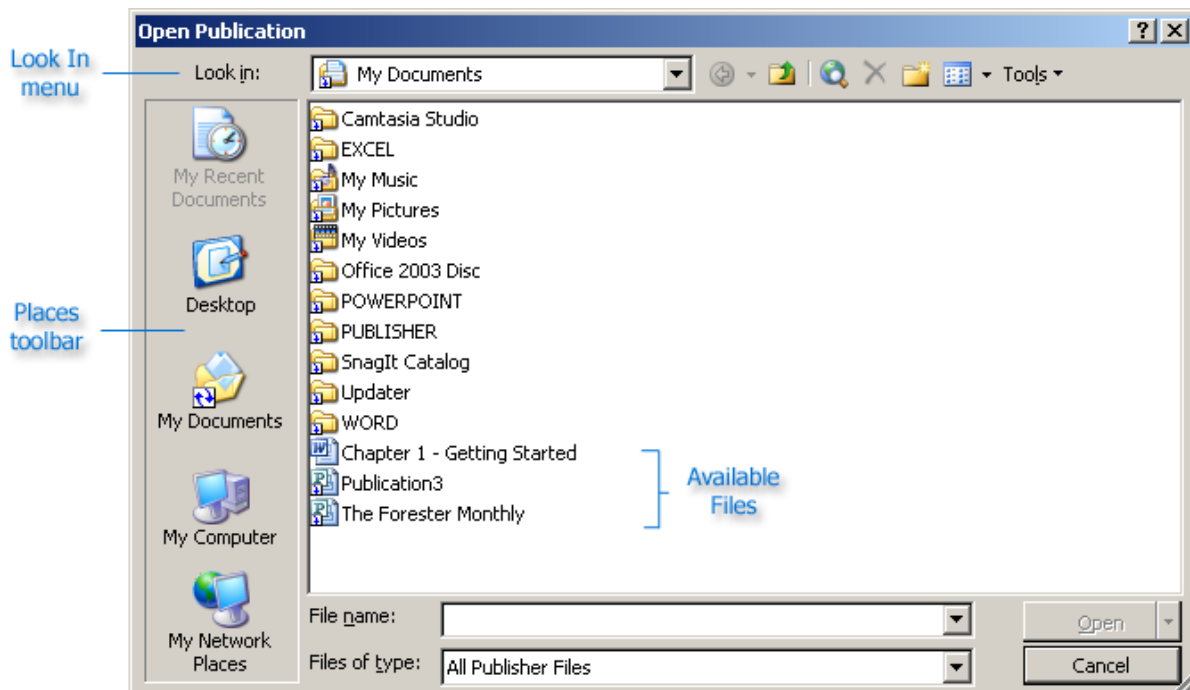


Opening a Publication

To open a previously saved publication, follow these steps:

1. Click on the **Open** icon on the toolbar.
 - a. Alternatively, click on **File** in the menu toolbar and then click the **Open** command.
2. The **Open Dialog Box** appears, displaying any folders and publications in the **My Documents** folder. Note that Word 2003 documents can also be opened in Publisher.
3. Double-click on a publication to open it.
 - a. Alternatively, you can single-click on a publication and then click the **Open** button on the right side of the window.

4. If the publication you are looking for is not saved in the My Documents folder, you can use either the **Places toolbar** on the left side of the window or the **Look In** drop-down menu at the top to find your publication.

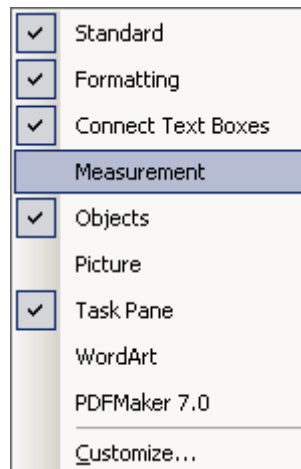


Adding and Removing Toolbars

In addition to the toolbars already visible, there are many other toolbars that can be added to increase the functions available. Toolbars can also be removed from visibility at any time.

To add a toolbar:

1. Right-click anywhere on either the **Standard** or **Formatting** toolbars.
2. A menu should appear:

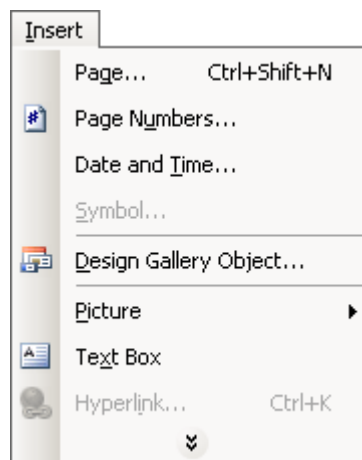


3. The menu names with check marks besides them are the ones that are currently visible. To add a toolbar, click on any name without a check mark.
4. To remove a toolbar, open the menu once again by right-clicking on a toolbar and click on a toolbar with a check beside it. This will remove the toolbar from visibility.

Note: when you perform certain functions in Publisher, such as adding a picture, the corresponding toolbar will automatically open. These toolbars can be removed using this same method.

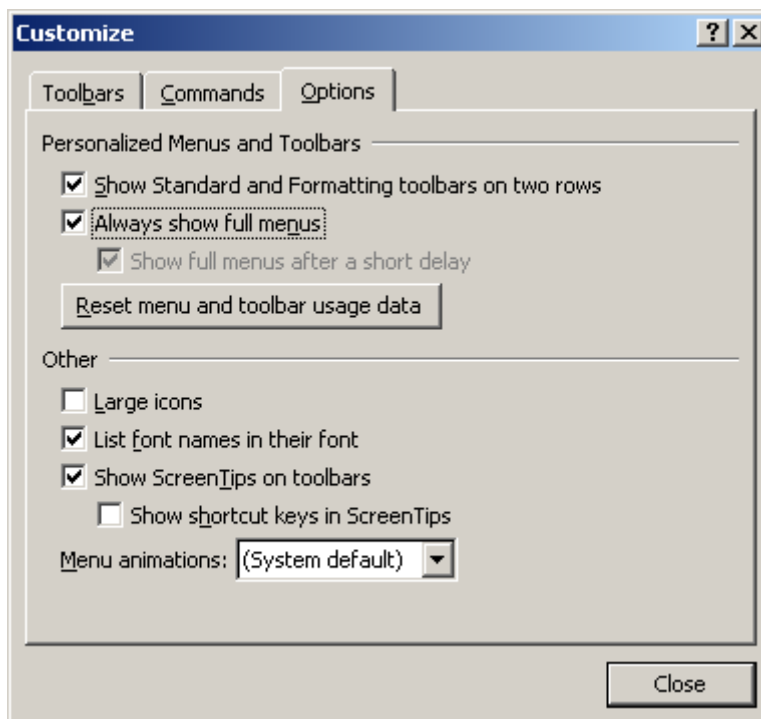
Expanding Menus

A menu that is **unexpanded** is one that does not show all the available options unless you hold the mouse over that menu for several seconds. An unexpanded menu will display an arrow at the bottom of the menu to indicate that there are more hidden options:



To change the settings of Microsoft Publisher and allow all menus to fully display every possible task, follow these steps:

1. Click on the **Tools** menu and select **Customize**.
2. In the **Customize Dialog Box**, make sure the **Options** tab is selected.
3. Under **Personalized Menus and Toolbars**, check the box next to **Always show full menus**.
4. Click **Close** to close the Customize Dialog Box.

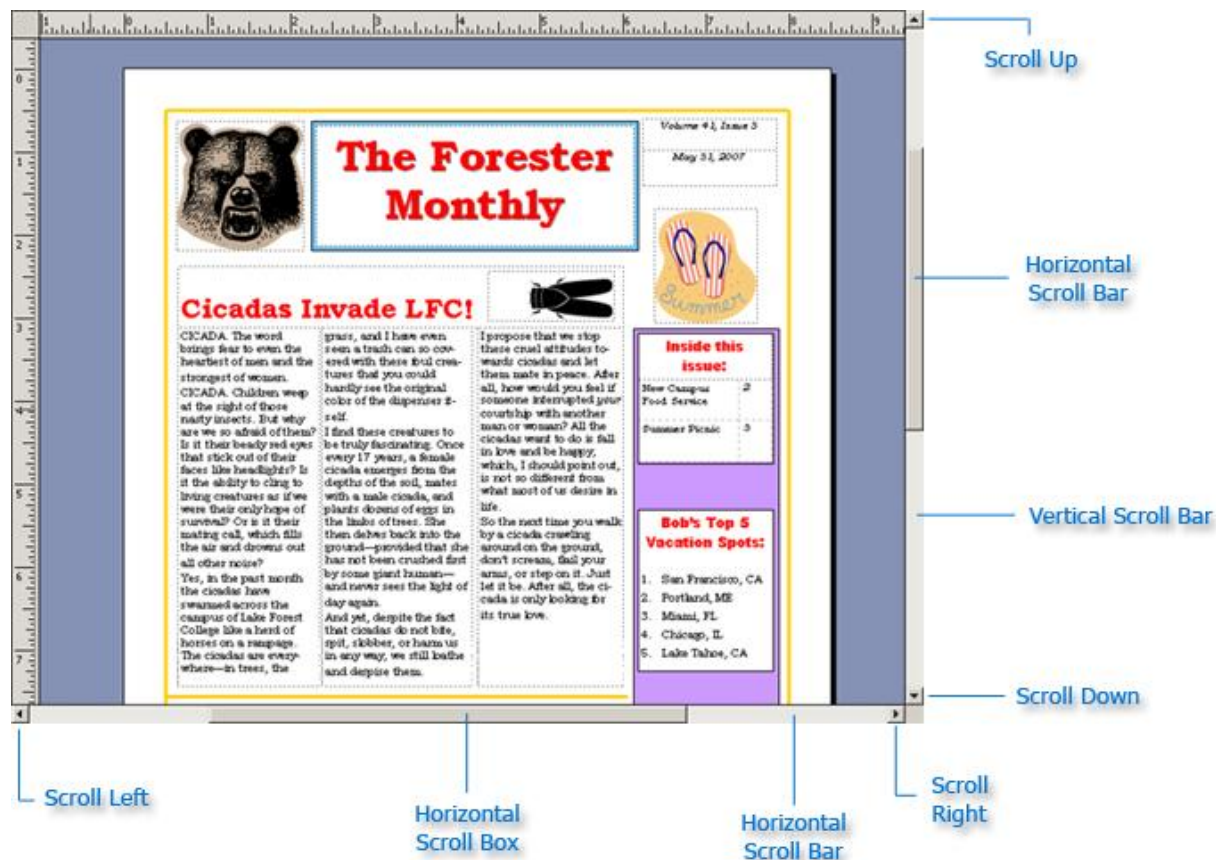


Navigating Publications

You can use a combination of buttons on the keyboard to navigate through a publication efficiently. Here is a list of keyboard combinations and their results:

Keyboard Buttons	Resulting Action
Press the Left Arrow or Right Arrow key	Moves the cursor left or right one character
Press the Up Arrow or Down Arrow key	Moves the cursor up or down one line
Press CTRL+Left Arrow or CTRL+Right Arrow	Moves the cursor left or right one word
Press CTRL+Up Arrow or CTRL+Down Arrow	Moves the cursor up or down one paragraph in a text box or connected text boxes
Press Home	Moves the cursor to the beginning of a line
Press End	Moves the cursor to the end of a line
Press Page Up or Page Down	Moves the cursor up or down one screen
Press CTRL+Page Up or CTRL+Page Down	Moves the cursor up or down one page
Press CTRL+Home	Moves the cursor to the beginning of the text box
Press CTRL+End	Moves the cursor to the end of the text box
Press CTRL+Tab	Moves the cursor one text box to the right of text boxes are connected

Using Scrollbars



Scrollbars, like cursors, can help you navigate through a publication. Here is a list of ways to move the scrollbar and the resulting actions:

Movement	Resulting Action
Click the scroll up or scroll down button once	Scrolls up or down one line
Click the scroll left or scroll right button once	Scrolls left or right approximately 0.5 inch
Click the vertical scroll bar above or below the scroll box	Scrolls up or down one full screen
Click the horizontal scroll bar to the left or right of the scroll box	Scrolls left or right one full screen
Drag the vertical scroll box	Scrolls up or down a relative distance
Drag the horizontal scroll box	Scrolls left or right a relative distance

Previewing and Printing Publications

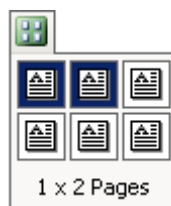
The **Print Preview** feature allows you to view a publication as it would be seen when printed.

To use Print Preview, follow these steps:

1. Select the **Print Preview** button from the **Standard toolbar**.
 - a. Alternatively, you can click on **File** in the **Menu toolbar** and select **Print Preview**.



2. Your publication will now be displayed in a view that shrinks each page. To see multiple pages at once, click the **Multiple Pages** button on the **Print Preview toolbar**.

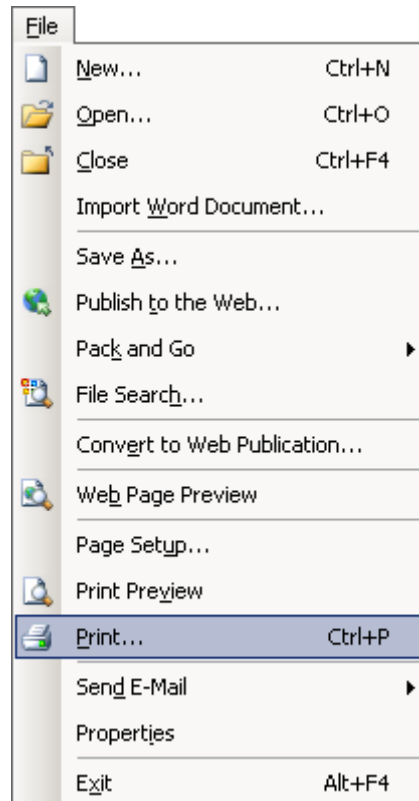


3. To return to viewing one page at a time, click the **Whole Page** button.

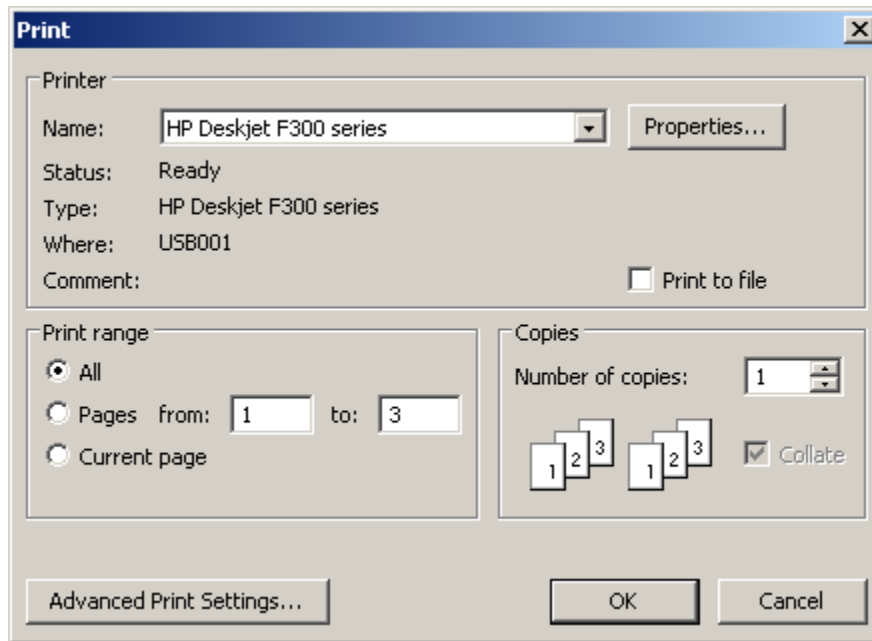
4. To exit the Print Preview view, click **Close** on the Print Preview toolbar.

To print a publication, follow these steps:

1. Go to **File** in the **Menu toolbar** and select **Print**.



2. In the **Print Dialog Box**, there are a number of things you can do to manipulate the publication being printed.
 - a. **Name:** selects the printer your publication prints from. The default printer on your computer appears under **Name**, but you can change this by clicking on the **down arrow** and selecting another printer from the list.
 - b. **Page Range:** chooses which pages from the publication are to be printed. **All** prints every page in the publication. **Current Page** prints only the page you are currently viewing. The **Pages** box allows you to type in a range of pages.
 - c. **Number of Copies:** changes the amount of copies of the publication to be printed.
 - d. **Properties:** by clicking on this button, another window opens where you can change the dimensions of the printed pages. You can also choose whether you want the publication to be printed **horizontally** or **vertically**.



Exiting Publisher

To exit Microsoft Publisher, follow these steps:

1. Click **File** in the menu toolbar.
2. Click **Exit**.
 - a. Alternatively, you can exit Publisher by clicking the **Close** button in the upper-right corner of the window.
3. Save the publication if Publisher prompts you to do so; unsaved publications cannot be recovered!