

Publisher 2003 Basics

Inserting text

Using the toolbar on the left side of the screen:

- Click the **Text Frame** tool (It looks like the letter “A” on paper).
- Bring your mouse into the page, hold down the left mouse button and drag your mouse to draw a text frame.
- Type your text.

Inserting a table

- On the **Objects toolbar**, click on **Table Frame tool**
- **Position** your mouse where you would like the table to be, then click and drag diagonally to create the table.
- In the **Create Table window**, click through the list of possible table formats until you find the one you prefer.
- Click **OK**.
- In the table, **click** wherever you want text and begin typing. The table will automatically expand to accommodate your text.
- **Repeat** as needed in each cell

Inserting WordArt

- Click the “Insert WordArt” tool.
- Select your choice from the WordArt Gallery. Click **OK**.
- Type the text you require. Suggestion: WordArt is best used for short, special text. Examples: titles, headings, etc.
- Click **OK**.
- Experiment with the yellow diamonds (warping tools) and the green circles (rotating tools).

Inserting ClipArt

- Click on the **Insert** menu.
- Select **Picture...** then **Clipart**
- In the “Search for clips” area, type in what you are looking for.
- Press **Enter**.
- **Right-click** on the clipart you want, then select **Insert**.
- Close the window

Inserting Pictures (Photos)

- Click on the **Insert** menu.
- Select **Picture...** then **From File**
- In the **Insert Picture Window**, click the drop-down arrow next to “Look in”. Browse to find the needed photo. Then click **Insert**



Nudging – use this to move your text box or graphic in tiny increments. I love this one !!!

- Click on the object.
- Use the arrow keys to move the object.

Using Layout Guides - good for centering text/graphics on the page or for creating documents like a Bingo board, flashcards, etc.

- Click on the **Arrange** menu
- Use **Margin Guides** to set your margins
- Use **Grid Guides** to select the number of columns and rows that you need

To make a textbox transparent

- Click on the textbox in question.
- While holding down the **CTRL key**, tap the “T” (for transparent) key.

Adding another page

- On the **Insert menu**, click on **Page**.
- In the Insert Page window, use the drop-down window to select the number of pages you need. Then select the options you need from the Options section of the window.
- Click **OK**.

Using Copy and Paste – see the “Keyboard Shortcuts” section for other copy/paste techniques

- Right-click on the item to be copied
- Select **Copy**
- Go to the location where you want to paste it. **Right-click**, select **Paste**.



Using Format Painter – looks like a paintbrush –use this tool when you want to take the format of one word and apply it to other text. Examples: I used it to make each section heading of this document Bold, Underlined.

- **Click** on the format to be copied
- **Click once** on the **FormatPainter** tool.
- **Click and drag** over the item to be changed

Hint: If you need to apply the same change to multiple text items, then you need to double-click on the FormatPainter tool. Remember to click on it again after you have made the changes in order to turn it “off”.

Modifying colors in your color scheme – often used to change the color of hyperlinks in a web page.

- In the **Format** menu, **click on Color and Background Scheme**.
- On the **Custom tab**, adjust the colors as needed. Click **OK**.

Grouping objects – use this tool when you need to move a group of objects

- While holding down the **CTRL-key**, click on each object that you want to be in the group.
- You’ll notice each item being added to the selection.

Aligning a group of objects

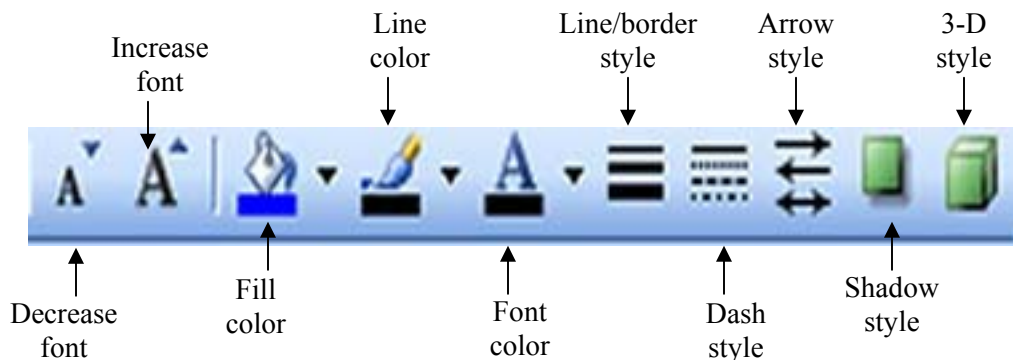
- Make your group (see previous tip)
- With the items all grouped, click on the **Arrange** menu and then select **Align Objects**.
- In the **Align Objects** window, click on the arrangement you desire.
- Click **Apply** – observe the results.
- Click **OK** when you achieve the look you want.

Putting things in the Background – Publisher uses the foreground and the background. Your text and graphics go onto the foreground by default. To place items on the background:

- On the **View** menu, click on “**Go to Background**”.
- Use the keyboard shortcut **CTRL+M** to toggle between the background and the foreground.

Creating a banner

- In the **Menu bar**, click on **File**, then **Page Setup**.
- In the Page Setup window, under ”Choose Publication Layout”, **click on Special Size**.
- Under “Choose Publication Size”, **select “Custom”**.
- **Type** in the height and width dimensions that you need.
- **Select** the orientation you wish under “Choose an Orientation”.
- Click **OK**.



Keyboard Shortcuts

Page layout programs like Publisher are, to a large degree, about formatting text into a legible and inviting configuration. Page layout pros save a lot of time by using keyboard shortcuts for their most often used actions. Here are the keyboard shortcuts for some often used text-formatting options:

Ctrl+C for Copy

Ctrl+V for Paste

Ctrl+B for bold text

Ctrl+U for underline

Ctrl+I for italic

Ctrl+= for superscript

Ctrl+Shift+= for subscript

Ctrl+Shift+K for small caps

Ctrl+Spacebar removes all style formats from the highlighted text

Ctrl+Shift+f accesses the font menu, arrow keys select, and enter changes the selected text to that font

Ctrl+Shift+P accesses the font size menu, arrow keys select size, and enter enables the change

Ctrl+Shift+> increases the font size by a half point

Ctrl+Shift+< decreases the font size by a half point

Be sure to check Microsoft's Publisher Tips & Tricks web page

<http://office.microsoft.com/assistance/2000/tipspublisher.aspx> for additional information.