Microsoft®

Publisher 2007

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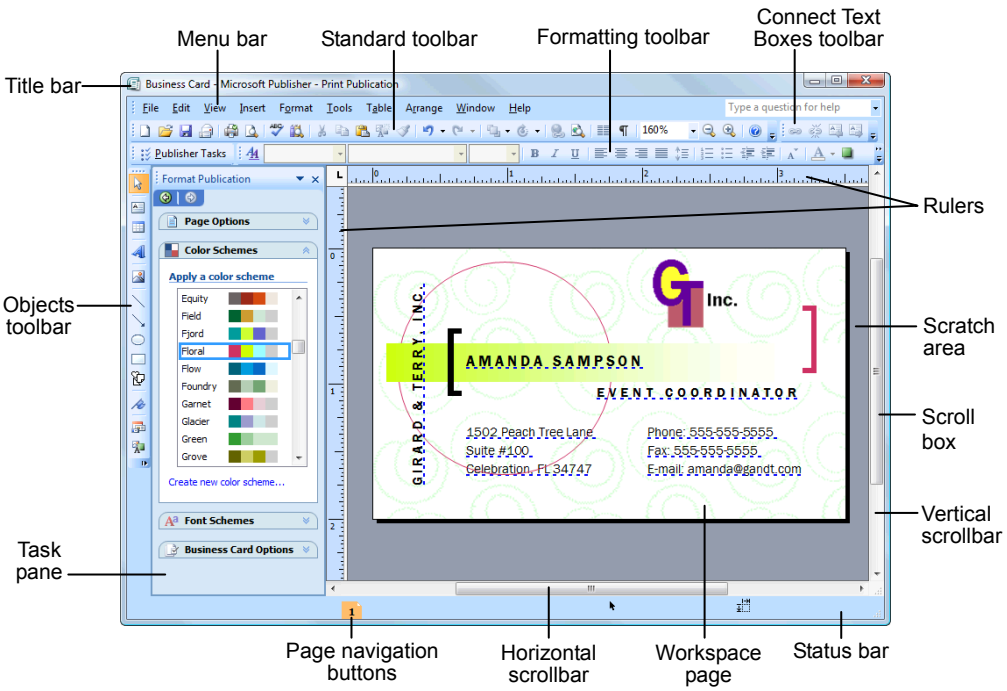
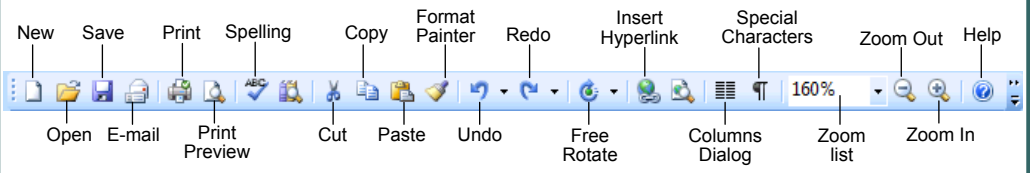
Publisher 2007 Screen



Standard Toolbar



- **To Create a New Publication:** If necessary, select **File** → **New** from the menu to display the Getting Started window. Select the type of publication you want to create and choose a design. Specify a font/color scheme if desired and click **Create**.
- **To Create a Blank Publication:** If necessary, select **File** → **New** from the menu to display the Getting Started window. Click **Blank Page Sizes** and select the desired publication size. Specify a font/color scheme if desired and click **Create**.
- **To Open a Publication:** Select **File** → **Open** from the menu or click the **Open button** on the Standard toolbar.
- **To Save a Publication:** Select **File** → **Save** from the menu or click the **Save button** on the Standard toolbar.
- **To Save a Publication with a Different Name:** Select **File** → **Save As** from the menu, type a new name for the publication, select a new location, and click **Save**.
- **To Preview a Publication:** Click the **Print Preview button** on the Standard toolbar.
- **To Print a Publication:** Select **File** → **Print** from the menu. Make your specifications and click **OK**.
- **To Close a Publication:** Click the **Close button**.
- **To Get Help:** Press the **<F1>** key to open the Help window. Type your question and press **<Enter>**.
- **To Undo/Redo:** Click the **Undo** or **Redo buttons** on the Standard toolbar.
- **To Change the Color Scheme:** Select **Format** → **Color Schemes** from the menu and select a color scheme.
- **To Change the Font Scheme:** Select **Format** → **Font Schemes** from the menu and select a font scheme.
- **To Change the Background of a Publication:** Select **Format** → **Background** from the menu and select the options you want.
- **To Adjust the Margins of a Publication:** Select **Arrange** → **Layout Guides** from the menu and click the **Margin Guides** tab. Make your adjustments and click **OK**.
- **To Show or Hide Layout Guides:** Select **View** → **Boundaries and Guides** from the menu.
- **To Change Page Orientation:** Select **File** → **Page Setup** from the menu. In the Page Setup dialog box, select the page size that has the orientation you want and click **OK**.

Shortcuts

General

Open a Publication	**<Ctrl> + <O>**
Create New	**<Ctrl> + <N>**
Save a Publication	**<Ctrl> + <S>**
Print a Publication	**<Ctrl> + <P>**
Close a Publication	**<Ctrl> + <W>**
Help	**<F1>**

Editing

Select All	**<Ctrl> + <A>**
Cut	**<Ctrl> + <X>**
Copy	**<Ctrl> + <C>**
Paste	**<Ctrl> + <V>**
Undo	**<Ctrl> + <Z>**
Redo	**<Ctrl> + <Y>**
Check Spelling	**<F7>**

Formatting

Bold	**<Ctrl> + <B>**
Italics	**<Ctrl> + <I>**
Underline	**<Ctrl> + <U>**
Align Left	**<Ctrl> + <L>**
Center	**<Ctrl> + <E>**
Align Right	**<Ctrl> + <R>**
Justify	**<Ctrl> + <J>**
Increase Font Size	**<Ctrl> + <]>**
Decrease Font Size	**<Ctrl> + <[>**

Navigation and Layout

Zoom to Full Page	**<Ctrl> + <Shift> + <L>**
Toggle Between Current and Full Page View	**<F9>**
Go To Page	**<F5>**
Next Page	**<Ctrl> + <Page Down>**
Previous Page	**<Ctrl> + <Page Up>**
Insert New Page	**<Ctrl> + <Shift> + <N>**
Insert Duplicate Page	**<Ctrl> + <Shift> + <U>**
Show/Hide Layout Guides	**<Ctrl> + <Shift> + <O>**
Switch to Master Page	**<Ctrl> + <M>**
Beginning of Line	**<Home>**
End of Line	**<End>**

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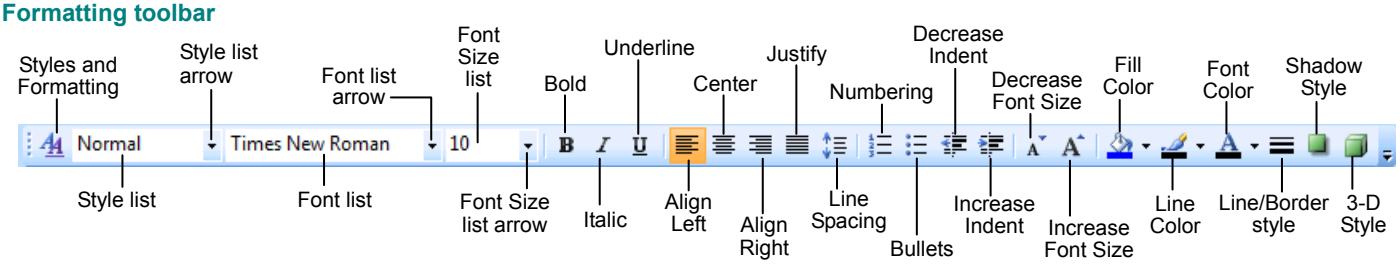
Formatting

Formatting toolbar

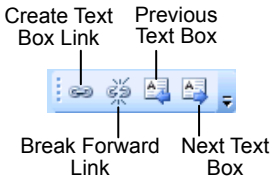


- **To Change Font Style:** Click the **Bold button**, **Italic button**, or **Underline button** on the Formatting toolbar.
- **To Change Font Type:** Click the **Font** list arrow on the Formatting toolbar and select a font from the list.
- **To Change Font Size:** Click the **Font Size** list arrow on the Formatting toolbar and select a size from the list.
- **To Change Font Color:** Click the **Font Color button list arrow** and select a color from the list.
- **To Open the Font Dialog Box:** Select **Format** → **Font** from the menu.
- **To Copy Formatting with the Format Painter:** Select the text with the formatting you want to copy. Click the **Format Painter button** on the Standard toolbar and select the text to which you want to apply the copied formatting with the pointer.
- **To Create a Bulleted List:** Select the paragraph(s) you want to bullet and click the **Bullets button** on the Formatting toolbar.
- **To Create a Numbered List:** Select the paragraphs you want to number and click the **Numbering button** on the Formatting toolbar.
- **To Insert a Tab Stop:** Click on the ruler where you want to insert the tab stop.
- **To Adjust or Remove a Tab Stop:** Click and drag the tab stop to the desired position on the ruler. Click and drag the tab stop off the ruler to remove it.
- **To Change Paragraph Alignment:** Select the paragraph(s) and click the appropriate alignment button (**Align Left**, **Center**, **Align Right**, or **Justify**) on the Formatting toolbar.
- **To Insert a Drop Cap:** Place the insertion point anywhere in the paragraph for which you want to apply a drop cap. Select **Format** → **Drop Cap** from the menu, select a drop cap style, and click **OK**.
- **To Create a Style:** Click the **Styles and Formatting button** on the Formatting toolbar and click the **Create New Style button** in the task pane. Make your specifications for the new style and click **OK**.

Text Boxes

- **To Insert a Text Box:** Click the **Text Box button** on the Objects toolbar. Position the mouse pointer where you would like to insert the text box and click and drag until the text box reaches the desired size. Release the mouse button when you're finished and enter the text.

Connect Text Boxes toolbar



- **To Format a Text Box:** Right-click the text box you want to format and select **Format Text Box** from the shortcut menu. Make your selections in the Format Text Box dialog box and click **OK** when you're finished.
- **To Link Text Boxes:** Click the overflowing text box (marked with an overflow indicator) to select it. Click the **Create Text Box Link button** on the Connect Text Boxes toolbar. Click inside an empty text box with the pointer.
- **To Unlink Text Boxes:** Select the linked text box that comes *before* the text box(es) you want to unlink, and click the **Break Forward Link button** on the Connect Text Boxes toolbar.
- **To Move Between Text Boxes:** Click the **Go to Previous Text Box** or **Go to Next Text Box buttons**, or click the **Previous Text Box** or **Next Text Box buttons** on the Connect Text Boxes toolbar.
- **To Add Continued Notices:** Select **Format**→**Text Box** from the menu and click the **Text Box** tab. Click the **Include "Continued on/from page..."** check box and click **OK**.

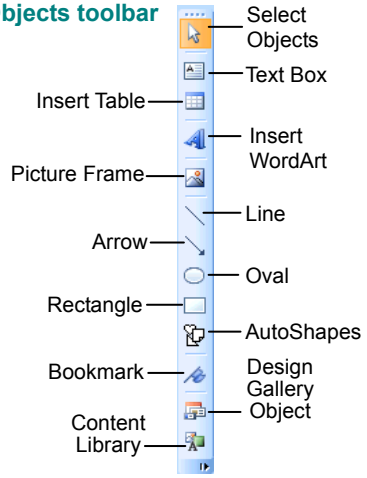
Mail Merge

1. **To Start a Mail Merge:** Select **Tools** → **Mailings and Catalogs** → **Mail Merge** from the menu.
2. **To Select a Data Source:** In the Mail Merge task pane, select the appropriate option under *Create recipient list* and click **Next**. Perform the necessary tasks and click **Next** when you're finished.
3. **To Insert a Merge Field:** In the Mail Merge task pane, click and drag the appropriate merge field to the desired location in the publication. Use the options listed under *More items* as necessary. Click **Next**.
4. **To Complete the Merge:** Select the desired option under *Create merged publications* and perform the necessary tasks.

Drawing and Graphics

- **To Insert a Clip Art Graphic:** Select **Insert** → **Picture** → **Clip Art** from the menu, locate an appropriate graphic, and click the graphic to insert it.
- **To Insert a Picture:** Select **Insert** → **Picture** → **From File** from the menu, select the file location and name, and click **Insert**.
- **To Adjust Text Wrapping:** Double-click the object, click the **Layout** tab, select a text wrapping option, and click **OK**.
- **To Draw an Object:** Click the appropriate button (**Line**, **Arrow**, **Oval**, **Rectangle**, or **AutoShapes**) on the Objects toolbar, click where you want to draw the object, and drag until the object reaches the desired size. Hold down the **<Shift>** key while you drag to draw a perfectly proportioned shape or straight line.

Objects toolbar



- **To Move an Object:** Click the object and drag it to a new location. Release the mouse button when you're finished.
- **To Resize an Object:** Click the object to select it, click and drag one of its sizing handles (○), and release the mouse button when the object reaches the desired size. Hold down the **<Shift>** key while dragging to maintain the object's proportions while resizing it.
- **To Delete an Object:** Select the object and press the **<Delete>** key.
- **To Format an Object:** Double-click the object.
- **To Insert a WordArt Object:** Select **Insert** → **Picture** → **WordArt** from the menu, select a design from the WordArt Gallery dialog box, and click **OK**. Enter the text you want WordArt to format and adjust the font type and size, if necessary. Click **OK**.
- **To Group Objects:** Select the objects you want to group and click the **Group Objects button**.
- **To Rotate an Object:** Select the object and click and drag its rotation handle (●). Release the mouse button when you're finished rotating.

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