

The Master Page Toolbar

Master pages are used as page templates by Publisher. If your company follows a certain colour scheme or if you want all of your publication pages to look the same, use a master page. You can edit the master page as you see fit and each change will be applied to all the subsequent pages of your publication.



Create a new master page.



Make a copy of the current master page.



Rename the current master page.



Delete the current master page.



Will open the Layout Guide dialogue box for you to apply baseline guides and/or grid guides to the master page.




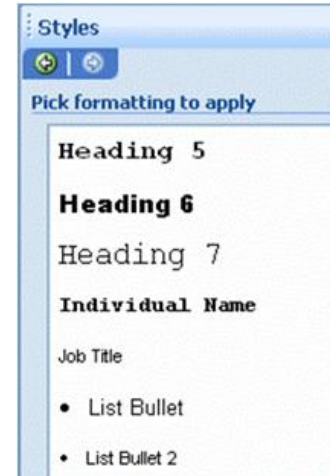
Will change a single page to a two page spread, and vice versa.

Close Master View

Brings you back to the application window.

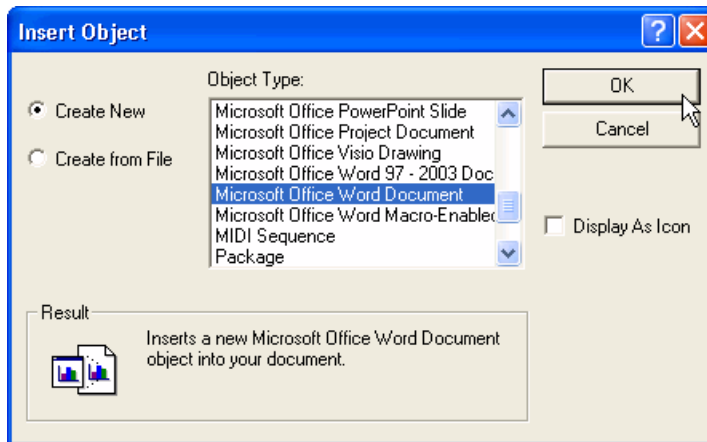
Using Styles

Open the Style Pane by clicking the  icon in the Formatting toolbar. Select the text you want to style and then click a style from the Style pane. The font change will be applied.



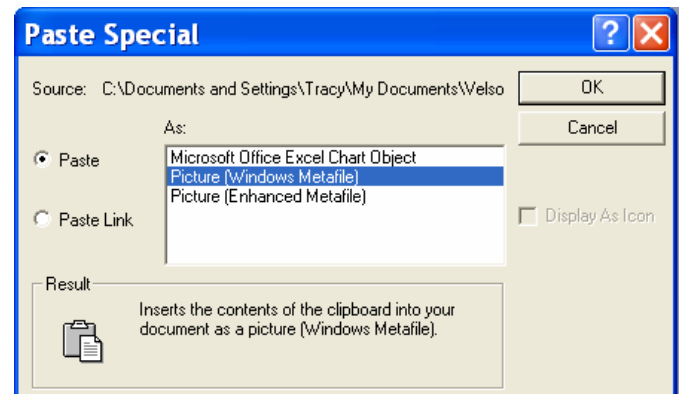
Creating Objects in your Publication

Publisher has the ability to insert and use objects of other file types. Click Insert → Object and click the Create New radio button. Choose a file type from the list.



Embedding Objects in your Publication

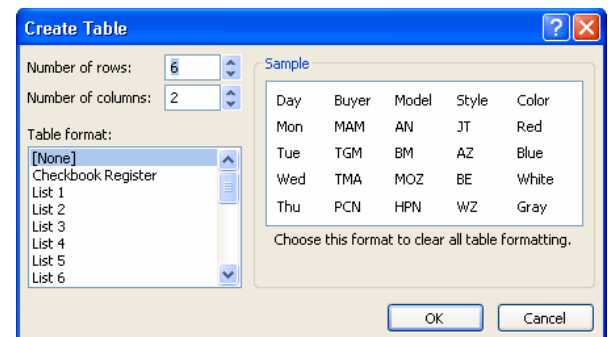
An embedded object is not one that has been created from scratch but rather created from an existing file. You can either embed part of a file (like an Excel chart) or an entire file, like a Word document. Click Edit → Paste Special. The Paste radio button will paste the current clipboard content; the Paste Link radio button will create a link to follow to use the source file.



Inserting a Table

Tables are very useful when you want to organize data quickly and effectively. Tables are a collection of rows and columns, and a table cell occurs where each row and column intersect.

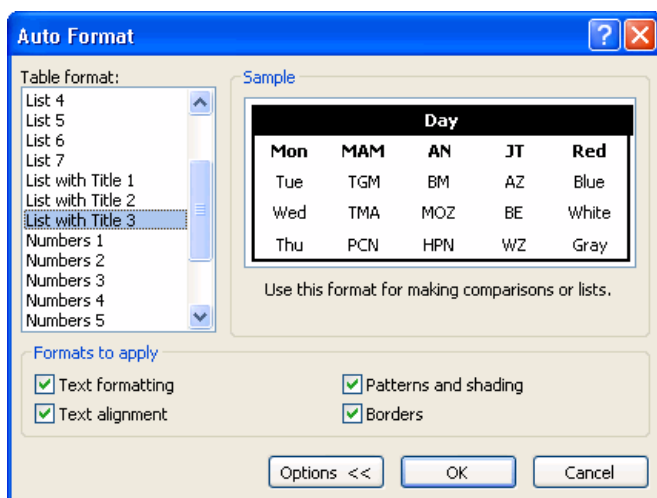
To create a table, click the Insert Table command from the Objects toolbar, click and drag the table area, then enter the table characteristics/dimensions in the Create Table dialogue box.



Common Table Tasks

The Table menu provides you with many different tools. You can:

- Insert or delete columns and rows
(Table → Insert/Delete → Choose action)
- Merge two or more adjacent cells together into one large cell
(Select cells, Table → Merge Cells)
- Splitting cells will split a cell corresponding to the number of adjacent rows and columns
(Select cell, Table → Split Cell)
- A cell diagonal splits a cell in two diagonally, like you often see on a calendar
(Select cell(s), Table → Cell Diagonals, choose none, divide down or divide up)
- Use Fill Down and Fill Right to copy the contents of a cell and duplicate it in the cell immediately below or to the right
(Select data, Table → Fill Down/Fill Right)
- You can format an entire table at once, regardless of the data by clicking Table → Table AutoFormat. Choose from one of the styles in the Auto Format dialogue box and apply it to your own table:



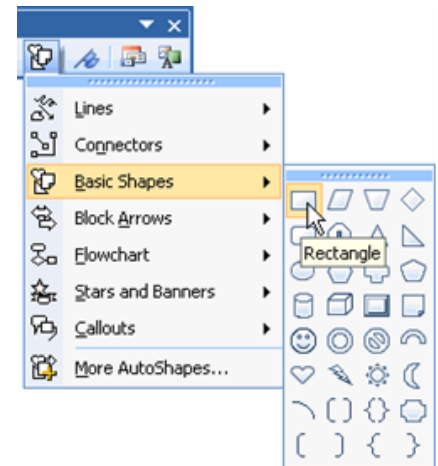
Adding AutoShapes

Not everyone has the skill or patience to make their own graphics by hand. Therefore, on the Objects toolbar, you can add any number of different shapes to add to your publication.

Once you have selected your object from the list, click and drag an area in your publication where you want to use the image.

Use the commands on the formatting toolbar to add colour, 3D and shadow effects, and more.

Consider the following shapes that have been enhanced with the Formatting toolbar:



Drew a Smiley Face from AutoShapes toolbar

Changed Fill Colour to Yellow

Increased Line Weight to 3 pt



Drew a Cloud Callout from AutoShapes toolbar

Applied Ocean From Centre fill effect

Removed line

Added Shadow Style 16



Drew an Arrow directly from Objects toolbar

Changed weight, style, and colour from Formatting toolbar

The WordArt Toolbar



Will insert WordArt into the publication.

Edit Text...

Will bring you to the Edit WordArt Text dialogue, where you can change the text style, size, and effects.



Will bring you back to the gallery where you can change the current WordArt style.



Opens the Format WordArt dialogue for you to change the colour and position of WordArt. Change the shape of the WordArt.



Allows you to wrap text around objects



Will make all characters the same height.



Will change the WordArt from Horizontal to Vertical Alignment.



Will align the WordArt to the Left, Right, Centre, or Justified.



Allows you to modify how close (tight) or how far (loose) the characters (letters) should be.

Layering Objects

If you have several objects that need to be in the publication but don't quite have the room for everything, you should consider the Order command on the Formatting toolbar. Here you can move an object from the back to the front of the 'pile' of objects, or move an object incrementally up or down the 'pile.'

