

# Publisher 2003

Manual - Foundation Level



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## 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\_eur\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 multiuser environment. Where possible pre-install the relevant work files prior to use by students/delegates.

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## Microsoft Publisher 2003

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**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
- Customise the Office Assistant
- Use Office Assistant Tips
- Use Tips of the Day

## What is Publisher?

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### 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.

- Publisher files can also be saved as **picture** files, **Postscript** files, and **Word, Works, and WordPerfect** files.

## Using the Microsoft Web Site

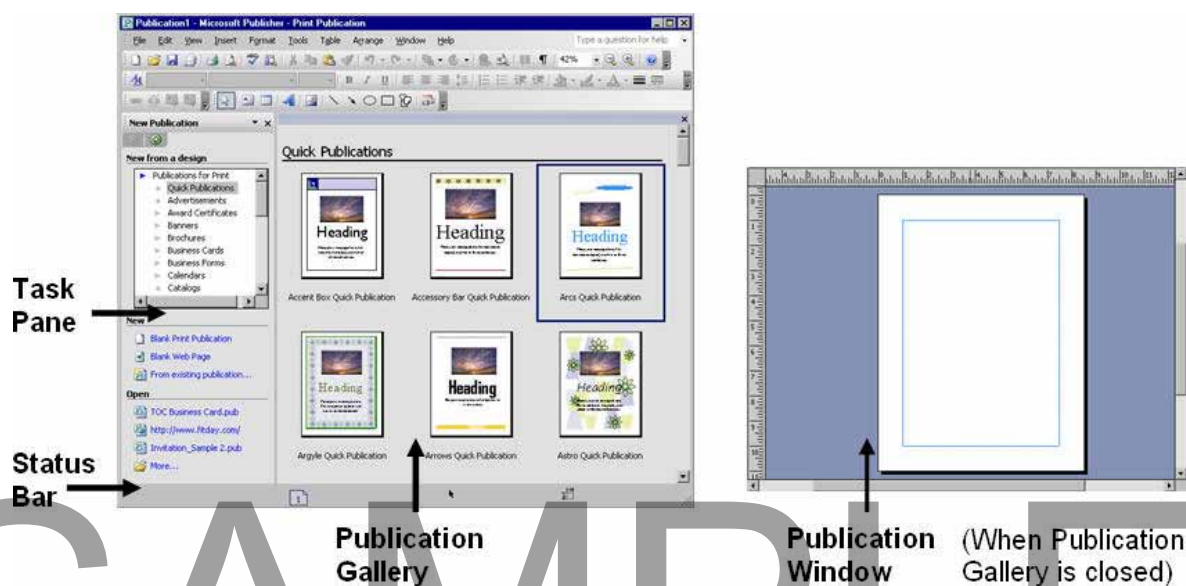
- The **Microsoft Office** Web site provides Publisher users with support, downloads, tools, and product documentation. You can visit their Web site at <http://www.microsoft.com/office/publisher/>

## Getting to Know the Publisher Environment

### Working in 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.

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## 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.

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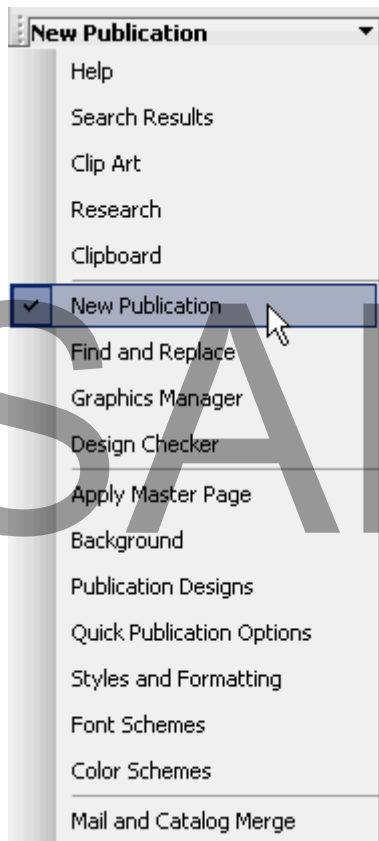
## To display the Task Pane (if it has been closed)

- From the main menu, select **View > Task Pane** (you will see a check mark beside it when the Task Pane is visible).

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## To display other Task Panes

- Click the **Other Task Pane** down arrow and select another Task Pane from the drop-down menu:



## **To switch between the most recent Task Panes**

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- Click the **Back** or **Forward** arrows in the upper-left corner of the Task Pane.

## **To close a Task Pane**

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- 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.

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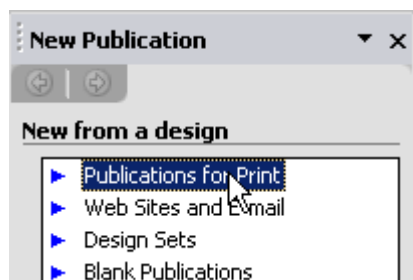
## **⚠ Using the Publication Gallery**

- 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**

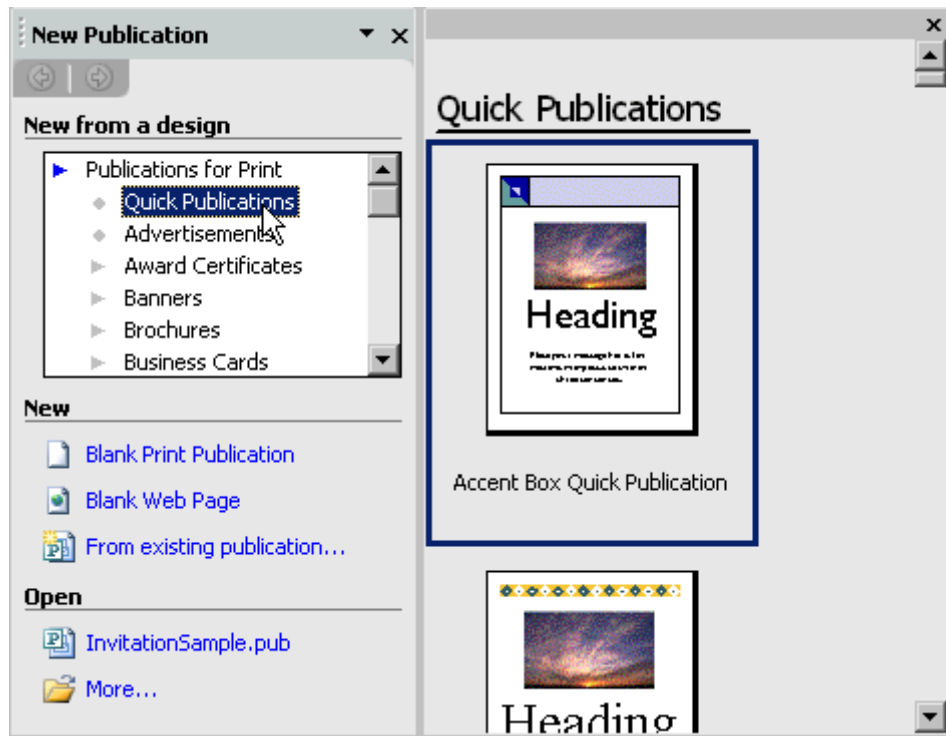
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- To display the **Publication Gallery**, click on the publication category you need from the **New from a design** list displayed on the **New Publication** Task Pane:



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

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

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## Using the Status Bar

- The **Status Bar** displays information on **Object Position** and **Object Size**, and offers **Page Navigation** for publications with multiple pages.

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### 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).

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### 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).

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## Getting to Know Publisher Toolbars

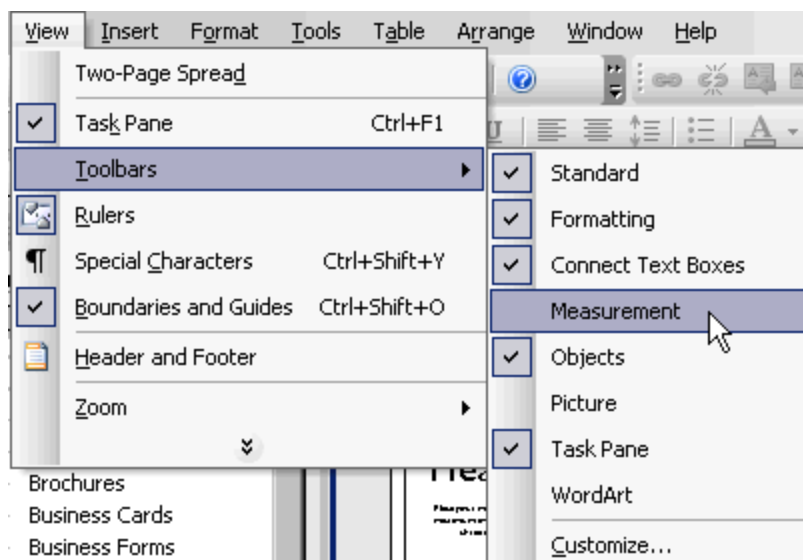
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### Using Toolbars

- 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**.

- The following are buttons on the Standard toolbar:

 **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

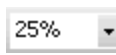
 **Rotate or Flip** – Rotate or flip an object using the drop-down menu


 **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** – Customise the Standard toolbar using the drop-down menu

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## 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.
- The following are buttons on the Formatting toolbar:

 **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

 **B Bold** – Apply bold style to selected text

 **I Italic** – Apply italic style to selected text


 **U Underline** – Apply underline style to selected text


 **Align Left** – Align text to the left


 **Center** – Align text to the centre

 **Align Right** – Align text to the right

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 **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 colour using the drop-down menu

 **Line Color** – Apply a line colour using the drop-down menu


 **Font Color** – Change the font colour 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

 **Toolbar Options** – Customise the Formatting toolbar

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## Using the Connect Text Boxes Toolbar

- The **Connect Text Boxes** toolbar (previously known as the **Connect Frames** toolbar in earlier incarnations of Publisher) provides quick access to text box 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 text box action you want to perform.

- The following are buttons on the Connect Text Boxes toolbar:



**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** – Customise the Connect Textboxes toolbar using the drop-down menu

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## 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.

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

- The **Objects** toolbar is a vertical toolbar.



**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** – Draw 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** – Customise the Objects toolbar using the drop-down menu

## Getting Help

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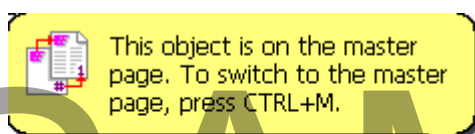
### Using the Ask a Question Box

- 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:



### 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.

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## Displaying the Office Assistant

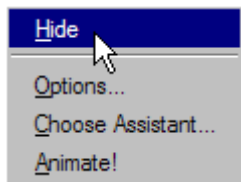
- From the main menu, select **Help > Show the Office Assistant:**



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## Hiding the Office Assistant

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

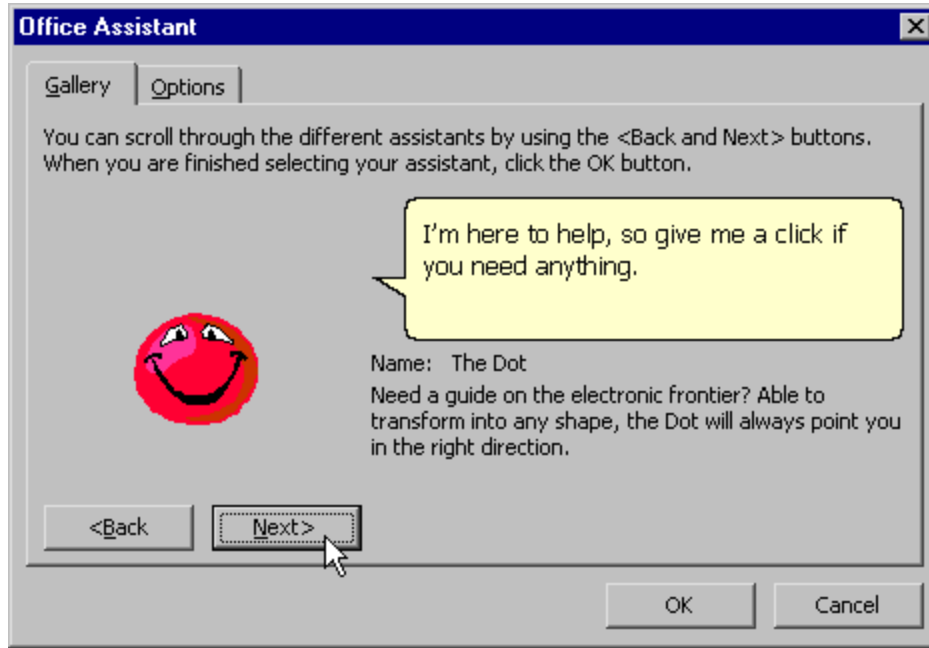


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## Customising the Office Assistant

- You can customise 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**:

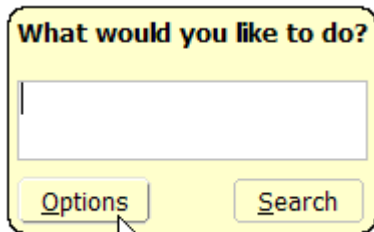
SAMPLE



## To customise 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

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



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## 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**.

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## Review Questions

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### 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?
- Customise the Office Assistant?
- Use Office Assistant Tips?
- Use Tips of the Day?

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## Working with Publications

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**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 Colour 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
- Customise 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

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### 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.

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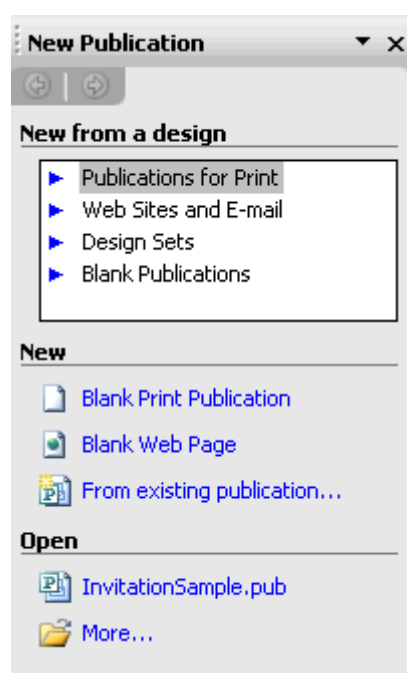
## Displaying the New Publication Task Pane

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

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

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



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## Creating a Publication from a Design Template

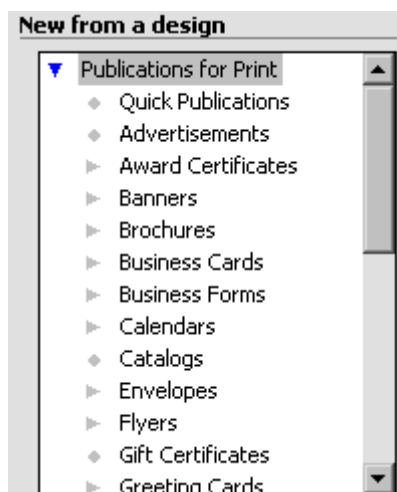
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### Selecting a Template by Publications for Print

- 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.

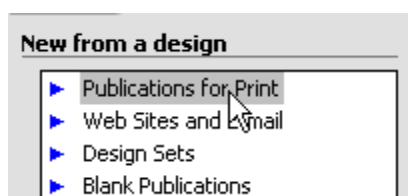
- Each publication type has a variety of design sets to choose from which are listed in the **New from a design** list, and displayed in the **Publication Gallery**:



## To select a template by Publications for Print

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- 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**.

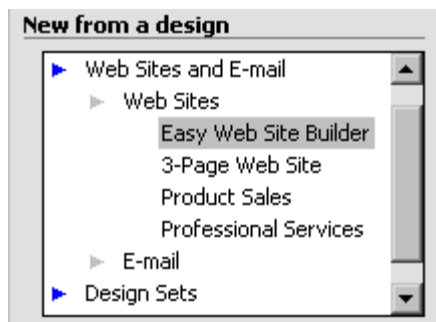
**Note:** When you select a template for the first time, you may be asked to enter **Personal Information**. Personal Information is discussed in the next section.

## 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

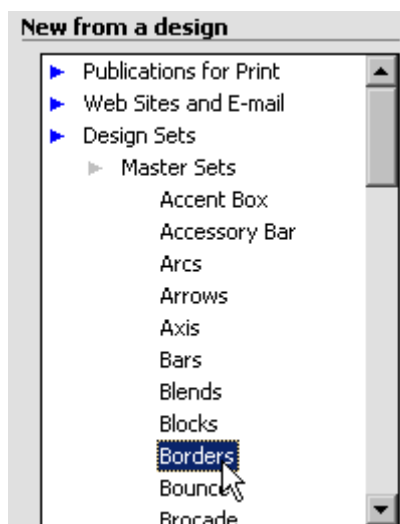
- Selecting a template based on **Design Sets** sorts publication templates into categories such as **Arcs**, **Bubbles**, **Eclipse**, **Layers** and other design sets.
- Each design set has a variety of publication types to choose from which are also displayed in the **Publication Gallery**.

### To select a template by Design Sets

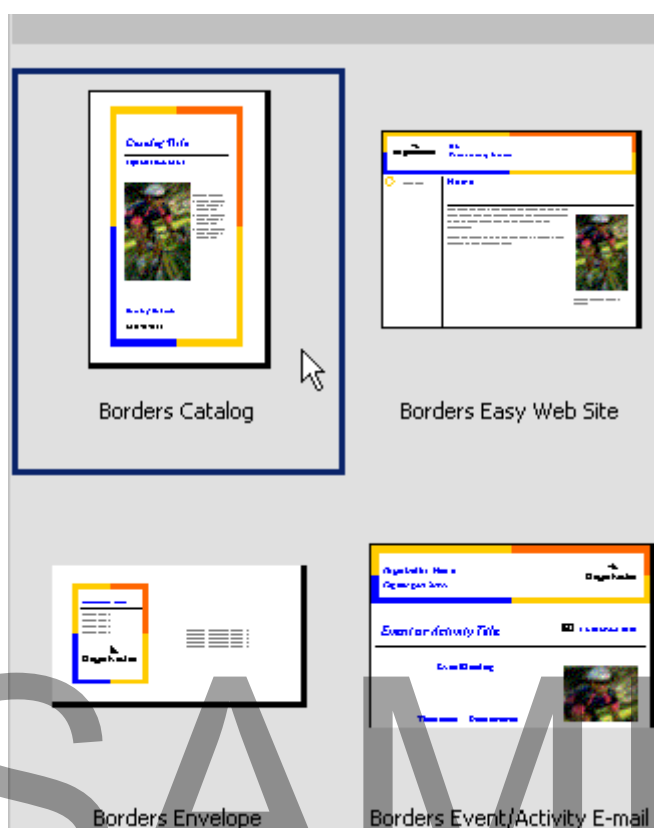
- Click on **Design Sets**, located in the **New from a design** list:



- Scroll through the design sets available and click on the type of design set you are interested in:



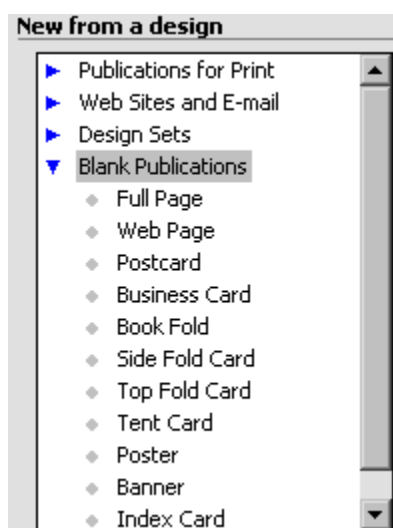
- Select the template you want from the **Publication Gallery**:



### **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**:



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### To select a template by Blank Publications

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- 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**.

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## Adding Personal Information

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### 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**.

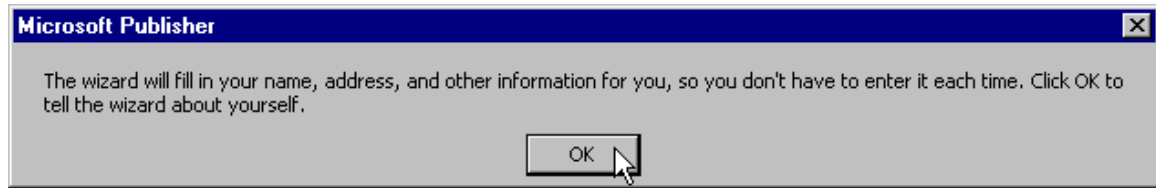
**Note:** The primary business set is selected by default.

- 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:

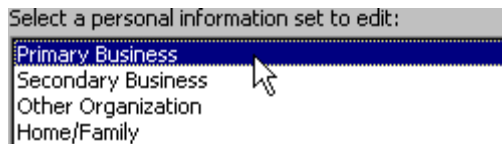


- Click **OK**. This opens the **Personal Information** dialog box.

**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.

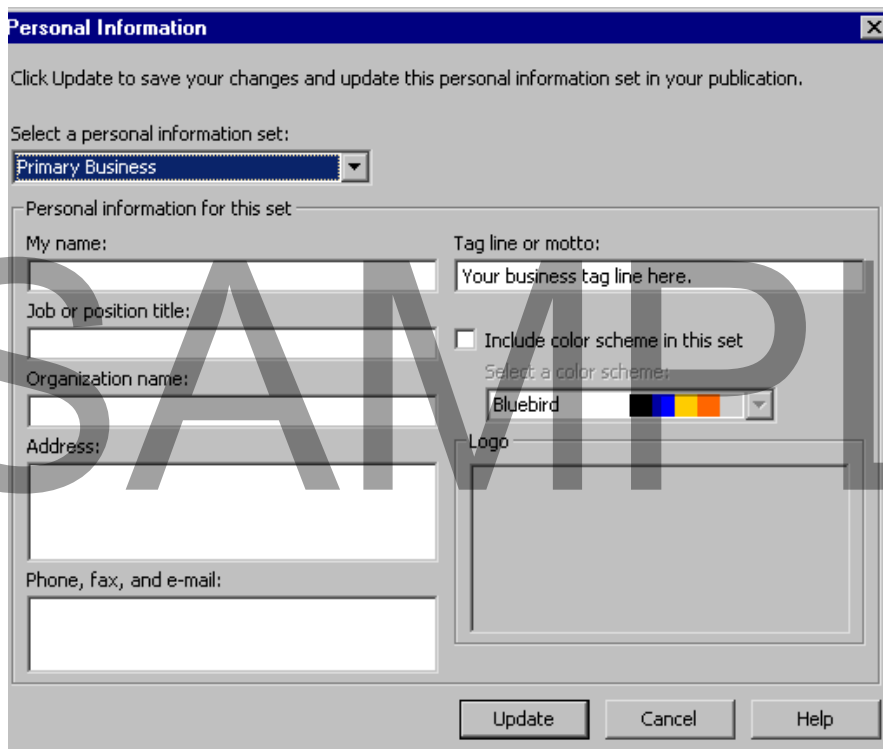
## Selecting a Personal Information Set

- 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:



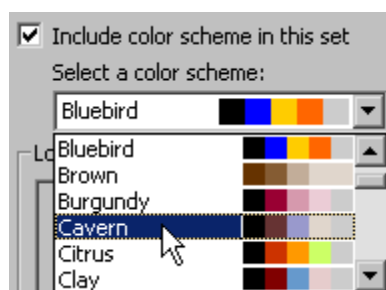
## Selecting a Color Scheme

- Selecting a colour scheme applies a set of colours 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 colour 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:

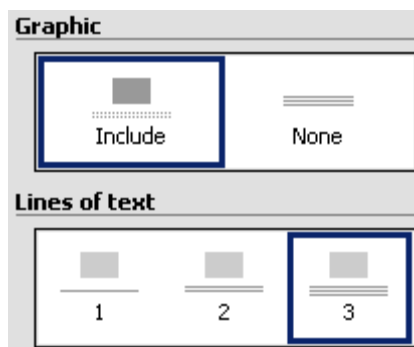


- This displays the **Logo Designs** Task Pane.
- Select a logo design from the **Apply a design** area:

SAMPLE



- 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 colour 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

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### 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.

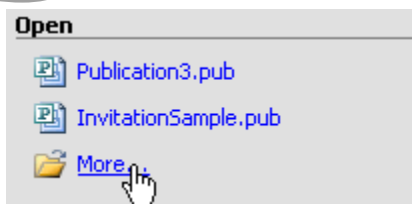
**Note:** Since all Publisher templates are displayed in the **New Publication** Task Pane, there will only be templates in the **New from a design** area if you have previously created customised templates. Otherwise, the **Template** category will not be listed.

---

## 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.

---

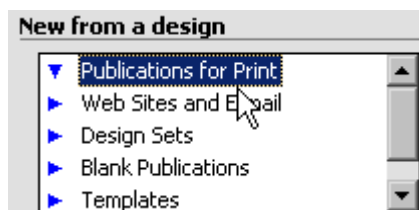
### To import a Word document

- 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**.

---

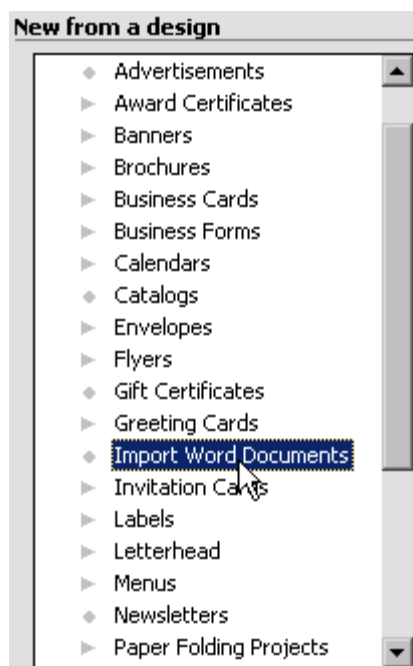
### To import a Word document into a pre-selected design

- 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**:

SAMPLE



- 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**.

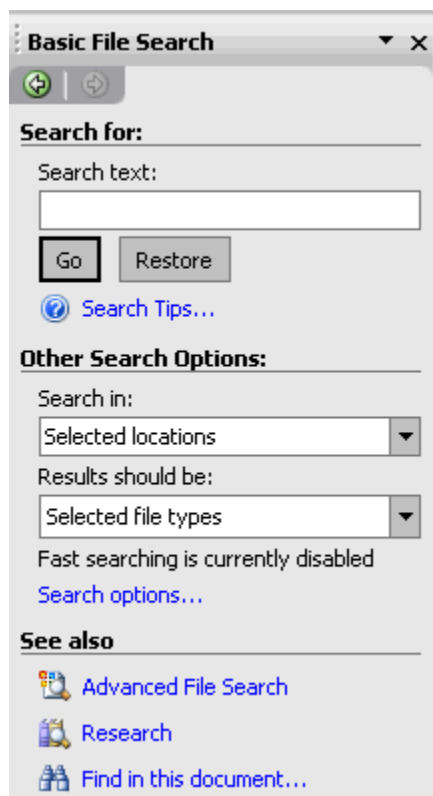
## Understanding the Basic File Search Task Pane

---

### 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:

SAMPLE



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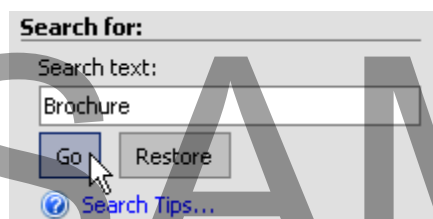
## Displaying the Basic File Search Pane

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

---

## Searching for Files

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



---

## Customising 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 customise your search further by using **Advanced File Search**, and speed up the search process by installing **Fast Searching**.

---

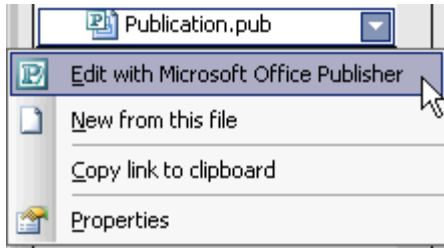
## Using Search Results

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### 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

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### Using the Research Pane


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

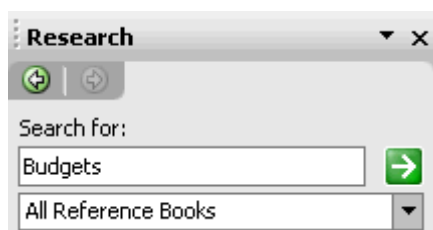
**OR** from the main menu, select **Tools > Research**

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

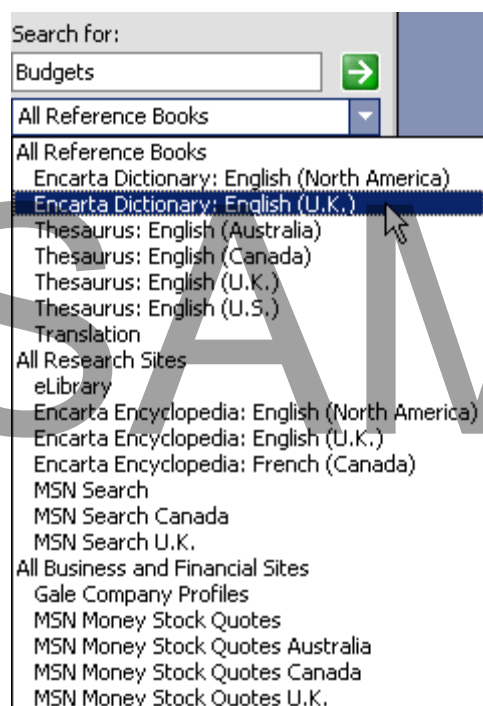
---

## Searching for information online

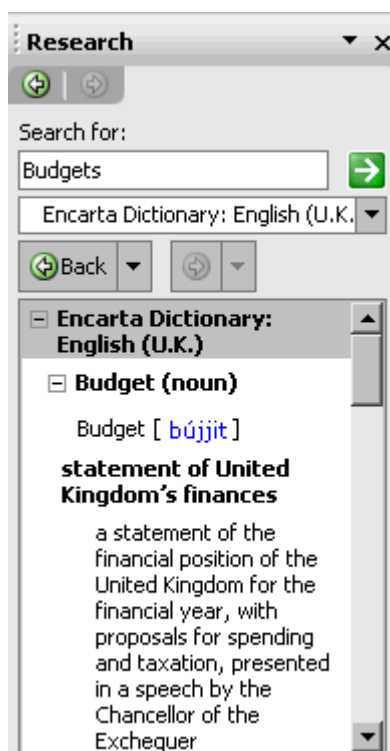
- Enter the text to search for in the **Search for** textbox, located on the **Research** Task Pane. In this example, we will type the word "budgets":



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

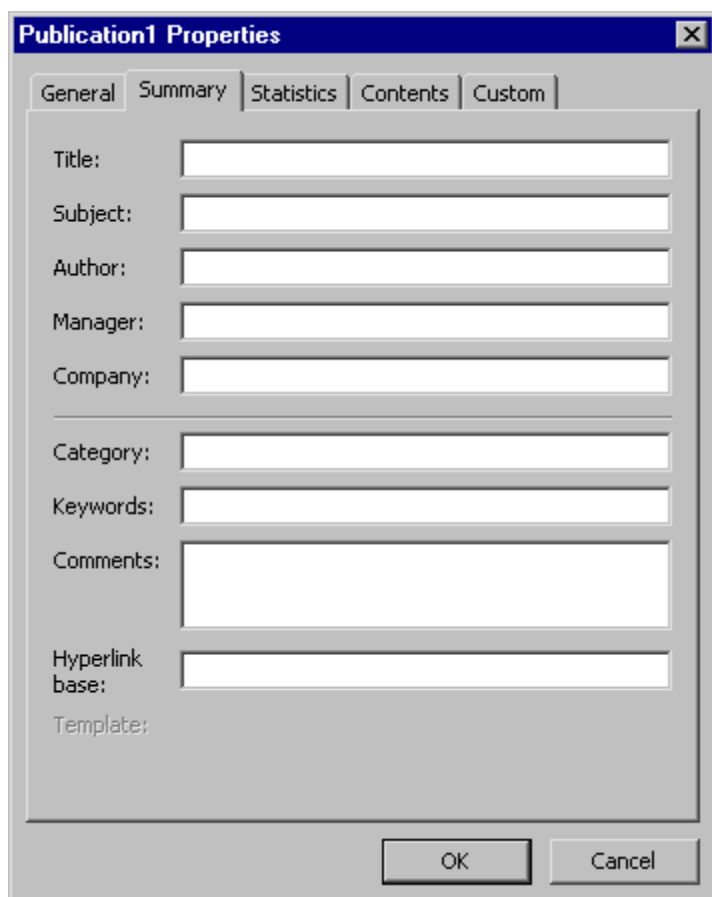
## Managing a Publication

### 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.

SAMPLE

- Click **OK**:



---

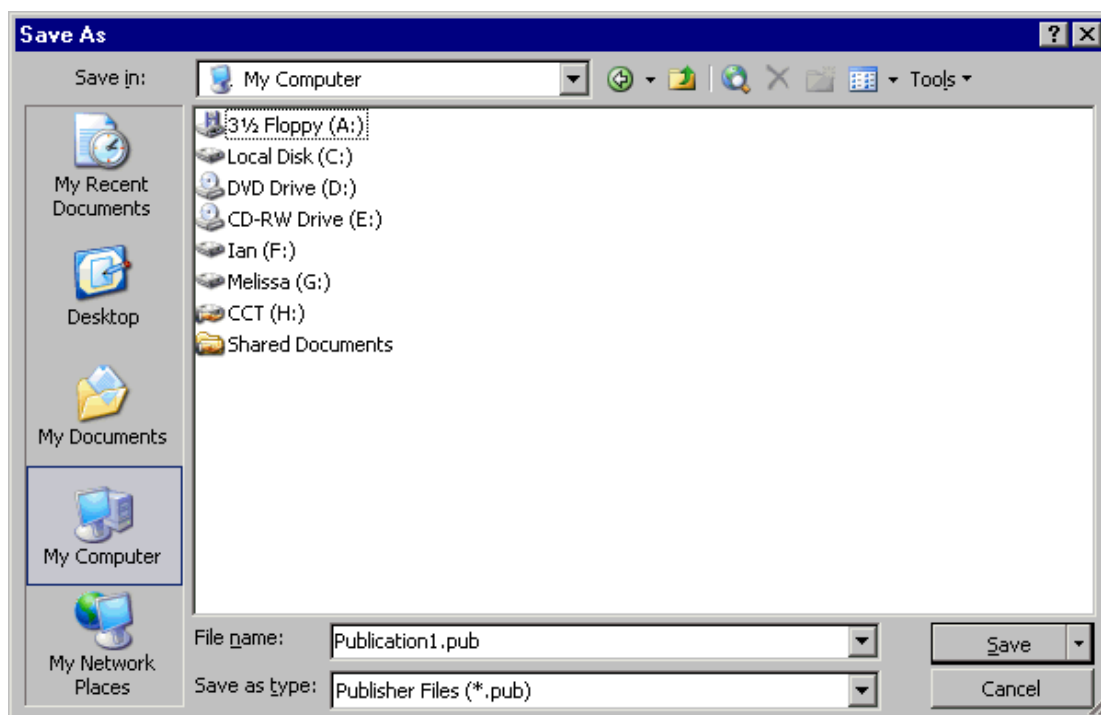
## Saving a Publication

- 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**:

SAMPLE



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## 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**.

---

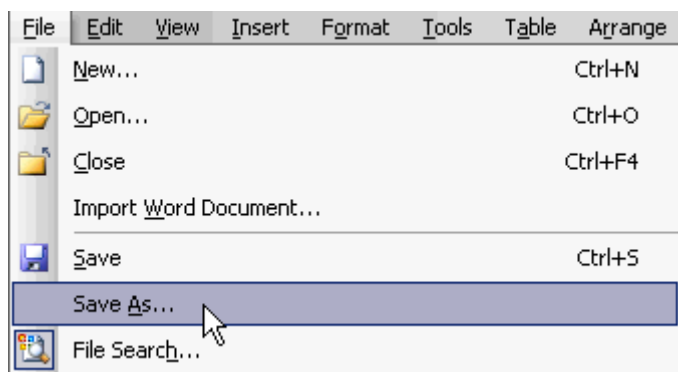
## Saving a Publication as a Web Page

- 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 Colour 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?
- Customise 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 Colour Schemes Task Pane
- Apply a Colour Scheme
- Create a Custom Colour Scheme
- Delete a Colour 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

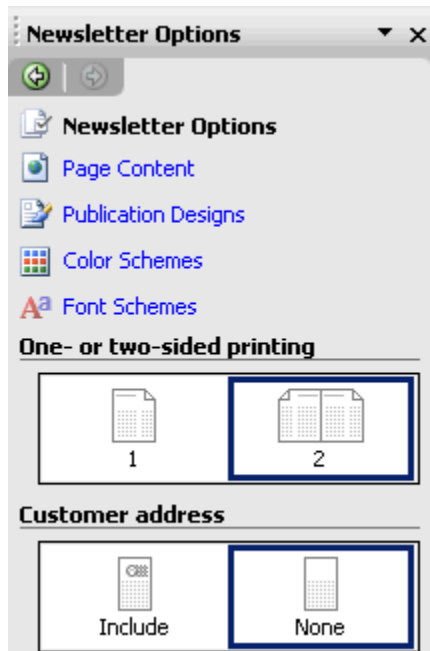
## Understanding the Publication Options Task Pane

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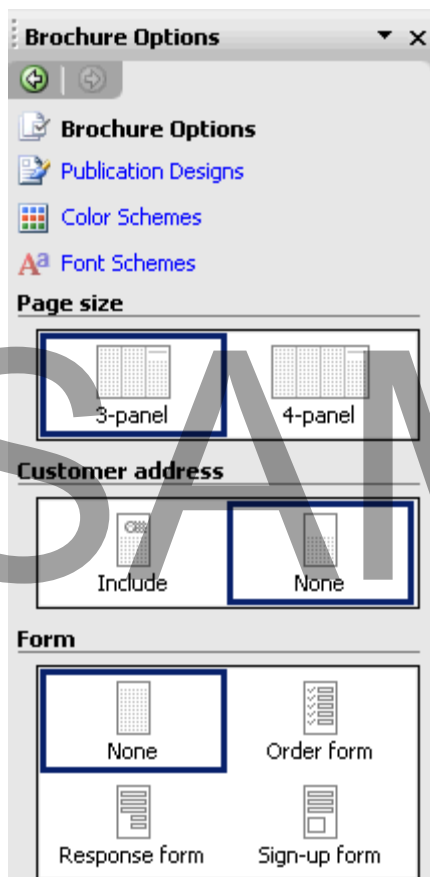
### Using the Publication Options Task Pane

- 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:

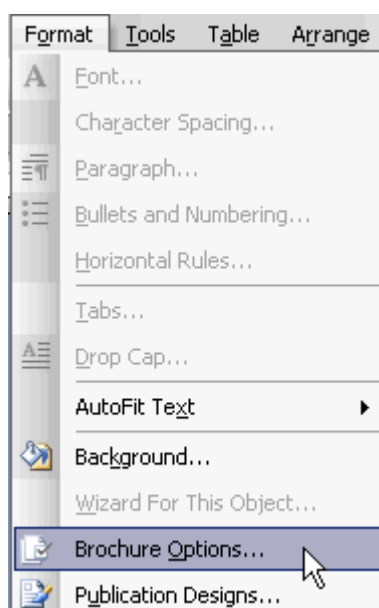


## Displaying the Publication Options Task Pane

- 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.

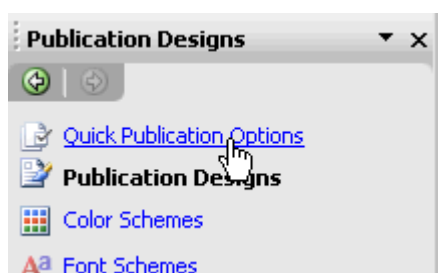
## Using Quick Publication Options

- **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.

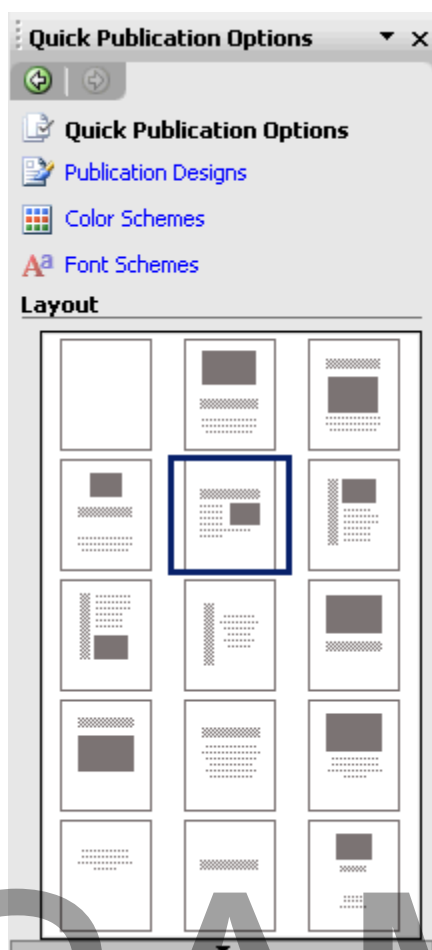
## To apply a Quick Publication Option

- 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

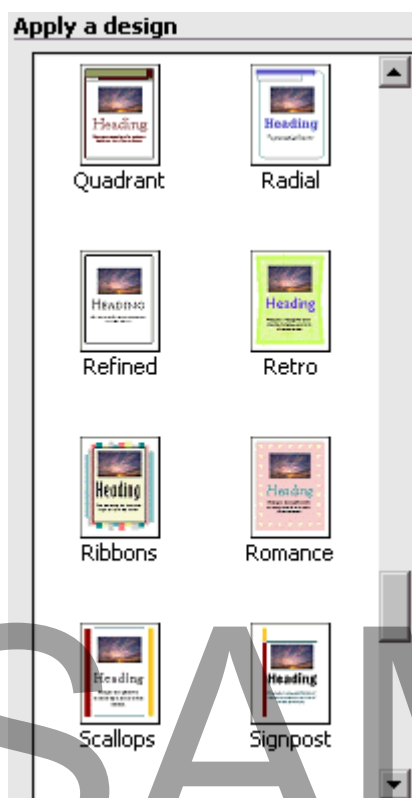
- From the main menu, select **Format > Publication Designs**

**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:



---

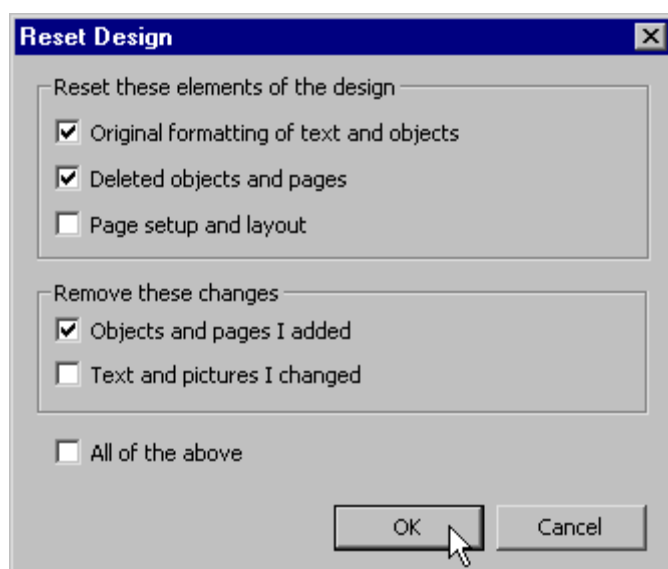
## Resetting a Publication Design

- 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**.

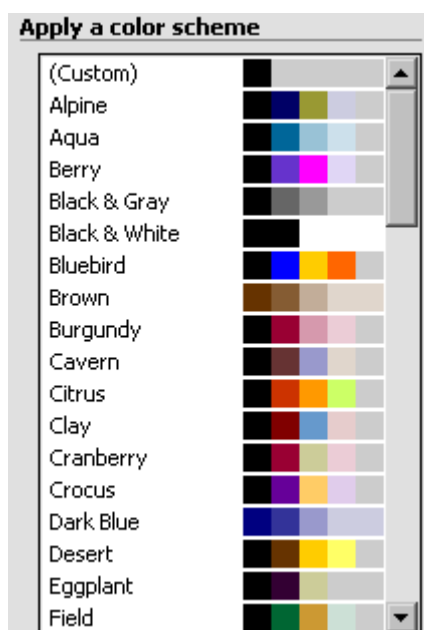
## Understanding the Color Schemes Task Pane

---

### Using the Color Schemes Task Pane

- The **Color Schemes** Task Pane displays all colour combinations available to a publication. Each scheme colour represents a colour in your publication including **headline text color**, **body text color**, **hyperlink color**, **AutoShapes color**, **line color**, and **border color**:

SAMPLE



- Each design template has a default colour scheme. Using the **Color Schemes** Task Pane, you can change the colour scheme of your selected template, or apply a colour 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

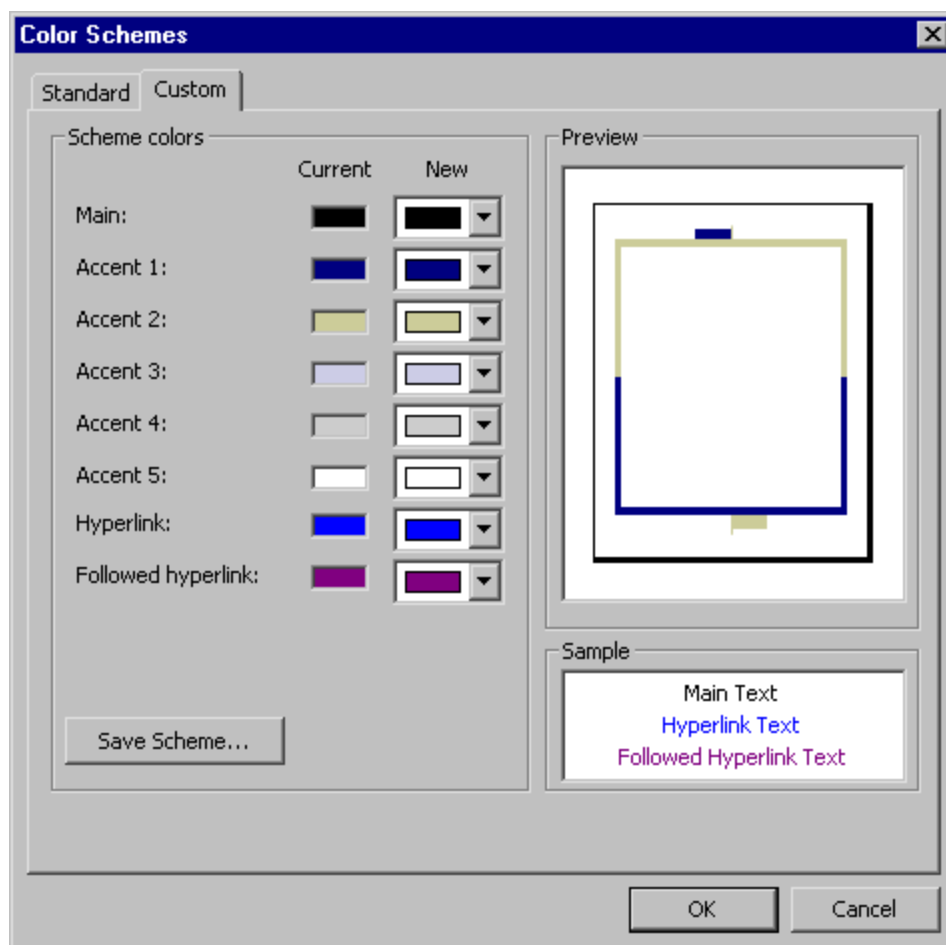
- In the **Color Schemes** Task Pane, click the colour scheme you want to apply.

---

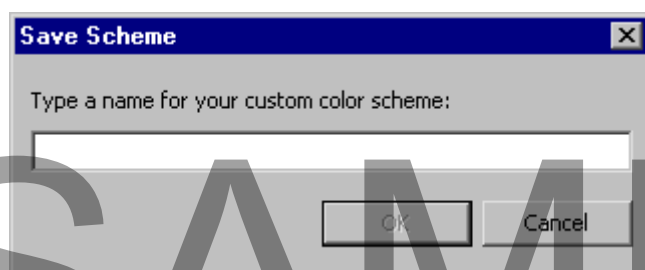
## Creating a Custom Color Scheme

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

SAMPLE



- Select a new scheme colour 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 colour scheme:



- Click **OK**.

## Deleting a Color Scheme

- You can only delete **custom** colour 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 colour 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 colour scheme.
- Click **Yes**.

## Understanding the Font Schemes Task Pane

### Using the Font Schemes Task Pane

- The **Font Schemes** Task Pane displays all font combinations available to a publication:



- Each **Font Scheme** contains a selection of fonts which work well together. Fonts within a font scheme apply to **headings**, **captions**, and **body text**. Changing a publication's font scheme applies font changes to the entire publication.

### Displaying the Font Schemes Task Pane

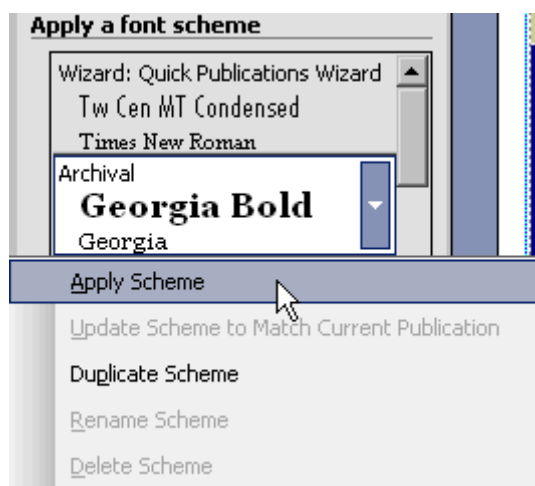
- From the main menu, select **Format > Font Schemes**

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

---

## Applying a Font Scheme

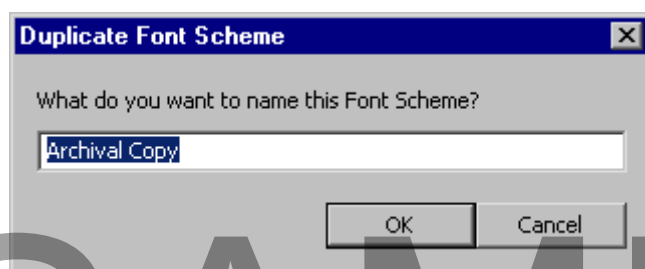
- In the **Font Schemes** Task Pane, click the font scheme you want to apply  
*OR* click the down arrow next to the font scheme.
- Select **Apply Scheme**:



---

## Duplicating a Font Scheme

- Click the down arrow next to the font scheme you want to duplicate.
- Select **Duplicate Scheme**. This opens the **Duplicate Font Scheme** dialog box.
- Enter a name for the duplicated scheme:



- Click **OK**.

---

## Updating a Font Scheme

- Click the down arrow next to the font scheme you want to update.
- Select **Update Scheme to Match Current Publication**. The duplicated scheme will take on the formatting of the new font scheme.

**Note:** You can only update a font scheme which has been duplicated.

## Renaming a Font Scheme

- Click the down arrow next to the font scheme you want to rename.
- Select **Rename Scheme**. This opens the **Rename Font Scheme** dialog box.
- Enter a new name for the font scheme.
- Click **OK**.

**Note:** You can only rename a scheme you have created.

---

## Deleting a Font Scheme

### To delete a font scheme

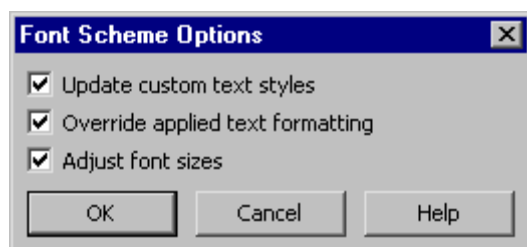
- Click the down arrow next to the font scheme you want to delete.
- Select **Delete Scheme**. This opens a dialog box asking if you're sure you want to delete the scheme.
- Click **Yes**.

**Note:** You can only delete a scheme you have duplicated.

---

## Using Font Scheme Options

- Click the **Font Scheme Options** link at the bottom of the **Font Schemes** Task Pane. This opens the **Font Scheme Options** dialog box:



- Make the option changes you want.
- Click **OK**.

---

## Understanding the Styles and Formatting Task Pane

---

### Using the Styles and Formatting Task Pane

- The **Styles and Formatting** Task Pane displays font styles available to a publication.
- Font styles contain a set of formatting characteristics including **font size**, **font color**, **character spacing**, and other text characteristics, applied to a single font style.

## End of the preview sample



This sample is approximately half of the full course. Please see the table of contents at the beginning of this document to see the full list of topics covered in the full course.

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