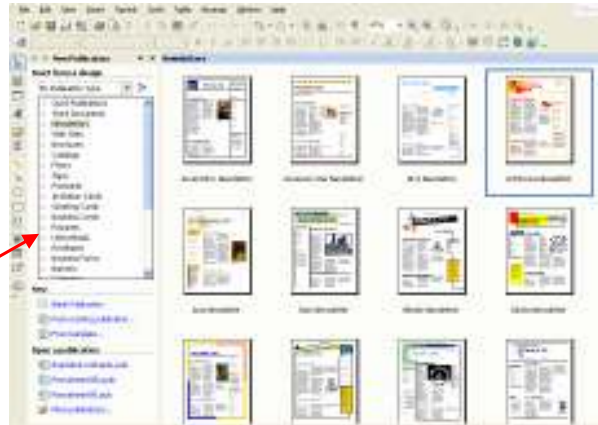




Publisher Template Screen

The strength of publisher and the main reason to use it over other Office applications are the preset templates that are built into the program on startup. Choose a category from the left hand pane. Once a category has been selected, you may choose a format/template for your document. The example above is showing sample newsletters. To return to this screen you can select **File >> New** and start from scratch with a new template.



Working with text

Create columns within a text box

1. Right-click the text box that you want to change, and then click Format Text Box.
2. On the Text Box tab, click Columns.
3. Select the options you want for the columns, and then click OK.


Fit text in a text box

If you type or import more text than the text box can hold, Microsoft Publisher stores the extra text in the overflow area, where you can't see it.

1. Select the text box.
2. On the Format menu, point to AutoFit Text, and then click None.

Text Boxes


Create a text box

- 1.) On the Objects toolbar, click Text Box 
- 2.) In your publication, point to where you want one corner of the text to appear, and then drag diagonally until you have the box size you want.

Connect text boxes

When you connect text boxes, text that won't fit into the first text box flows into the next text box. A chain of connected text boxes, also known as a story, can span multiple pages.

Use connected boxes to:

- Continue a story in another text box
- Create columns of different widths
- Move text from the overflow area into another box
- If needed, create a w text box.

Click in the text box you want as the first text box in the story. On the Connect Boxes toolbar, click Create Text Box Link.

The mouse pointer changes to a pitcher. Click in the text box you want as the next in the story. This text box is now connected to the first box and any text in the overflow area now appears in the next box. To connect more text boxes to the story, repeat steps 3 and 4.

Delete a linked text box without deleting text

1. Switch to print layout view.
2. Select a text box that's part of a story.
3. To do this, move the pointer over the border of the text box until the pointer becomes a four-headed arrow, and then click the border. Press DELETE. **Note:** When you delete the text box, the story text from the deleted text box flows into the remaining linked text boxes.

Add or remove a shadow

1. Select the [picture](#), [AutoShape](#), [WordArt](#), or [text box](#) you want to change.
2. On the **Drawing** toolbar, click **Shadow**, and do one of the following:
 - Click the shadow style you want.
 - Click **No Shadow** to remove a shadow.

Note When you apply a shadow to a text box, all text and [attributes](#) of the text box take on the shadow effect.

Add or delete page numbers

You can add or remove consecutive page numbers for an entire publication by working from the Master page.

Before starting either of the following two tasks, make sure that you click **Master Page** on the **View** menu to select it .

1. On the **Insert** menu, click **Page Numbers**.
2. In the **Page Numbers** dialog box, select the options you want, and then click **OK**.
3. A header containing a page number mark (#) will appear at the top of the master page. Actual page numbers will appear on foreground pages.

Publisher Tool bars

Text box Toolbar – this toolbar allows you to link textboxes or break existing links

Insert Textbox

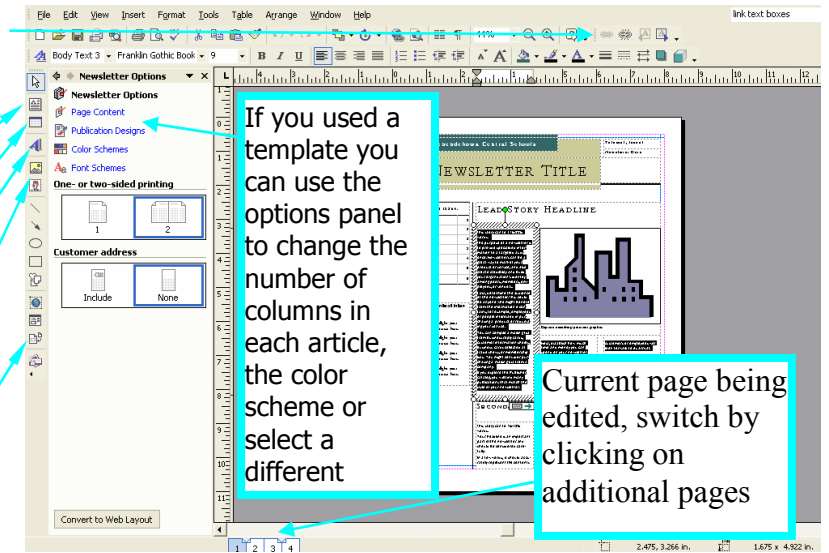
Insert Table

Insert Word Art

Insert Picture Frame & Insert Clip

Design Gallery

From here you can choose mastheads and logos to insert into your blank presentations or to replace one.



Working with Master pages

Use the Master page

The Master page is simply a background page on which you place text and graphics that you want repeated on every page of your publication. For example, you would probably place a watermark on the Master page of your publication.

To open the Master page:

- On the **View** menu, click **Master Page**

Move between the Master page and a foreground page

- On the **View** menu, click **Master Page**. To return to a foreground page, click **Master Page** again to clear the check mark next to it.

Send an object to the Master page

Objects on the Master Page appear on every page of your publication.

1. Turn to the page that contains the object you want to send to the Master Page.
2. Select the object.
3. On the **Arrange** menu, click **Send to Master Page**.

Hide the Master page background for a single page

1. Turn to the page whose background text or pictures you want to hide.
2. On the **View** menu, click **Ignore Master Page**.