Microsoft® Publisher 2007
Quick Reference Tutorial

RARE IT

The Web Tools Toolbar

The Web Tools toolbar appears as a floating toolbar after the Web builder has inserted your customized Web pages. As a floating toolbar, it will be hidden when the Web page is not selected. In order to keep the toolbar active, you can drag the bar to the toolbar area.

The following table is a breakdown of the features and commands found on the Web tools toolbar.

Publish to the Web is your final command when creating your site. Publish to the Web is used to publish the site to the World wide Web.

Web preview allows you to view the site, as it would be when viewed by a Website viewer.

Insert Hyperlink (discussed in Lesson 3.4) Inserts links from one object to another object/page/address etc.

Insert Hot Spot will allocate an area a viewer can click in order to be linked to another object/page/address etc.

Navigation Bar opens the navigation bar design gallery

Rename will allow you to rename the entire Web Page as well as enter Search engine information.

Background allows you to apply a background to the Webpage

Background Sound will allow you to search and locate a sounds/music/narration that will play while the viewer is on that particular page.

Form Control will let you insert and create forms on a Webpage.

With **Bookmark**, you can add bookmarks to your Website.

HTML Code Fragment will open the Edit Code fragment dialog

Web Site Options will open the Options dialog for you to set Web particulars

Web Page Options will open the dialog for you to set Webpage particulars

Managing Web Pages

The vast majority of Web pages include more than one page. Therefore, it is important to know how to manage more than a one-page website.

Add pages to your Web site by clicking Insert → Page. You will be able to choose from a number of different page templates.

Delete pages by right-clicking on the page number you want to remove at the bottom of the screen and click Delete:
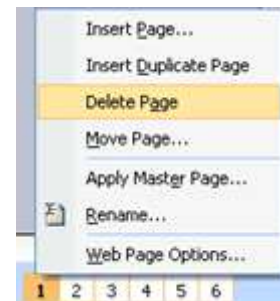
Rename a page by clicking Format → Web Page Options. Here you can manage many of the background options of a Web page.

You can change the pane title, publish a page to the Internet, include search engine information (info that tells search engine what the page is about), and add a background sound file.

Adding Hyperlinks to your Publication

A hyperlink is a virtual link between two objects or places. You can make a hyperlink out of text (that usually looks like this) or a picture. A hyperlink can link to one of the following four things:

Existing File or Web Page
Browse through existing files or enter the URL of data you want to link to:
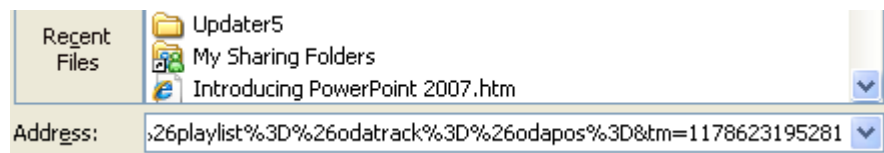
Place in This Document
Link to another page in your document. When you select this option, a small table of contents will be created listing all of the pages in the current document. Select one from the list and click OK to apply the link.

Create New Document
When the link is clicked, you can make Publisher create a new file of any type in the location of your choosing (like on your computer or in a network folder.) Once a new file is created, select the appropriate radio button to edit the file immediately or wait until later.

E-mail Address
You can make a link to an e-mail address with this option. Enter the destination address. Insert a subject into your e-mail if you like. If you have made an e-mail link in the past, you can choose from a list of recent addresses:

Form Components

Advanced Publisher documents include the use of forms. An electronic form is one that can ask for user information such as a mailing address after completing an online transaction. Other form controls include the following:

Hot Spot
Like a hyperlink; a large area that is clickable and directs you elsewhere

Text Box
An area where you can type, usually reserved for a single piece of information.

Phone: [_____]

E-mail: [_____]

Text Area
A larger version of a text box, designed to hold large amounts of information.

Check Boxes
Lets the user choose many options out of a given number of options.

☐ 19-25
☐ 25-35

List (Combo) Boxes
A type of text box that holds several options, and lets the user pick from one of them. Usually reserved for something like state/province info.

Option Buttons
Lets the user choose one option out of a given number of options.

○ Answer A

○ Answer B

○ Answer C

Working with Word

Publisher has a lot in common with Microsoft Word. You can use the Save As command to save a Publisher file as a Word document; select Word document from the Save as Type list.

You can import Word documents into Publisher as well by clicking File → Import Word Document. Keep in mind that some Publisher file features might not be 100% compatible with Word and vice versa. However, most of the time you are likely only concerned with the text or formatting, which should be imported without any trouble.

The Macros Window

All macro operations in Publisher are done through the Macros window. Click Tools → Macro → Macros to see the following dialogue box:
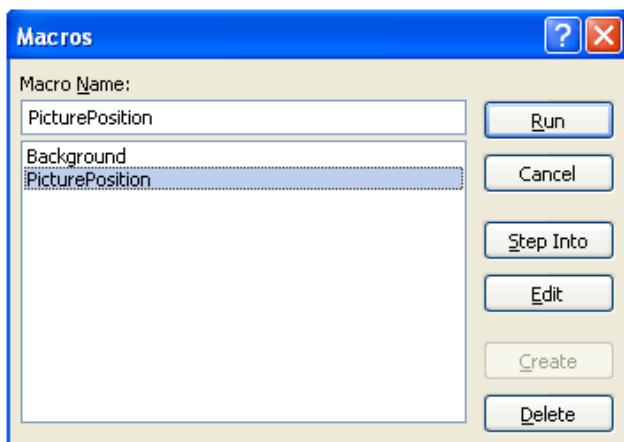
From here you can enter a new macro name and click Create, run any of the macros in the list, edit a selected macro, or delete a macro.

Visual Basic Editor Menu Overview

File
File concentrates on commands that pertain to administrative functions. For example you can save publication macros/code, import and export files, remove modules and Print macro code.

Edit
Next in line is the Edit menu which allows you to edit items and tasks you have performed such as undoing a task you just performed, cutting and pasting, as well as informative commands that will assist you in writing macros such as list properties, constants, quick info etc.

View
The View menu lets you switch between a number of different program views. If you ever open Visual Basic Editor and there are certain windows that are inactive or not visible, you can re-enable the Code, Immediate Window or the Project Explorer with the View menu.

Insert
The Insert menu will help you insert Modules, User Forms, Procedures, etc.

Format
Use the Format menu to align, centre, and arrange controls on the screen.

Debug
The Debug menu will allow you to troubleshoot problems with your Visual Basic code by providing various editing and step-checking tools. Use these tools to make code changes, compile projects, and run to a certain point. You can also suspend any macros that are running by using Breakpoints.

Run
The Run menu will let you run macros as well as break and reset code if your code should run into an infinite loop, as well as run the code through design mode.

Tools
Tools holds additional elements of the Visual Basic Editor, such as references, the macros dialog, program options, and the digital signature command.

Add-Ins
Add-Ins give you access to the Add-in Manager which is used to control any third-party software that works with VBA to provide extra functionality.

Window
The Window menu lets you change the way you view the Visual Basic Windows. This menu is useful if you have several macros open at once; you can easily arrange windows in the editor with this menu.

Help
Last but not Least, Help will guide you in using and writing Macro code with the Visual Basic Editor by providing you with a link to Microsoft Online, MSDN (the Microsoft Development Network) on the Web and general information about Visual Basic.

Macro Security

Macros can potentially be used to cause harm to a computer. If you have received a file that contains macros, make sure you trust the source before running the code on your computer.

You can modify how secure you want Publisher to be with files by clicking Tools → Macro → Security and modifying the following settings:
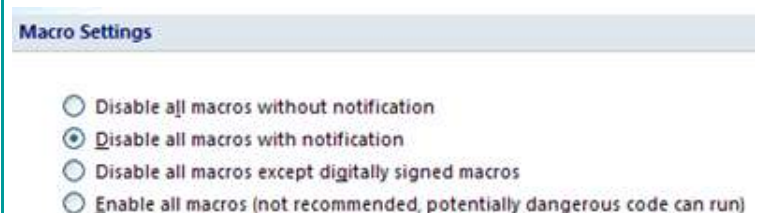
By default (as shown above) all macros will be disabled and will require explicit permission to run. You can lock down or completely open your computer to new code by selecting the other options.

Make sure you check with your network administrator before making major security changes to your computer. If you use a shared computer and the other user was not aware of a security change, you could have a potential security risk.