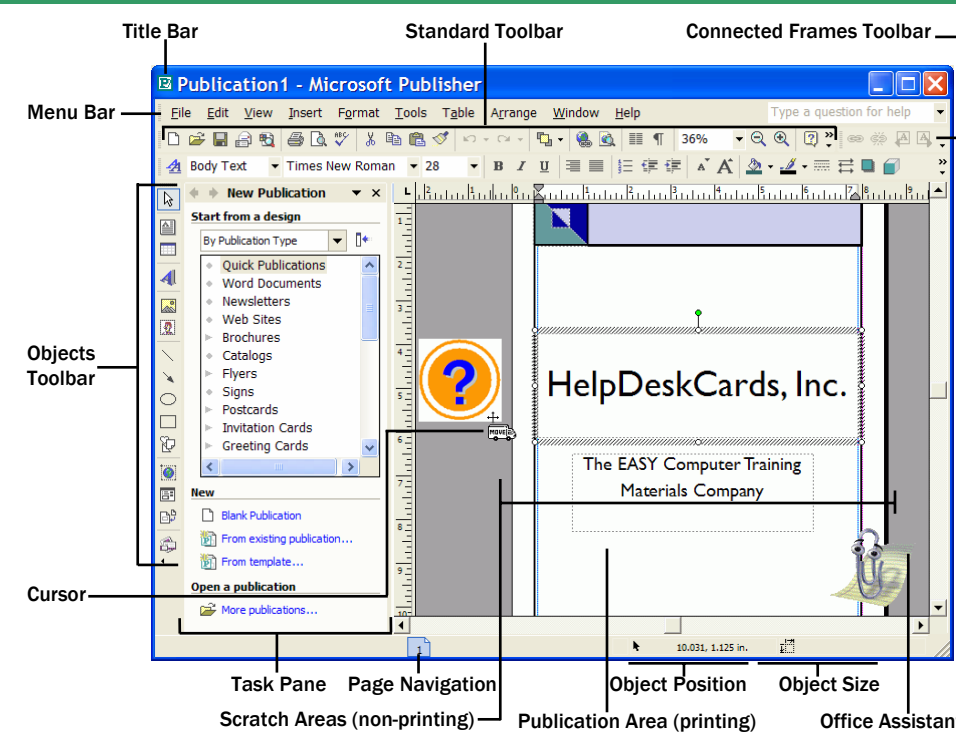



**Publisher 2002 Screen At A Glance**

**DeskCardHints**



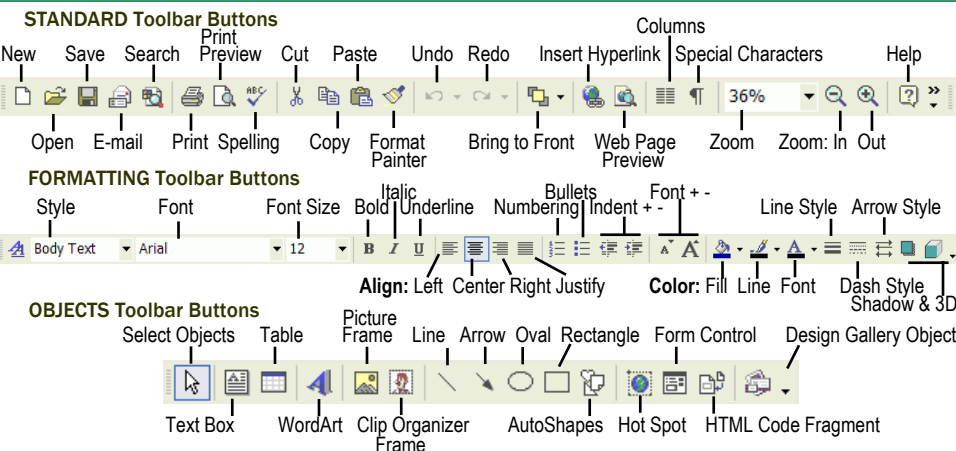
**Publisher Appearance**

**Increase Screen Size For Easier Working:**  
Many screens are set to 640 x 480 pixels. That's okay for word processing, but not for desktop publishing. To increase, minimize all windows by pressing <Alt> + <M>, then Right-Clicking anywhere on the desktop. Click Properties, then the Settings tab. Slide the "Screen resolution" pointer to the right to increase screen size. Click OK. The screen will resize. Click OK when Windows asks if you want to keep the new settings. Remember to maximize the Publisher window when working as well to increase work area by Clicking the  button in the Title Bar.

**Publisher Performance**

**Use Pack and Go When Transporting**  
Publication to a commercial printer or other computer to ensure that fonts and graphics are transferred with the Publication. For a commercial printer: Click File on the Menu Bar and then point to "Pack and Go" and Click "Take to a Commercial Printing Service..." and Click Next. Follow the instructions (which include splitting large publications across multiple disks, embedding fonts, etc.) *Note: Click "Take to Another Computer..." if transporting to a new PC.*

**Standard & Objects Toolbars**



**Customizing Toolbars**

**Add or Remove Toolbars:**

Right-Click on the Menu Bar and Check the desired toolbars and uncheck the toolbars to be removed from View.

**Create a Custom Toolbar:**

To make using FrontPage more efficient, create a custom toolbar of commonly-used individual tasks. Click View on the Menu Bar, go to Toolbars and click Customize. Under the Toolbar tab click "New". Once the toolbar is named a toolbox will appear on the work area. Add desired buttons to the toolbar using instructions on the right.

**To Add a button:** Open View, choose Toolbars, then Customize. Click the Commands Tab, and select the appropriate Category for the button to add. Find the desired button and click and hold down the mouse button. Drag the icon to the desired toolbar and release mouse. The icon will drop in place.

**To Remove a button:** Open View, choose Toolbars, then Customize. Find the desired button to remove on the toolbar. If the button is hidden by the Customize dialog box, click and drag the box. Now click and drag the button to the document area to remove the button from view.

**Place Recurring Elements on Master Page**

(otherwise called Background Page.) When object is placed on the Master Page it will appear on every page of a publication. If object already is on the page, select it with a Single Click and then Click Arrange on the Menu Bar and then Click "Send to Master Page" and it will be placed. To view and edit Master Page directly, press <Ctrl> + <M> to toggle between the Master Page and the Publication. *Note: sometimes it's necessary, as with a publication with facing pages, to have elements that mirror each other rather than appear at the exact same spot on the page (say a logo in a brochure that's always on the outside edge of the page.) To do this, click Arrange on the Menu Bar and then Click "Layout Guides". Click the box next to "Create Two Master Pages With Mirrored Guides" and work with the Master Pages as before.*

**Use AutoCorrect for Symbols or Phrases**


unique to your Publication. For instance, if a brochure is being prepared for distribution in the United Kingdom, the "Pound" sign (£) might be commonly used. To add to AutoCorrect, Click Insert on the Menu Bar, then Click Symbol. Scroll to the Pound Sign and Click it, then Click "Insert." Now highlight the symbol and press <Ctrl> + <C> to copy. Click Tools from the Menu Bar and Click AutoCorrect Options... In the "Replace:" dialog box, enter the text you'd like the symbol to replace (say Pound) and in the "With:" box press <Ctrl> + <V> to paste symbol. Click OK to save. Now any time that Pound is typed, the Pound Sign will automatically replace the text.


## Keyboard Shortcuts

Open a Publication	<Ctrl> + <O>
New Publication	<Ctrl> + <N>
Save Publication	<Ctrl> + <S>
Print Publication	<Ctrl> + <P>
Highlight All Text in Box	<Ctrl> + <A>
Remover Formatting	<Ctrl> + <Space>
Select All Elements	<Ctrl> + <A>
Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Paste	<Ctrl> + <V>
Undo (up to 20 actions)	<Ctrl> + <Z>
Redo	<Ctrl> + <Y>
Bold	<Ctrl> + <B>
Italics	<Ctrl> + <I>
Underline	<Ctrl> + <U>
Find	<Ctrl> + <F>
Find and Replace	<Ctrl> + <H>
Toggle Snap To Guides	<Ctrl> + <W>
Add a Shadow	<Ctrl> + <D>
Make Transparent or Opaque	<Ctrl> + <T>
Beginning of Page	<Ctrl> + <Home>
Group or Ungroup Objects	<Ctrl> + <Shift> + <G>
Bring to Front	<F6>
Send to Back	<Shift> + <F6>
Toggle Between Current View and Actual View	<F9>



Spelling	<F7>
Toggle Background and Foreground Page	<Ctrl> + <M>
Find	<Ctrl> + <F>
Go to Page _____	<F5>
Add Page After Current Page	<Ctrl> + <Shift> + <N>
Show or Hide Boundaries and Guides	<Ctrl> + <Shift> + <O>
Show or Hide Special Characters	<Ctrl> + <Shift> + <Y>

## Publisher Web Tips


**Convert Text Headings To Graphics** if using unique or “fancy” fonts. Typically, it’s best to use standard fonts for a web page (as the fonts will come from the site *visitor’s* computer, not the web site itself.) However, if you are using unique fonts, you can still have the page display as desired. Create the text frame and use whatever font you’d like. Then Right-Click on the text frame and Click “Save as Picture...” and name your new picture. Then delete the text frame and Click the Picture Frame Button  on the Objects Toolbar. Click and Drag the frame to the approximate size of the deleted text frame. In the dialog box that opens find newly created text “picture” and Double-Click it.


**Create a Web Form for a Website to Collect** information from a visitor. Click the Form Control button  on the Insert Objects toolbar. Select desired form from the list and the form will appear (it can be dragged to any location on the page. Double-Click the item to set its properties. Multiple items can be lined up easily by holding down the <Shift> key and Clicking the desired items. Click Arrange on the Menu Bar then point to “Align or Distribute” and change alignment and distribution as desired. *Note: when multiple items are aligned they should be grouped to ensure them staying arranged.*

## Publisher Design Tips

**Group Objects in Publication to Simplify** positioning. If objects are meant to stay together, say a logo and corporate tag line, hold down the <Shift> key while multiple items are Clicked. To quickly group, click the Group Objects button  which appears at the bottom of the lowest selected object. To ungroup objects, Click on the Group and then Click the Ungroup Objects button .

**Use “Snap To Guides” to Easily Align** several objects in a Publication. To create a guide, Click Arrange on the Menu Bar, point to Ruler Guides and then Click Add Horizontal Ruler Guide (or Vertical). The Guide will appear in the center of the page. To move, position the cursor over the guide and then, while pressing the <Shift> key, Click and Drag Guide to the desired location. To snap to the Guide, Click Arrange on the Menu Bar, point to Snap and then check the box next to “To Guides” (or press <Ctrl> + <W> keys.) Press <Ctrl> + <W> again to turn off.

**Maintain an Objects Center During Resize** by pressing and holding the <Ctrl> key down and then resizing the object by placing the mouse over one of the corners of the Clicked object (or Group) and the cursor will change to . Object(s) will remain centered at current location even resized. *Note: Release the mouse button prior to releasing the <Ctrl> key to maintain positioning.*

**Convert Pictures From Color to Grayscale** easily by Clicking on the image and then Clicking on the Color button  on the Picture Toolbar. From the drop-down menu Click on “Grayscale” (or other color options) and image converts. *Note: If Picture Toolbar is not visible, Right-Click on the picture and Click “Show Picture Toolbar” on the pop-up menu.*

**Use Design Checker to Scan Publication** for common layout problems (empty frames, etc.) Click Tools on the Menu Bar and then Click “Design Checker...” Click Options if you wish to check for a specific problem, or select which pages to scan and then click OK. Diagnosed problems can be fixed or ignored by user. Click Close when done.

## TheHelpDesk

**If Preparing a Publication for Process** printing, make sure your file prints as CMYK (4 color) as opposed to RGB (which is how most office color printers are.) Click Tools on the Menu Bar, then Click on Color Printing. Click the radio button next to “Process colors (CYMK)” and Publisher will convert all colors in text, graphics, and other objects to CYMK values – and then creates four plates, regardless of how the publication was created.

**Use the Scratch Area to Hold Optional** elements in recurring publications (e.g. holidays for a monthly school newsletter) by creating the element in the publication’s work area and then clicking and dragging it to the gray scratch area around the page. The element will not print when the publication is printed, but will be saved. To print the element, simply drag it back onto the page.

**Easily Adjust Page Size for Publication** by Clicking File on the Menu Bar, and then Click on Page Setup. Under the Publication type Click on Custom. Physical dimensions (Width & Height) can be manually adjusted for preference.

**Utilize Zoom to Get a Better Idea of How** the publication is looking. Like an Artist backing away from their canvas, make sure the “look” of the Publication is on track. Right-Click in Publication and then Click Zoom. Choose Zoom level. *Note: <F9> can also be used to toggle between Current View and “Actual Size.”*

**Quickly Copy an Element, Such as a picture or** text box by holding down the <Ctrl> key on the keyboard and then Clicking and Dragging the object to a new location. The original will remain in place.

**Customize Nudge Distance if Object Moves** more (or less) than desired. Click Tools on the Menu Bar, then Click Options. Click the Edit tab, and check the box next to “Arrow keys nudge objects by:” and then set desired distance. Smaller distances will give greater control.

**Hide Master Page Elements on a Particular** page of your Publication by going to the desired page, then Click View on the Menu Bar then Click on “Ignore Master Page” and the background image(s) will disappear. To add them back, Click on “Ignore Master Page” again to uncheck the option.

**Use Design Gallery to Add Elements** such as mastheads, calendars, etc. Click Insert on the Menu Bar and then Click “Design Gallery Object...” You can browse by Category, Design, or Your Objects.