

# Microsoft Publisher XP

Manual - Intermediate Level



SAMPLE

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**SAMPLE**

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## Drawings and Pictures

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

- Draw a Line
- Draw an Arrow
- Draw an Oval
- Draw a Rectangle
- Add AutoShapes
- Display the AutoShapes Toolbar
- Change Fill Color
- Change Line Color
- Change Line Style
- Change Dash Style
- Change Arrow Style
- Add Shadow Style
- Add 3-D Style
- Resize Objects
- Move Objects
- Display the Insert Clip Art Task Pane
- Search for Clip Art
- Customize a Clip Art Search
- Use the Clip Organizer
- Search for Clips Online
- Insert Clip Art
- Insert a Picture from a File
- Insert a Picture from a Scanner or Camera
- Change how a Picture is Viewed
- Display the Picture Toolbar
- Adjust Clip Art and Picture Color
- Adjust Clip Art and Picture Contrast
- Adjust Clip Art and Picture Brightness
- Crop Clip Art and Pictures
- Add a Border to Clip Art or Pictures
- Apply Text Wrapping to Clip Art or Pictures
- Set a Transparent Color
- Reset Clip Art or Pictures
- Use the Design Gallery
- Add an Element by Object Category
- Add an Element by Object Design
- Add an Element from Your Objects
- Add an Object to the Design Gallery

## Drawing Lines and Shapes

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### Drawing a Line

- Click the **Line** button on the **Objects** toolbar:



- Click on the publication page and drag your mouse until you have the line you want.

**Note:** Hold the **Shift** key down while you're drawing the line to angle the line 15 degrees at a time.

---

### Drawing an Arrow

- Click the **Arrow** button on the **Objects** toolbar:



- Click on the publication page and drag your mouse until you have the arrow you want.

---

### Drawing an Oval

- Click the **Oval** button on the **Objects** toolbar:



- Click on the publication page and drag your mouse until you have the oval you want.

**Note:** Hold the **Shift** key down while you're drawing the oval to draw a perfect circle.

---

### Drawing a Rectangle

- Click the **Rectangle** button on the **Objects** toolbar:



- Click on the publication page and drag your mouse until you have the rectangle you want.

**Note:** Hold the **Shift** key down while you're drawing the rectangle to draw a perfect square.

---

### Adding AutoShapes

- AutoShapes are pre-drawn shapes that offer an easy alternative to drawing your own shapes. AutoShapes come in several shape categories including **Lines**, **Connectors**, **Basic Shapes**, **Block Arrows**, **Flowcharts**, **Stars and Banners**, and **Callouts**.

#### To add an AutoShape:

- Click the **AutoShapes** button on the **Objects** toolbar:



**OR** from the main menu, select **Insert > Picture > AutoShapes**.

- Select the AutoShape you want from the drop-down menu.
- Click on the publication page and drag your mouse until you have the AutoShape you want.

---

### Displaying the AutoShapes Toolbar

- If you are drawing multiple AutoShapes, it can be easier to work from the **AutoShapes** toolbar.

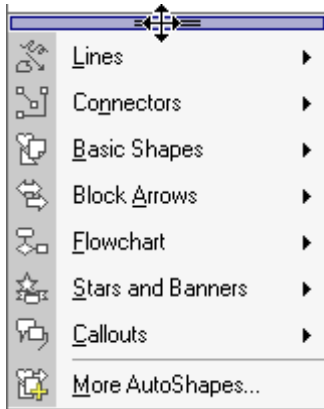
#### To display the AutoShapes toolbar:

- Click the **AutoShapes** button on the **Objects** toolbar

**OR** from the main menu, select **Insert > Picture > AutoShapes**.

- Position your mouse cursor over the horizontal lines at the top of the **AutoShapes** drop-down menu:

SAMPLE



- Click and drag your mouse until you have a floating **AutoShapes** toolbar:



---

### Changing Fill Color

- Select the object you want to fill.
- Click the down arrow on the **Fill Color** button on the **Formatting** toolbar:



- Select the fill color you want from the drop-down menu.

**Note:** To customize your fill color, select **More Fill Colors** or **Fill Effects**.

---

### Changing Line Color

- Select the line for which you want to change color.
- Click the down arrow on the **Line Color** button on the **Formatting** toolbar:



- Select the line color you want from the drop-down menu.

**Note:** To customize your line color, select **More Line Colors** or **Patterned Lines**.

---

### Changing Line Style

- Select the line for which you want to change line style.

- Click the **Line/Border Style** button on the **Formatting** toolbar:



- Select the line style you want from the drop-down menu.

**Note:** To customize your line style, select **More Lines**.

---

### Changing Dash Style

- Select the line you want to change to dash style.
- Click the **Dash Style** button on the **Formatting** toolbar:



- Select the dash style you want from the drop-down menu.

---

### Changing Arrow Style

- Select the line you want change to arrow style.
- Click the **Arrow Style** button on the **Formatting** toolbar:



- Select the arrow style you want from the drop-down menu.

**Note:** To customize your arrow style, select **More Arrows**.

---

### Adding Shadow Style

- Select the object for which you want to add a shadow.
- Click the **Shadow Style** button on the **Formatting** toolbar:



- Select the shadow style you want from the drop-down menu.

**Note:** To customize your shadow style, select **Shadow Settings**. This opens the **Shadow Settings** toolbar:



## Adding 3-D Style

- Select the object for which you want to add a 3-D style.
- Click the **3-D Style** button on the **Formatting** toolbar:



- Select the 3-D style you want from the drop-down menu.

**Note:** To customize your 3-D style, select **3-D Settings**. This opens the **3-D Settings** toolbar:



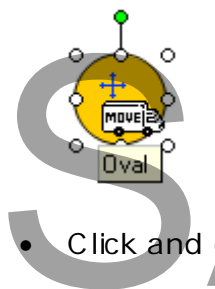
## Resizing Objects

- Select the object you want to resize.
- Click and drag the **Resize** handle to the size you want:



## Moving Objects

- Select the object you want to move:



- Click and drag the object to where you want.

## Understanding the Insert Clip Art Task Pane

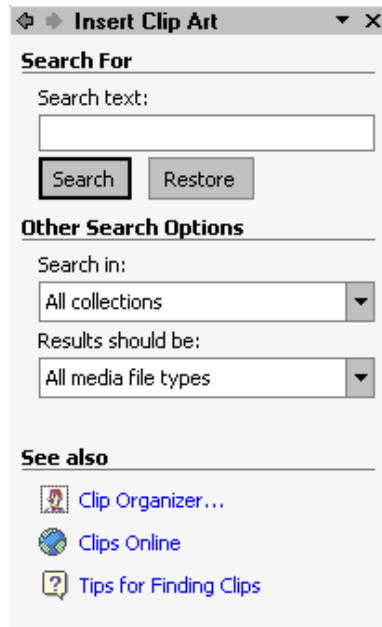
### Using the Insert Clip Art Task Pane

- The **Insert Clip Art** Task Pane provides access to Clip Art available from your collections, Office collections, or Web collections. Clip Art includes **drawings**,

**photos, sounds, animations**, and other media files that can enhance your publication.

## Displaying the Insert Clip Art Task Pane

- From the main menu, select **Insert > Picture > Clip Art**:



**OR** click the **Clip Organizer Frame** button on the **Objects** toolbar:



**Note:** When you first use the **Insert Clip Art** Task Pane, you will be prompted to add clips to your **Clip Organizer**. This will search your computer for media clips and organize your clips into the **My Collections** folder:



## Searching for Clip Art

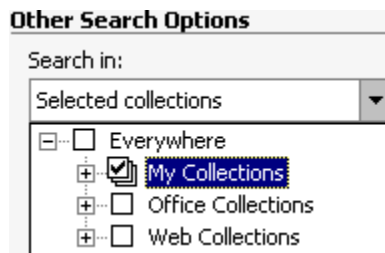
- Enter descriptive keywords to search for clips in the **Search text** textbox.
- Click **Search**.

**Note:** To do another search, click the **Modify** button at the bottom of the **Insert Clip Art** Task Pane.

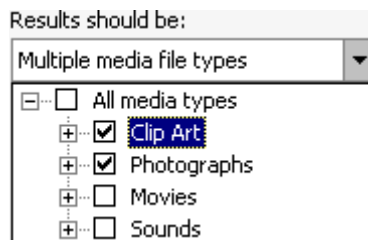
---

## Customizing a Clip Art Search

- Select a collection from the **Search in** drop-down menu. Publisher will narrow its Clip Art search to the collections you select:



- Select a media type from the **Results should be** drop-down menu. Publisher will narrow its Clip Art search to the media file types you select:



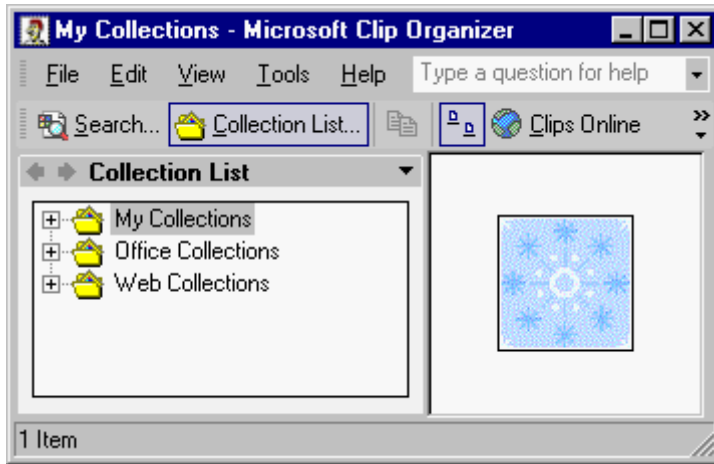
---

## Using the Clip Organizer

- The Clip Organizer organizes Clip Art into the **My Collections**, **Office Collections**, and **Web Collections** folders. The Clip Organizer is useful for browsing through clip collections and managing Clip Art options.

**To display the Clip Organizer:**

- Click the **Clip Organizer** link at the bottom of the **Insert Clip Art** Task Pane:



---

### Searching for Clips Online

- The **Web Collections** Clip Art folder automatically updates its Clip Art from the Web if you have an open Internet connection. You can also search for online clips directly.

#### To search for clips online:

- Click the **Clips Online** link at the bottom of the **Insert Clip Art** Task Pane.

**Note:** If this is the first time you are accessing clips online, you will be asked to accept a User Agreement.

---

### Inserting Clip Art

- From your search results, click on the clip you want.

*OR*

- Click the down arrow next to the clip you want.
- Click **Insert**.

---

### Adding Pictures

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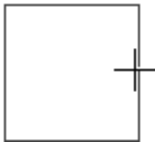
#### Inserting a Picture from a File

- From the main menu, select **Insert > Picture > From File**. This opens the **Insert Picture** dialog box.
- Locate and select the picture you want.

- Click **Insert**.

**OR**

- Click the **Picture Frame** button on the **Objects** toolbar.
- Click on the publication page and drag your mouse to create a picture frame box:



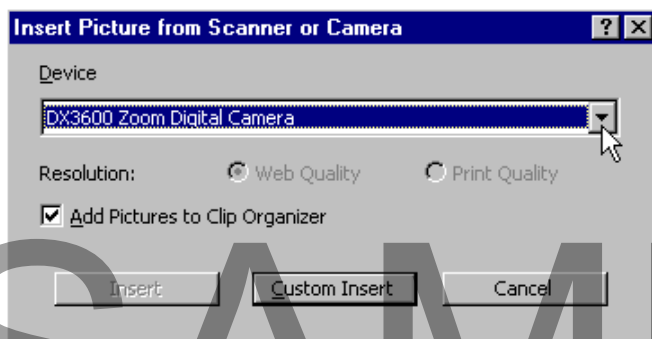
- This opens the **Insert Picture** dialog box.
- Locate and select the picture you want.
- Click **Insert**.

**Note:** The inserted picture will automatically resize to fit the **Picture Frame** box.

---

### Inserting a Picture from a Scanner or Camera

- From the main menu, select **Insert > Picture > From Scanner or Camera**. This opens the Insert Picture from Scanner or Camera dialog box:



- Select the device from the drop-down menu that contains the pictures you want.
- Click the **Custom Insert** button.
- Locate and select the picture(s) you want.
- Click **Get Picture**.

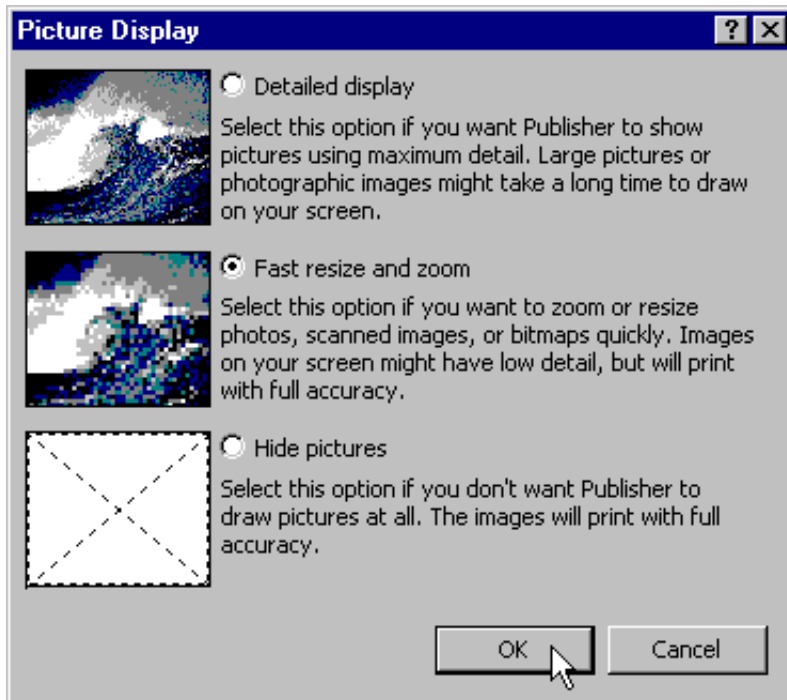
**Note:** If you don't want your pictures added to the **Clip Organizer**, uncheck the **Add Pictures to Clip Organizer** box.

## Changing how a Picture is Viewed

- Changing how a picture is viewed in your publication does not affect the picture's print quality.
- Changing how a picture is viewed is useful if you have large images in your publication that take a long time to load.

### To change how a picture is viewed:

- From the main menu, select **View > Pictures**. This opens the **Picture Display** dialog box:



- Check the display option you want.
- Click **OK**.

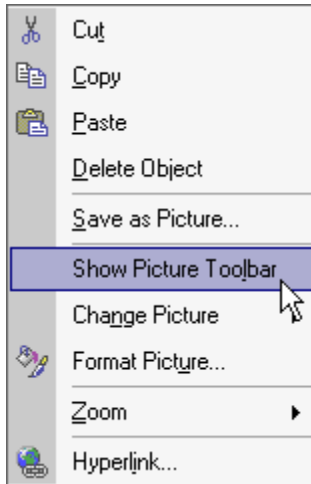
## Modifying Clip Art and Pictures

### Displaying the Picture Toolbar

- The **Picture** toolbar offers a central and convenient way to modify images.

### To display the Picture toolbar:

- Right-click on the image you want to modify.
- From the pop-up menu, select **Show Picture Toolbar**:



**OR** from the main menu, select **View > Toolbars > Picture**.

---

### Adjusting Clip Art and Picture Color

- Select the image for which you wish to adjust color.
- Click the **Color** button on the **Picture** toolbar.
- Select a color from the drop-down menu.

**OR**

- Right-click on the image for which you wish to adjust color.
- From the pop-up menu, select **Format Picture**.
- Click on the **Picture** tab.
- Select a color from the drop-down menu in the **Image control** area:



- Click **OK**.

---

### Adjusting Clip Art and Picture Contrast

- Select the image for which you wish to adjust contrast.
- Click the **More Contrast** or **Less Contrast** button on the **Picture** toolbar:



**OR**

- Right-click on the image for which you wish to adjust contrast.
- From the pop-up menu, select **Format Picture**.
- Click on the **Picture** tab.
- Increase or decrease contrast in the **Image control** area.
- Click **OK**.

---

### Adjusting Clip Art and Picture Brightness

- Select the image for which you wish to adjust brightness.
- Click the **More Brightness** or **Less Brightness** button on the **Picture** toolbar.

**OR**

- Right-click on the image for which you wish to adjust brightness.
- From the pop-up menu, select **Format Picture**.
- Click on the **Picture** tab.
- Increase or decrease brightness in the **Image control** area.
- Click **OK**.

---

### Cropping Clip Art and Pictures

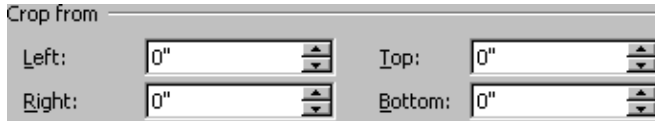
- Select the image you want to crop.
- Click the **Crop** button on the **Picture** toolbar. This will add crop marks to your picture.
- Click and drag the crop marks to where you want:



**OR**

- Right-click on the image you want to crop.
- From the pop-up menu, select **Format Picture**.
- Click on the **Picture** tab.

- Crop the picture in the **Crop from** area:



- Click **OK**.

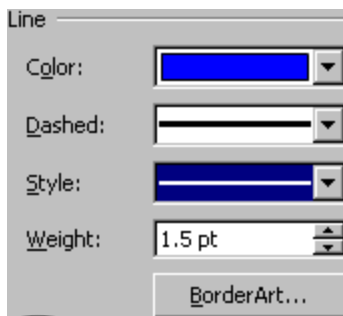
---

### Adding a Border to Clip Art or Pictures

- Select the image to which you want to add a border.
- Click the **Line/Border Style** button on the **Picture** toolbar.
- Select the border style you want from the drop-down menu.

**OR**

- Right-click on the image to which you want to add a border.
- From the pop-up menu, select **Format Picture**.
- Click on the **Colors and Lines** tab.
- Select border options from the **Line** area:



- Click **OK**.

**Note:** To select a graphic border, click the **BorderArt** button.

---

### Applying Text Wrapping to Clip Art or Pictures

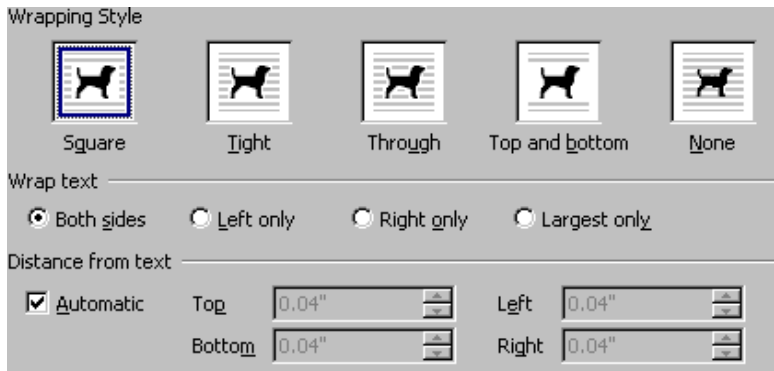
- Text wrapping options dictate how text flows around a graphic.

**To apply text wrapping options to an image:**

- Select the image to which you want to apply text wrapping options.
- Click the **Text Wrapping** button on the **Picture** toolbar.
- Select the wrapping style you want from the drop-down menu.

**OR**

- Right-click on the image to which you want to apply text wrapping options.
- From the pop-up menu, select **Format Picture**.
- Click on the **Layout** tab.
- Select wrapping options from the **Wrapping Style** area:



- Click **OK**.

**Note:** If text is not wrapping around an image, try bringing the image to the front. Layering is discussed in more detail later on in this Training Manual.

---

### Setting a Transparent Color

- Setting a transparent color allows you to select one color in an image and make that image color transparent.

**To set a transparent color:**

- Select the image for which you want to set a transparent color.
- Click the **Set Transparent Color** button on the **Picture** toolbar.
- Click on the image color you want to make transparent.

**Note:** You can fill the transparent color with another color by selecting a color and corresponding transparency in the **Colors and Lines** tab area in the **Format Picture** dialog box.

---

### Resetting Clip Art or Pictures

- Select the image you want to reset.
- Click the **Reset Picture** button on the **Picture** toolbar.

## Understanding the Design Gallery

### Using the Design Gallery

- The **Design Gallery** offers a quick and easy way to add common design elements to a publication. Design elements are categorized by **object category** and **object design**. You can also add your own design to the Design Gallery.

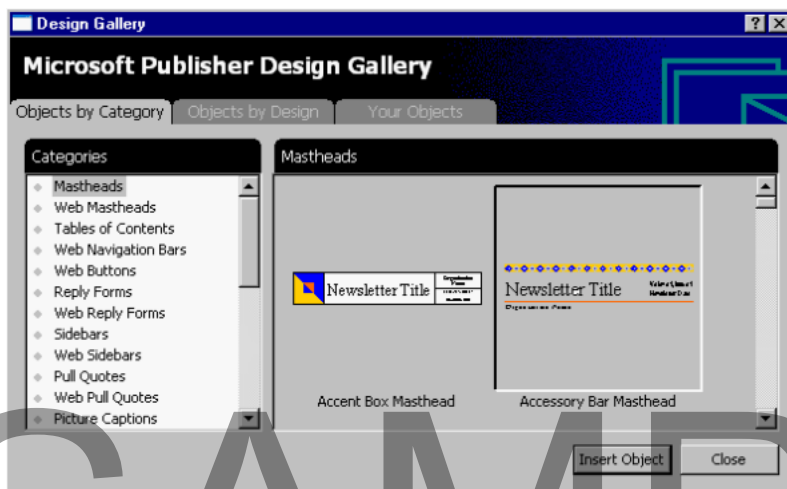
### Adding an Element by Object Category

- Some Object categories include Reply Forms, Coupons, Tables of Content, and Pull Quotes.

#### To add an object by category:

- Click the **Design Gallery Object** button on the **Objects** toolbar  
*OR* from the main menu, select **Insert > Design Gallery Object**.

This opens the Microsoft Publisher Design Gallery dialog box:



- Click the **Objects by Category** tab.
- Click the object category you want in the **Categories** pane.
- Select the design element you want from the right pane.
- Click the **Insert Object** button.

**Note:** To change the object design after you have inserted the object, select the object and click the **Wizard** icon. Select a new design from the **Apply a design** area on the Task Pane.

### Adding an Element by Object Design

- Some Object designs include Arcs, Bubbles, Layers, and Strips.

#### To add an object by design:

- Click the **Design Gallery Object** button on the **Objects** toolbar  
  
*OR* from the main menu, select **Insert > Design Gallery Object**.
- This opens the Microsoft Publisher Design Gallery dialog box.
- Click the **Objects by Design** tab.
- Click the object design you want in the **Design Sets** pane.
- Select the design element you want from the right pane.
- Click the **Insert Object** button.

---

### Adding an Element from Your Objects

- Adding a selection from **Your Objects** can only be done if you have previously added objects to the **Design Gallery**.

#### To add an object from your objects:

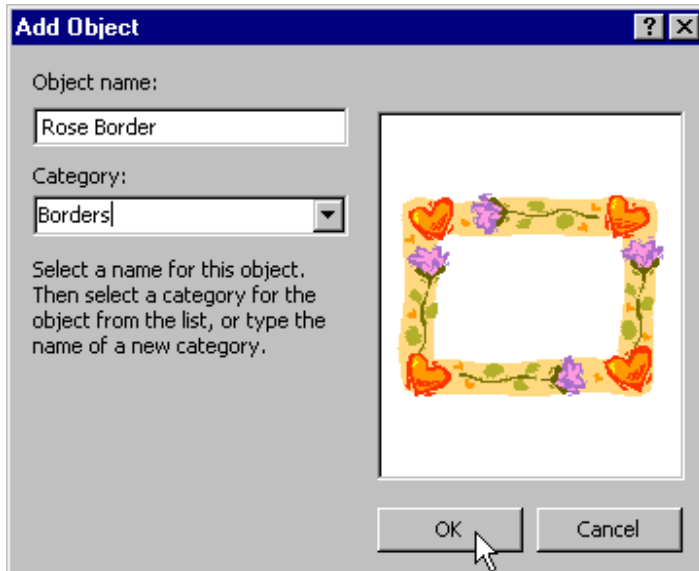
- Click the **Design Gallery Object** button on the **Objects** toolbar  
  
*OR* from the main menu, select **Insert > Design Gallery Object**.
- This opens the Microsoft Publisher Design Gallery dialog box.
- Click the **Your Objects** tab.
- Select the design element you want from the right pane.
- Click the **Insert Object** button.

---

### Adding an Object to the Design Gallery

- In the **Publication Window**, select the object(s) you want to add to the Design Gallery.
- From the main menu, select **Insert > Add Selection to Design Gallery**. This opens the **Add Object** dialog box:

SAMPLE



- Enter an object name.
- Select an object category.
- Click **OK**.

**OR**

- Select the object(s) you want to add to the Design Gallery.
- Click the **Design Gallery Object** button on the **Objects** toolbar.
- Click the **Your Objects** tab.
- Click the **Options** button at the bottom-left of the dialog box.
- Select **Add Selection to Design Gallery**. This opens the Add Object dialog box.
- Enter an object name.
- Select an object category.
- Click **OK**.

## Review Questions

**How would you:**

- Draw a Line?
- Draw an Arrow?
- Draw an Oval?
- Draw a Rectangle?
- Add AutoShapes?
- Display the AutoShapes Toolbar?
- Change Fill Color?

- Change Line Color?
- Change Line Style?
- Change Dash Style?
- Change Arrow Style?
- Add Shadow Style?
- Add 3-D Style?
- Resize Objects?
- Move Objects?
- Display the Insert Clip Art Task Pane?
- Search for Clip Art?
- Customize a Clip Art Search?
- Use the Clip Organizer?
- Search for Clips Online?
- Insert Clip Art?
- Insert a Picture from a File?
- Insert a Picture from a Scanner or Camera?
- Change how a Picture is Viewed?
- Display the Picture Toolbar?
- Adjust Clip Art and Picture Color?
- Adjust Clip Art and Picture Contrast?
- Adjust Clip Art and Picture Brightness?
- Crop Clip Art and Pictures?
- Add a Border to Clip Art or Pictures?
- Apply Text Wrapping to Clip Art or Pictures?
- Set a Transparent Color?
- Reset Clip Art or Pictures?
- Use the Design Gallery?
- Add an Element by Object Category?
- Add an Element by Object Design?
- Add an Element from Your Objects?
- Add an Object to the Design Gallery?

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## Working with Objects

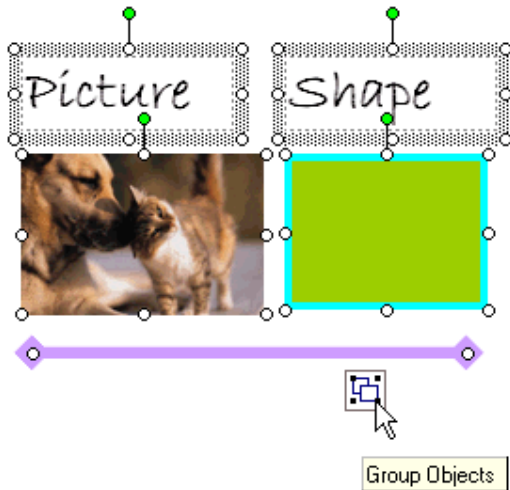
**When you have completed this learning module you will have seen how to:**

- Use Grouped Objects
- Group Objects
- Ungroup Objects
- Regroup Objects
- Use Layered Objects
- Bring an Object to the Front
- Send an Object to the Back
- Bring an Object Forward
- Send an Object Backward
- Display the Order Toolbar
- Use Free Rotate
- Rotate to the Left or Right
- Flip Horizontally or Vertically
- Display the Rotate or Flip Toolbar
- Use Object Alignment
- Align Objects to the Left, Center, or Right
- Align Objects to the Top, Middle, or Bottom
- Distribute Objects Horizontally or Vertically
- Display the Align or Distribute Toolbar
- Nudge Objects
- Display the Nudge Toolbar
- Snap Objects to Guides
- Use Linked Objects
- Link Objects from Part of a File
- Link Objects from an Entire File
- Update Links Automatically or Manually
- Open the Source File
- Edit the Source File
- Change the Source File Location
- Use Embedded Objects
- Create a New Embedded Object
- Embed an Object from Part of a File
- Embed an Object from an Entire File
- Edit an Embedded Object
- Use the Save as Picture Option
- Save an Object as a Picture

## Grouping and Ungrouping Objects

### Using Grouped Objects

- Grouped objects are a selection of individual objects that have been grouped to create one object.



- Grouping objects is useful when you need to make the same changes to a group of objects, such as **resizing** or **moving**.

### Grouping Objects

- Press and hold the **Shift** key on your keyboard.
- Click on each object you want to group.
- Click the **Group Objects** icon that appears under the grouped objects:



### Ungrouping Objects

- Select the grouped object you want to ungroup.
- Click on the **Ungroup Objects** icon that appears under the grouped object:



*OR* from the main menu, select **Arrange > Ungroup**.

---

## Regrouping Objects

- Regrouping objects allows you to regroup objects that have been previously ungrouped.

### To regroup objects:

- Select an object that was previously grouped.
- From the main menu, select **Arrange > Regroup**.

---

## Layering Objects

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### Using Layered Objects

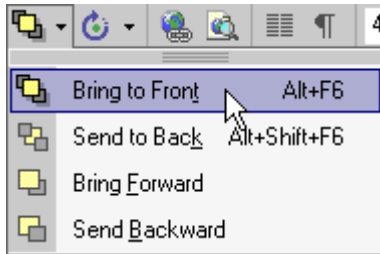
- Layering objects is useful when you have multiple objects on a page and you want to ensure a particular object is in the foreground or background.



---

### Bringing an Object to the Front

- Select the object you want to bring to the front.
- Click the down arrow on the **Order** button on the **Standard** toolbar.
- Select **Bring to Front** from the drop-down menu:



**OR** from the main menu, select **Arrange > Order > Bring to Front**.

---

### **Sending an Object to the Back**

- Select the object you want to send to the back.
- Click the down arrow on the **Order** button on the **Standard** toolbar.
- Select **Send to Back** from the drop-down menu

**OR** from the main menu, select **Arrange > Order > Send to Back**.

---

### **Bringing an Object Forward**

- Select the object you want to bring forward.
- Click the down arrow on the **Order** button on the **Standard** toolbar.
- Select **Bring Forward** from the drop-down menu

**OR** from the main menu, select **Arrange > Order > Bring Forward**.

---

### **Sending an Object Backward**

- Select the object you want to send backward.
- Click the down arrow on the **Order** button on the **Standard** toolbar.
- Select **Send Backward** from the drop-down menu

**OR** from the main menu, select **Arrange > Order > Send Backward**.

---

### **Displaying the Order Toolbar**

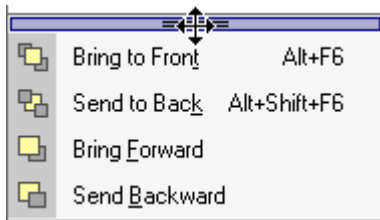
- If you regularly layer objects, it can be easier to work from the **Order** toolbar.

**To display the Order toolbar:**

- Click the down arrow on the **Order** button on the **Standard** toolbar

**OR** from the main menu, select **Arrange > Order**.

- Position your mouse cursor over the horizontal lines at the top of the **Order** drop-down menu:



- Click and drag your mouse until you have a floating **Order** toolbar:



**Note:** An object must be selected prior to moving the **Order** drop-down menu.

## Rotating or Flipping Objects

---

### Using Free Rotate

- Free rotate allows you to rotate an object to any angle.

#### To free rotate an object:

- Select the object you want to free rotate.
- Click the down arrow on the **Rotate or Flip** button on the **Standard** toolbar.
- Select **Free Rotate** from the drop-down menu

*OR* from the main menu, select **Arrange > Rotate or Flip > Free Rotate**.

- Click and drag the **Rotate** handle until you reach the angle you want:



### Rotating to the Left or Right

- Rotating an object to the left or right rotates the object by 90 degrees.

#### To rotate an object to the left:

- Select the object you want to rotate to the left.
- Click the down arrow on the **Rotate or Flip** button on the **Standard** toolbar.
- Select **Rotate Left** from the drop-down menu

**OR** from the main menu, select **Arrange > Rotate or Flip > Rotate Left**.

**To rotate an object to the right:**

- Select the object you want to rotate to the right.
- Click the down arrow on the **Rotate or Flip** button on the **Standard** toolbar.
- Select **Rotate Right** from the drop down menu

**OR** from the main menu, select **Arrange > Rotate or Flip > Rotate Right**.

---

## Flipping Horizontally or Vertically

**To flip an object horizontally:**

- Select the object you want to flip horizontally.
- Click the down arrow on the **Rotate or Flip** button on the **Standard** toolbar.
- Select **Flip Horizontal** from the drop-down menu

**OR** from the main menu, select **Arrange > Rotate or Flip > Flip Horizontal**.



**To flip an object vertically:**

- Select the object you want to flip vertically.
- Click the down arrow on the **Rotate or Flip** button on the **Standard** toolbar.
- Select **Flip Vertical** from the drop-down menu

**OR** from the main menu, select **Arrange > Rotate or Flip > Flip Vertical**.

---

## Displaying the Rotate or Flip Toolbar

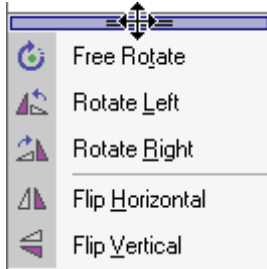
- If you regularly rotate or flip objects, it can be easier to work from the **Rotate or Flip** toolbar.

**To display the Rotate or Flip toolbar:**

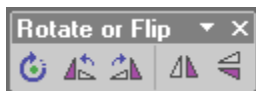
- Click the down arrow on the **Rotate or Flip** button on the **Standard** toolbar

**OR** from the main menu, select **Arrange > Rotate or Flip**.

- Position your mouse cursor over the horizontal lines at the top of the **Rotate or Flip** drop-down menu:



- Click and drag your mouse until you have a floating **Rotate or Flip** toolbar:



**Note:** An object must be selected prior to moving the **Rotate or Flip** drop-down menu.

## Aligning Objects

### Using Object Alignment

- Aligning objects on a publication page aligns objects relative to the margin guides.
- To align an object on the publication page, the **Relative to Margin Guides** option must be selected.

**To select the Relative to Margin Guides option:**

- Select the object you want to align.
- From the main menu, select **Arrange > Align or Distribute > Relative to Margin Guides**.

### Aligning Objects to the Left, Center, or Right

**To left align an object:**

- Select the object you want to left align.
- From the main menu, select **Arrange > Align or Distribute > Align Left**.

**To center an object:**

- Select the object you want to center align.

- From the main menu, select **Arrange > Align or Distribute > Align Center.**

**To right align an object:**

- Select the object you want to right align.
- From the main menu, select **Arrange > Align or Distribute > Align Right.**

---

**Aligning Objects to the Top, Middle, or Bottom**

**To top align an object:**

- Select the object you want to top align.
- From the main menu, select **Arrange > Align or Distribute > Align Top.**

**To middle align an object:**

- Select the object you want to middle align.
- From the main menu, select **Arrange > Align or Distribute > Align Middle.**

**To bottom align an object:**

- Select the object you want to bottom align.
- From the main menu, select **Arrange > Align or Distribute > Align Bottom.**

---

**Distributing Objects Horizontally or Vertically**

- Distributing objects ensures equal space, horizontally or vertically, between a single object and the margin guides, or between multiple objects and the margin guides.

**To distribute objects horizontally:**

- Select the object(s) you want to distribute horizontally. To distribute multiple objects, press and hold the **Shift** key on your keyboard. Click each object you want to distribute.
- From the main menu, select **Arrange > Align or Distribute > Distribute Horizontally.**

**To distribute objects vertically:**

- Select the object(s) you want to distribute vertically. To distribute multiple objects, press and hold the **Shift** key on your keyboard. Click each object you want to distribute.
- From the main menu, select **Arrange > Align or Distribute > Distribute Vertically.**

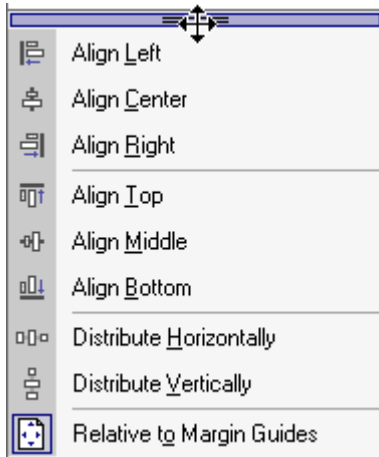
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**Displaying the Align or Distribute Toolbar**

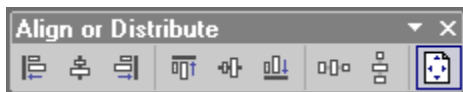
- If you regularly align or distribute objects, it can be easier to work from the **Align or Distribute** toolbar.

**To display the Align or Distribute toolbar:**

- From the main menu, select **Arrange > Align or Distribute**.
- Position your mouse cursor over the horizontal lines at the top of the **Align or Distribute** drop-down menu:



- Click and drag your mouse until you have a floating **Align or Distribute** toolbar:



**Note:** The **Relative to Margin Guides** option must be selected prior to moving the **Align or Distribute** drop-down menu.

---

## Nudging Objects

- **Nudging** objects moves objects in small increments.

**To nudge an object up:**

- Select the object you want to nudge up.
- From the main menu, select **Arrange > Nudge > Up**.

**To nudge an object down:**

- Select the object you want to nudge down.
- From the main menu, select **Arrange > Nudge > Down**.

**To nudge an object left:**

- Select the object you want to nudge left.
- From the main menu, select **Arrange > Nudge > Left**.

**To nudge an object right:**

- Select the object you want to nudge right.

- From the main menu, select **Arrange > Nudge > Right**.

---

## Displaying the Nudge Toolbar

- If you regularly nudge objects, it can be easier to work from the **Nudge** toolbar.

### To display the Nudge toolbar:

- From the main menu, select **Arrange > Nudge**.
- Position your mouse cursor over the horizontal lines at the top of the **Nudge** drop-down menu:



- Click and drag your mouse until you have a floating **Nudge** toolbar:



**Note:** An object must be selected prior to moving the **Nudge** drop-down menu.

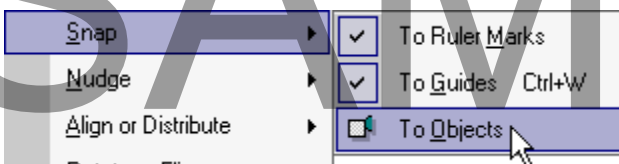
---

## Snapping Objects to Guides

- When you move an object, the object can automatically snap to a **Guide**, a **Ruler Mark**, or to an **Object**, making it easier to align objects.

### To snap objects to guides:

- From the main menu, select **Arrange > Snap**.
- Click the snap option you want:



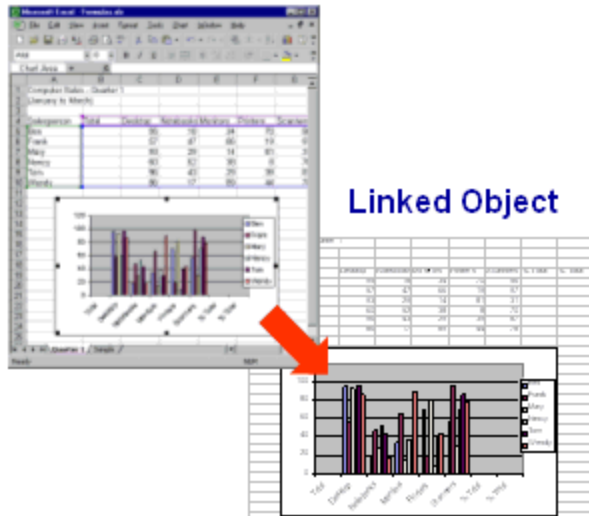
---

## Linking Objects

## Using Linked Objects

- A **linked object** is created in a **source file** and inserted into a publication. The inserted file **does not** become a part of the publication. The two files maintain a connection, and any change made to the source file is reflected in the linked file.

### Source File

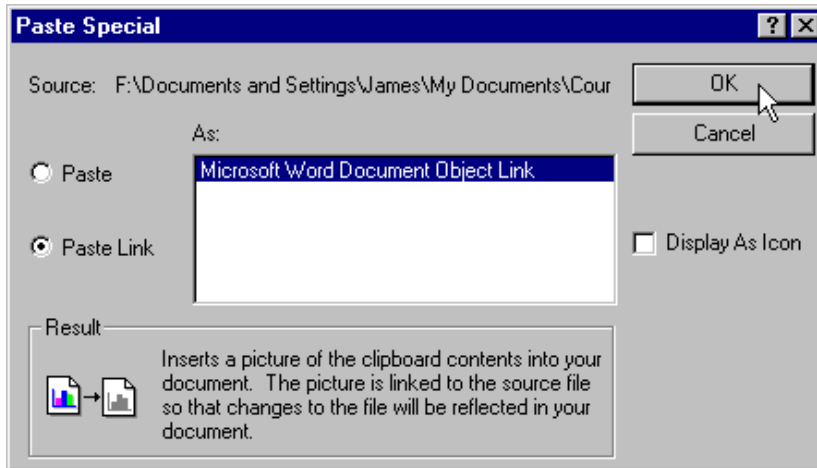


- The primary benefit of linking an object is keeping the publication file size down.

## Linking Objects from Part of a File

- Open the file containing the object you want to link.
- Select the object you want to link.
- Click the **Copy** or **Cut** button on the **Standard** toolbar.
- Go to the publication page where you want to insert the object.
- From the main menu, select **Edit > Paste Special**. This opens the **Paste Special** dialog box:

SAMPLE

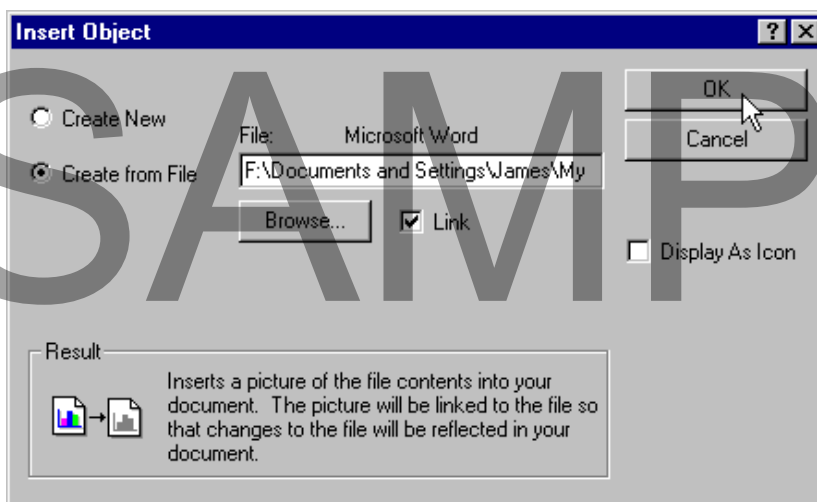


- Check the **Paste Link** box.
- Select the file format you want to paste the link as, from the **As** box.
- Click **OK**.

---

### Linking Objects from an Entire File

- From the main menu, select **Insert > Object**. This opens the **Insert Object** dialog box.
- Check the Create from file box.
- Click the **Browse** button.
- Locate and select the file you want to link.
- Click **Open**.
- Check the **Link** box.
- Click **OK**:



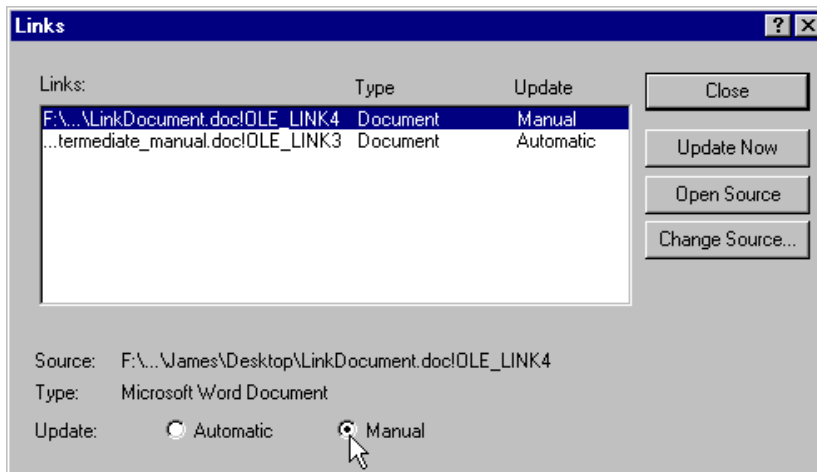
**Note:** To display the linked file as an icon, check the **Display as Icon** box.

## Updating Links Automatically or Manually

- If you choose to update links **automatically**, objects are automatically updated when the publication is opened or the source file is updated while the publication is open. If you choose to update links **manually**, objects are only updated when you give instructions to do so.

### To set automatic or manual update settings:

- From the main menu, select **Edit > Links**. This opens the **Links** dialog box.
- Select the link you want to update.
- Check the **Automatic** or **Manual** box:



- Click **Close**.

### To manually update a link:

- Select the link you want to update.
- Click **Update Now**.
- Click **Close**.

## Opening the Source File

- Double-click on the linked object.

OR

- Select the linked object.
- From the main menu, select **Edit > (Document type) Object > Open**.

OR

- Select the linked object.
- From the main menu, select **Edit > Links**. This opens the **Links** dialog box.

- Click **Open Source**.

---

### Editing the Source File

- Select the linked object for which you want to edit the source file.
- From the main menu, select **Edit > (Document type) Object > Edit**. This opens the source file in its source program.
- Make changes to the source file.
- From the source program's main menu, select **File > Exit** when you are finished.
- Click **Yes** to save changes.

---

### Changing the Source File Location

- Changing the source file location is necessary when the source file has been moved and the link between the source file and the publication has been broken.

#### To change the source file location:

- Select the linked object.
- From the main menu, select **Edit > Links**. This opens the **Links** dialog box.
- Click the **Change Source** button.
- Locate and select the source file's new location.
- Click **Open**.
- Click **Close**.

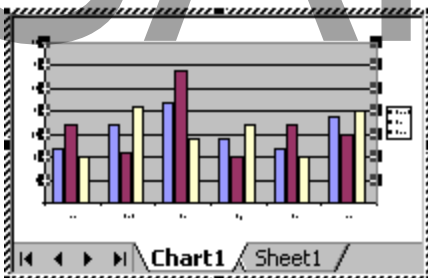
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## Embedding Objects

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### Using Embedded Objects

- An **embedded object** is created in a **source file** and inserted into a publication. The inserted file **becomes** a part of the publication. Changing the source file does not change the embedded file.



### Creating a New Embedded Object

- From the main menu, select **Insert > Object**. This opens the **Insert Object** dialog box.
- Check the **Create new** box.
- Select the type of object you want to create from the **Object Type** box.
- Click **OK**.
- Create the object you want.
- Click outside of the object to return to your publication page.

### Embedding an Object from Part of a File

- Open the file containing the object you want to embed.
- Select the object you want to embed.
- Click the **Copy** or **Cut** button on the **Standard** toolbar.
- Go to the publication page where you want to embed your object.
  
- From the main menu, select **Edit > Paste Special**. This opens the **Paste Special** dialog box.
- Check the **Paste** box.
- Select the file format you want to embed the object as, from the **As** box.
- Click **OK**.

### Embedding an Object from an Entire File

- From the main menu, select **Insert > Object**. This opens the **Insert Object** dialog box.
- Check the **Create from file** box.
- Click the **Browse** button.
- Locate and select the file you want to embed.
- Click **OK**.

**Note:** To display the embedded file as an icon, check the **Display as Icon** box in the **Insert Object** dialog box.

### Editing an Embedded Object

- Double-click on the object you want to edit.
- Make any changes you want.
- Click outside of the object to return to your publication page.

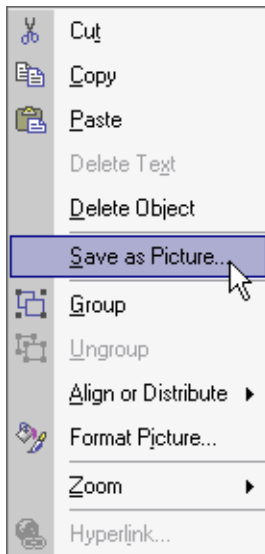
## Saving Object(s) as a Picture

### Using the Save as Picture option

- The **Save as Picture** option allows you to select object(s) on a page and save them as a picture. Creating a picture of commonly used design elements is useful for easy insertion into future publications.

### Saving an Object as a Picture

- Select the object you want to save as a picture. To save multiple objects as a picture, press and hold the **Shift** key while you select each object.
- Right-click on one of the selected objects.
- Select **Save as Picture** from the pop-up menu:



- This opens the **Save As** dialog box.
- Enter a name and location for your picture.
- Click **Save**.

## Review Questions

### How would you:

- Use Grouped Objects?
- Group Objects?
- Ungroup Objects?
- Regroup Objects?
- Use Layered Objects?

- Bring an Object to the Front?
- Send an Object to the Back?
- Bring an Object Forward?
- Send an Object Backward?
- Display the Order Toolbar?
- Use Free Rotate?
- Rotate to the Left or Right?
- Flip Horizontally or Vertically?
- Display the Rotate or Flip Toolbar?
- Use Object Alignment?
- Align Objects to the Left, Center, or Right?
- Align Objects to the Top, Middle, or Bottom?
- Distribute Objects Horizontally or Vertically?
- Display the Align or Distribute Toolbar?
- Nudge Objects?
- Display the Nudge Toolbar?
- Snap Objects to Guides?
- Use Linked Objects?
- Link Objects from Part of a File?
- Link Objects from an Entire File?
- Update Links Automatically or Manually?
- Open the Source File?
- Edit the Source File?
- Change the Source File Location?
- Use Embedded Objects?
- Create a New Embedded Object?
- Embed an Object from Part of a File?
- Embed an Object from an Entire File?
- Edit an Embedded Object?
- Use the Save as Picture Option?
- Save an Object as a Picture?

SAMPLE

## Working with Tables

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

- Create a Table
- Create a Table from Existing Text
- Insert Columns and Rows
- Resize Columns and Rows
- Delete Columns and Rows
- Split Cells
- Merge Cells
- Apply Cell Diagonals
- Add or Change a Table AutoFormat
- Expand Cells to Fit Text
- Use Fill Down and Fill Right
- Add Fill Colors and Lines to a Table
- Change Cell Properties
- Resize a Table
- Move a Table
- Delete a Table

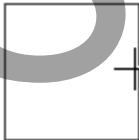
## Adding Tables

### Creating a Table

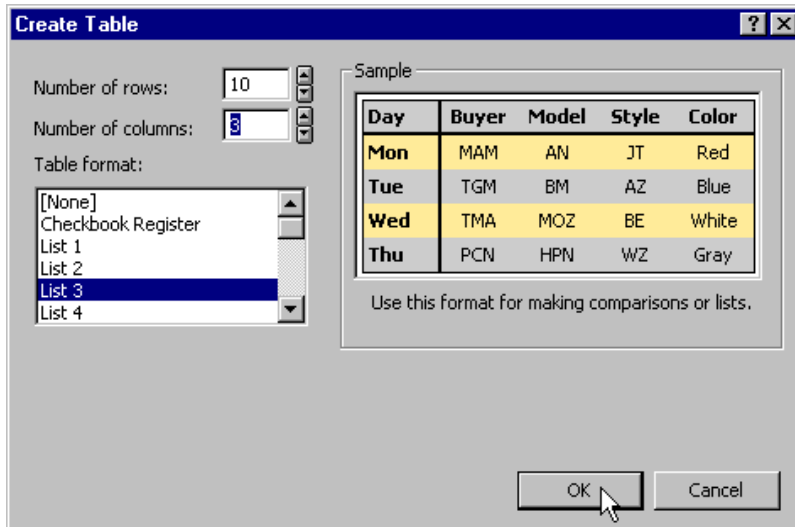
- From the main menu, select **Table > Insert > Table**.

*OR*

- Click the **Insert Table** button on the **Objects** toolbar.
- Click on the publication page and drag your mouse to create a table box:

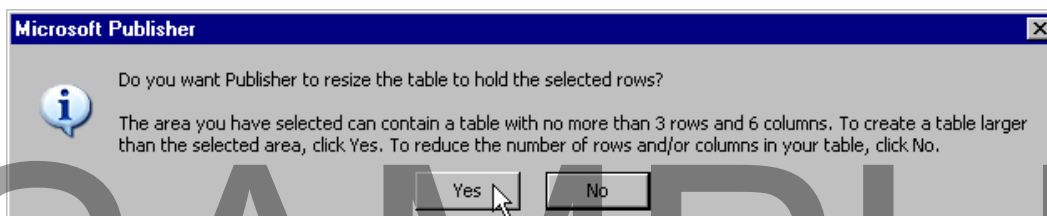


- This opens the **Create Table** dialog box:



- Enter the number of rows to include in your table in the **Number of rows** box.
- Enter the number of columns to include in your table in the **Number of columns** box.
- Select a format from the **Table format** scroll-down list.
- Click **OK**.

**Note:** When you insert a table by creating a table box, Publisher will automatically assign a number of rows and columns to your table depending on the size of your table box. If you add rows and columns in the **Create Table** dialog box, Publisher will ask you to resize the table to fit the additional rows and columns:



### Creating a Table from Existing Text

- Select the text you want to convert to a table.
- Click the **Copy** or **Cut** button on the **Standard** toolbar.
- From the main menu, select **Edit > Paste Special**. This opens the **Paste Special** dialog box.
- Select **New Table** from the **As** box.
- Click **OK**.

**Note:** Text that is inserted into a table must be separated by **commas** or **tabs** to define tab columns, and **paragraphs** to define rows.

## Editing Tables

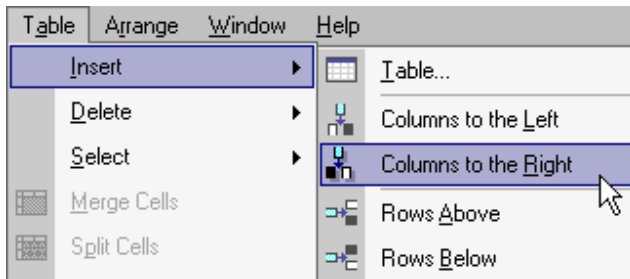
### Inserting Columns and Rows

#### To insert a column to the left:

- Click in the **table area** where you want the column inserted to the left.
- From the main menu, select **Table > Insert > Columns to the Left**.

#### To insert a column to the right:

- Click in the **table area** where you want the column inserted to the right.
- From the main menu, select **Table > Insert > Columns to the Right**:



#### To insert a row above:

- Click in the **table area** where you want the row inserted above.
- From the main menu, select **Table > Insert > Rows Above**.

#### To insert a row below:

- Click in the **table area** where you want the row inserted below.
- From the main menu, select **Table > Insert > Rows Below**.

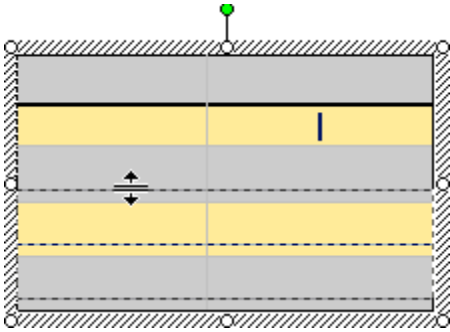
### Resizing Columns and Rows

- Increasing or decreasing the size of a column or row also increases or decreases the size of the table.

#### To resize columns and rows:

- Scroll over a column or row border.
- Click and drag the **border** until the column or row is the size you want:

SAMPLE



**Note:** To adjust column or row size without altering the table size, press and hold the **Shift** key on your keyboard while you are resizing the column or row.

---

## Deleting Columns and Rows

### To delete columns:

- Select the column(s) you want to delete.
- From the main menu, select **Table > Delete > Columns**.

### To delete rows:

- Select the row(s) you want to delete.
- From the main menu, select **Table > Delete > Rows**.

---

## Splitting Cells

- Cells can only be split if they have been previously merged.

### To split merged cells:

- Click in the merged cell you want to split.
- From the main menu, select **Table > Split Cells**.

---

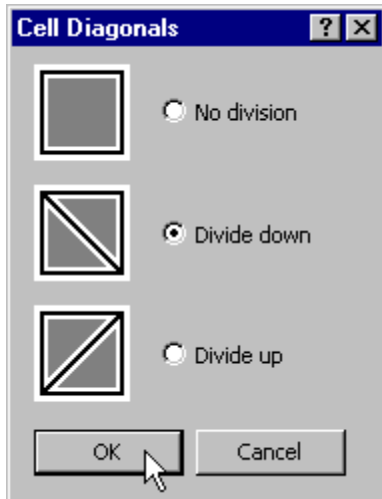
## Merging Cells

- Select the cells you want to merge.
- From the main menu, select **Table > Merge Cells**.

---

## Applying Cell Diagonals

- Select the cell(s) for which you want to apply a cell diagonal.
- From the main menu, select **Table > Cell Diagonals**. This opens the **Cell Diagonals** dialog box:



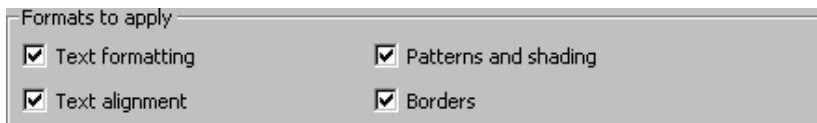
- Check the division box you want.
- Click **OK**.

---

### Adding or Changing a Table AutoFormat

- Select the table for which you want to add or change a table AutoFormat.
- From the main menu, select **Table > Table AutoFormat**.
- Select a format from the **Table format** scroll-down menu.
- Click **OK**.

**Note:** To select which formatting elements to include in the table, click the **Options** button. Check the format options you want to apply:



---

### Expanding Cells to Fit Text

- Selecting the **Grow to Fit Text** option unlocks the table size. When too much text is added to a row or column, the cells (and table) expand to accommodate the additional text.

**To expand cells to fit text:**

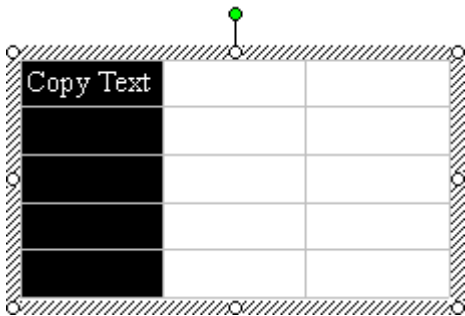
- From the main menu, select **Table > Grow to Fit Text** (you will see a check mark beside it).

## Using Fill Down and Fill Right

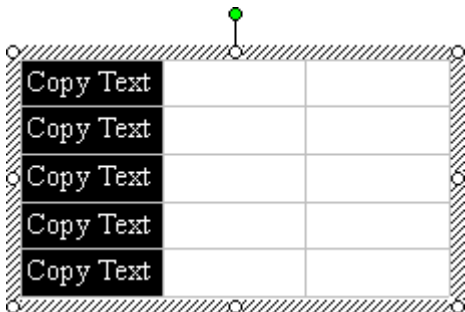
- **Fill Down** or **Fill Right** allows you to copy text from one cell to multiple cells underneath or to the right of that cell.

### To fill down:

- Select the cell containing the text you want to copy, in addition to the cells underneath you want to copy the text to:



- From the main menu, select **Table > Fill Down**:



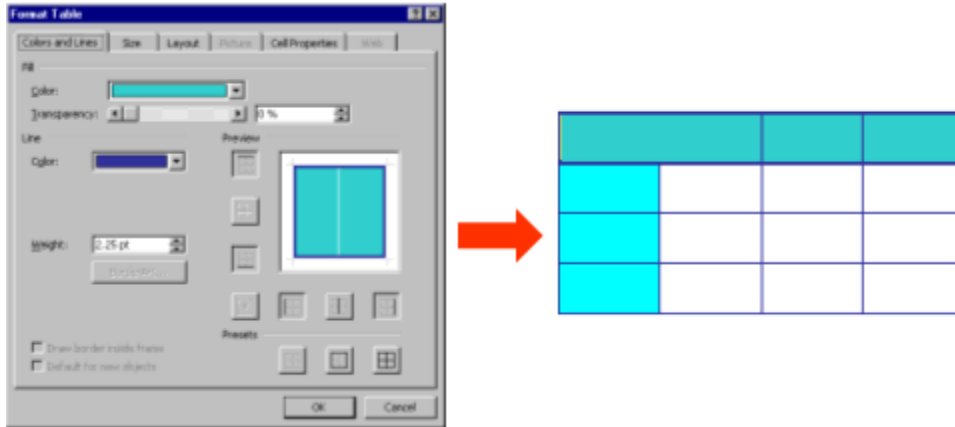
### To fill right:

- Select the cell containing the text you want to copy, in addition to the cells to the right you want to copy the text to.
- From the main menu, select **Table > Fill Right**.

## Formatting Tables

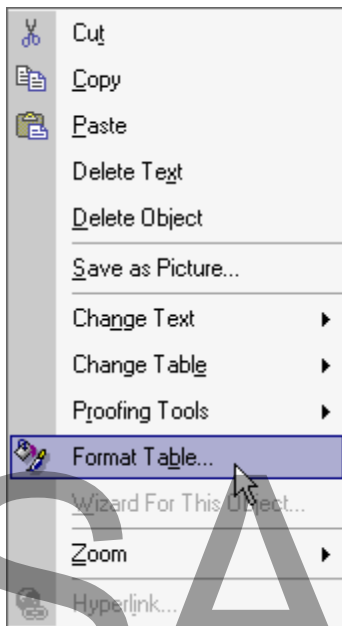
### To format a table

- Use the **Format Table** dialog box to add table formatting effects.



### Adding Fill Colors and Lines to a Table

- Select the cell(s) for which you want to add colors and lines.
- Right-click on the selection.
- From the pop-up menu, select **Format Table**:



- Click the Colors and Lines tab.
- Select a fill color from the **Color** drop-down menu in the **Fill** area.
- Select a line color from the **Color** drop-down menu in the **Line** area.
- Click **OK**.

**Note:** The **Fill** and **Line** areas also have options to set fill transparency and line weight.

## Changing Cell Properties

### To change cell text alignment:

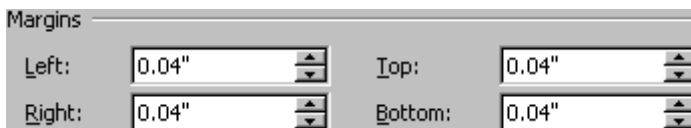
- Select the cell(s) for which you want to change text alignment.
- Right-click on the selection.
- From the pop-up menu, select **Format Table**.
- Click the **Cell Properties** tab.
- Select the text alignment you want from the **Vertical alignment** drop-down menu:



- Click **OK**.

### To change cell margins:

- Select the cell(s) for which you want to change cell margins.
- Right-click on the selection.
- From the pop-up menu, select **Format Table**.
- Click the **Cell Properties** tab.
- Enter the cell margins you want in the **Margins** area:



- Click **OK**.

---

## Resizing a Table

- Select the table you want to resize.
- Click and drag the **Resize** handle to the size you want.

**Note:** To resize a table proportionately, use a corner resizing handle. To change the table height or width, use a top or side resizing handle.

---

## Moving a Table

- Select the table you want to move.
- Click and drag the **table border** to where you want.

---

## Deleting a Table

- Select the table you want to delete.

- Click on the **table border**.
- Press the **Delete** key on your keyboard.

## Review Questions

### How would you:

- Create a Table?
- Create a Table from Existing Text?
- Insert Columns and Rows?
- Resize Columns and Rows?
- Delete Columns and Rows?
- Split Cells?
- Merge Cells?
- Apply Cell Diagonals?
- Add or Change a Table AutoFormat?
- Expand Cells to Fit Text?
- Use Fill Down and Fill Right?
- Add Fill Colors and Lines to a Table?
- Change Cell Properties?
- Resize a Table?
- Move a Table?
- Delete a Table?

SAMPLE

## End of the preview sample



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