

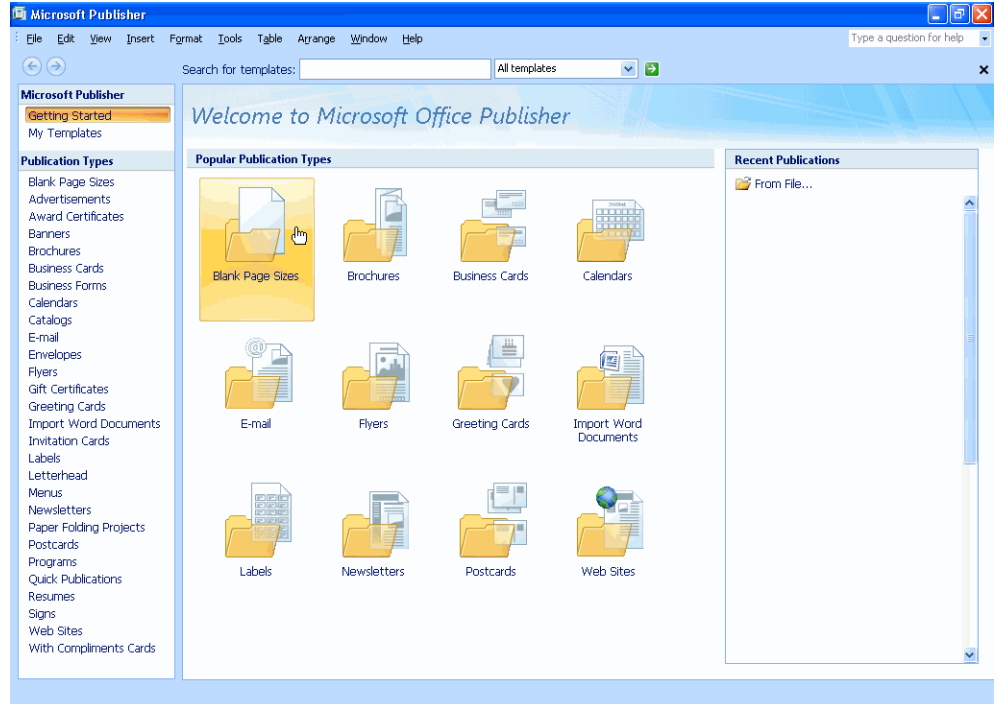
## Interface Overview

When you first open Publisher 2007, you will see the welcome screen as shown at right.

On the far left is a large list of different publication categories. Chances are you will be able to find the type of document you need in a template that already exists!

Select one of the categories on the left and then pick a particular template from the main part of the window. Open the template by double-clicking on it.

On the far right there is a list of recently used publications. Publisher keeps track of the files you have used before and stores them in this pane; just double-click one of them to open the file again.



**Title bar (1)** On the left hand side, the title bar displays the title of the publication.

**Menu bar (2)** Click on any of these items to view a list of commands.

**Ask a Question (3)** If you need help, type a question in this box, press Enter, and answers will appear in a new window.

**Toolbars (4)** Collections of commands you will use the most often.

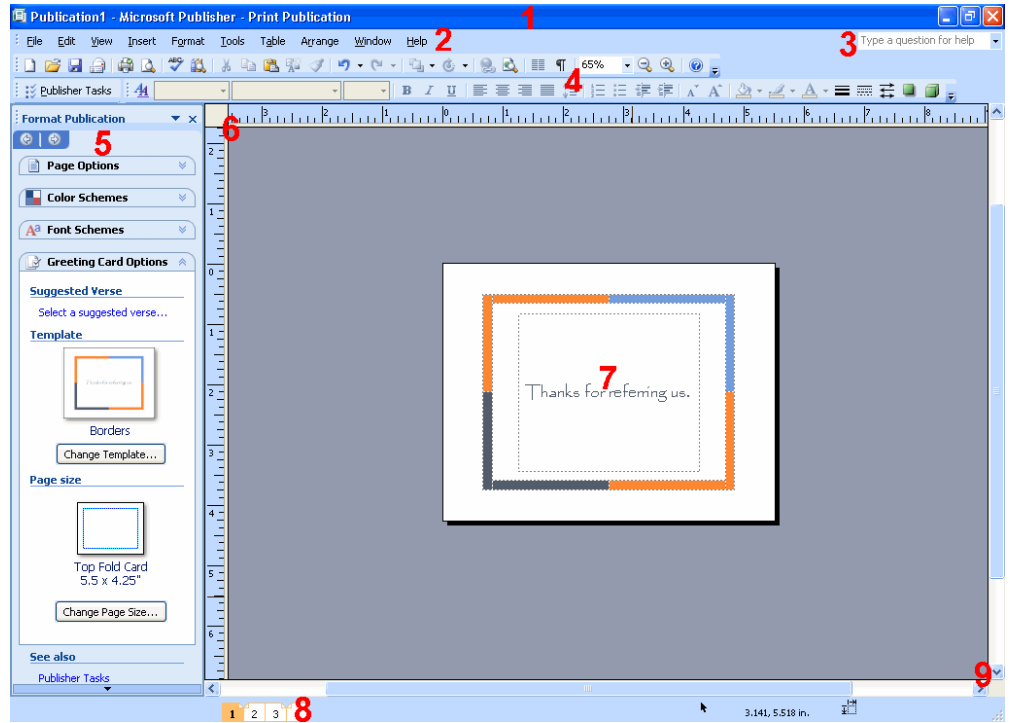
**Task Pane (5)** Task panes can display lots of different information specific to the task you are performing at the time.

**Rulers (6)** Use these vertical and horizontal rulers to set tabs, margins, and more.

**Editing window (7)** This is where you'll type, edit, and customize your publication.

**Status bar (8)** Displays page buttons and location co-ordinates for your publication.

**Scroll bars (9)** Drag these vertical and horizontal scroll bars to see more of your publication.



## Cut, Copy, and Paste

Three of the most important commands you will use are Cut, Copy and Paste. It is recommended you practice using the keyboard shortcuts right away.

**Cut**  **Ctrl + X**

To Cut something means to remove the original and store it.

**Copy**  **Ctrl + C**

To Copy something means to store a duplicate of original.

**Paste**  **Ctrl + V**

Cut items can be pasted once; copied items multiple times.

## Menu Overview

<b>File</b>	Lists administrative tasks such as New, Open, and Save.
<b>Edit</b>	Contains commands such as cut, copy, paste, undo, and redo.
<b>Insert</b>	Used for inserting items onto a page.
<b>Format</b>	These commands are used to customize text, lists, and even the page itself.
<b>Tools</b>	Lists items that you would use for creating and fixing publications, such as the Design Checker and the spell checker.
<b>Table</b>	Commands for creating and formatting tables.
<b>Window</b>	Manages the view of each opened Publisher file.
<b>Help</b>	Will give you information and help tips and topics on Publisher as well as links to other Office resources.

## The Picture Toolbar

When you have inserted or highlighted an image in your publication, the Picture Toolbar will appear:



There you can insert more pictures, increase or decrease the brightness and contrast, crop the image, apply a border to your image, wrap text around an image, and a return command that will revert the image back to its original state.

Click the X to close the toolbar when finished.

## The Standard Toolbar

	Creates a blank publication in a new window.		Undoes your last action.
	Opens a dialogue to choose a publication to open.		Redoes your last action.
	Saves your publication. (If you haven't already specified a name and location for your publication, you will be prompted for this information.)		Changes the order of objects.
	Send your publication as an e-mail.		Free rotates objects.
	Prints your publication.		Inserts a hyperlink.
	Opens print preview.		Opens Web Page preview.
	Checks for spelling and grammar errors in your publication.		Changes formatting of your text to columns.
	Opens the research task pane.		Shows all markings in the publication.
	Cuts the selected text.		Changes the zoom level in your publication.
	Copies the selected text.		Zooms out of the publication.
	Pastes text from the clipboard.		Zooms into the publication.
	Adds the current content to the content library.		Opens the help task pane.
	Starts the Format Painter.		Undoes your last action.

## The Formatting Toolbar

	Opens the styles task pane.		Created a bulleted list.
	Indicates what style you're using. You can change the style in use by clicking the drop-down arrow.		Decreases the indent for the current line.
	Tells you what font you're using. You can change the font by clicking the drop-down arrow or by typing in the text box.		Increases the indent for the current line.
	Shows you what font size you're using. You can change the font size by typing in the box or by clicking the drop-down arrow.		Decrease font size by preset increments.
	Bolds the selected text, or turns bold on.		Increase font size by preset increments.
	Italicizes the selected text, or turns italics on.		Changes fill colour to the colour shown below the paint bucket. You can click the down arrow to pick a different colour.
	Underlines the selected text, or turns underlining on.		Changes line colour to the colour shown below the paintbrush. You can click the down arrow to pick a different colour.
	Aligns the text to the left.		Changes text colour to the colour shown below the A. You can click the down arrow to pick a different colour.
	Aligns the text to the centre.		Set line weight.
	Aligns the text to the right.		Set line styles.
	Justifies the text.		Set arrow styles.
	Changes line spacing. (You can click on the small down arrow to see more choices.)		Set shadow styles.
	Creates a numbered list.		Set 3D styles.