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**MASTERING PUBLISHER
MADE EASY™**

TEACHUCOMP, INC.®

...it's all about you

MASTERING PUBLISHER MADE EASY™

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INTRODUCTION AND OVERVIEW

Welcome to TeachUcomp Inc.'s Mastering Publisher Made Easy™ course. This class is designed to give the user of Microsoft Publisher a thorough training in using the software program.

Microsoft Publisher is a desktop publishing program that allows you to create professional quality publications of various types. Desktop publishing programs can reduce the cost and time associated with creating professional publications for printing. With Microsoft Publisher, you can create high-quality color publications like newsletters, flyers, postcards, and many others.

This is a comprehensive class for students interested in learning how to create publications with Microsoft Publisher. This class covers basic setup and layout of a publication and shows you the tools necessary to edit and add enhancements to the publications you create.

The course begins by exploring the Publisher interface and the various parts of the application. After that you will learn how to create new, blank publications as well as use the templates included with Publisher to create publications. You will learn how to customize color and font schemes and use tables and layout guides. You will also learn how to create merge publications, including catalogs. Finally, you will learn how to print publications and use the help features in Microsoft Publisher.

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CHAPTER 1-

GETTING ACQUAINTED WITH PUBLISHER

1.1- THE PUBLISHER ENVIRONMENT

1.2- THE TITLE BAR

1.3- THE RIBBON

1.4- THE "FILE" TAB AND BACKSTAGE VIEW

1.5- THE QUICK ACCESS TOOLBAR

1.6- TOUCH MODE

1.7- THE SCROLL BARS

1.8- THE PAGE LAYOUT VIEW BUTTONS

1.9- THE ZOOM SLIDER AND "ZOOM" BUTTON GROUP

1.10- THE STATUS BAR

1.11- THE MINI TOOLBAR

1.12- KEYBOARD SHORTCUTS

GETTING ACQUAINTED WITH PUBLISHER

1.1- The Publisher Environment:

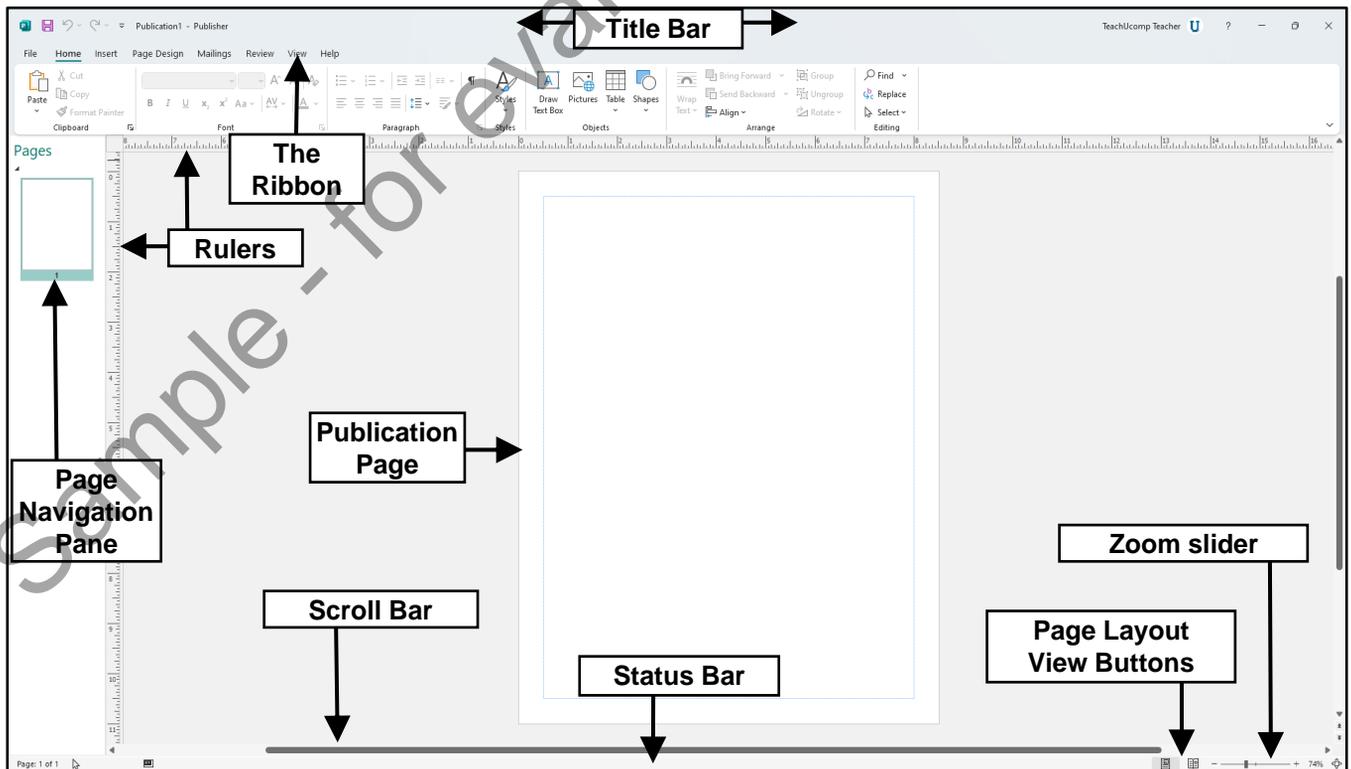
The picture shown below is of the initial screen view when you open a new, blank publication in Publisher. A publication is the file type created in Publisher. Within a publication, you create and modify text and graphic objects on the pages that constitute the publication. When you close a publication, Publisher will prompt you to save any unsaved changes in any open publications that you were working on before closing.

In the following lessons within this chapter, you will examine the elements of the Publisher environment. New users should first familiarize themselves with the tools and elements within the program's environment before attempting to create a publication.

When you initially start Publisher, you will be presented with a listing of available publication templates. We will explore using these templates in more detail in the next chapter. For now, simply select the standard 'Blank 8.5 x 11"' choice from the listing shown so you can inspect the working environment of the program.

After creating a publication, the main workspace of the Publisher environment then appears. This is where you spend most of your time designing publications. The Publisher environment consists of the Title Bar, which also contains the Quick Access toolbar, the Ribbon, the Page Navigation Pane, the Publication Page area, and the Status Bar, which also contains the Page Layout View buttons and the Zoom slider.

Let start with a "top-down" look at the elements of the Publisher environment. At the top of the screen is the Title Bar. The left end of the Title Bar shows the name of the current publication. This title appears to the right of the Quick Access toolbar, by default. You can add buttons to the Quick Access toolbar for commands you use frequently and want to always have available. Several important buttons appear here by default. These include the "Save," "Undo," "Redo," and "Customize Quick Access Toolbar" buttons. You can also remove buttons you add to this toolbar.



GETTING ACQUAINTED WITH PUBLISHER

1.1- The Publisher Environment- (cont'd.):

Below the Title Bar is the Ribbon. The Ribbon contains all the tabs, button groups, and commands you use in the program. Clicking the “File” tab in the Ribbon lets you access to the backstage view of your Publisher file. In the backstage view, you find common file management commands, like creating, saving, sharing, and printing the publications you create. To exit the backstage view, click the “Back” arrow in its upper-left corner to return to the main publication view.

The current publication appears below the Ribbon in the Publication Page area. This is where you create the content for the pages in your publication. You do most of the design work in Publisher in this area. Scroll bars appear at the right and bottom sides of the current publication page. You use the vertical scroll bar to scroll the currently selected page up and down. You use the horizontal scroll bar to scroll the currently selected page left and right. If your mouse has a scroll wheel, you can use it to move up and down the page, just like using the vertical scroll bar.

To the left of the current publication page is the Page Navigation pane. As you add pages to a publication, a numbered thumbnail icon of each page appears in this pane. You can scroll through the listing of pages as they accumulate and click one to select it. The selected page then appears in the Publication Page area for editing.

The Status Bar is the long bar that appears below the Publication Page area. It shows various types of publication information at its left end. At its right end is the Zoom slider and the Page Layout View buttons. You can easily zoom in to increase the magnification or zoom out to decrease the magnification of your publication by using the “Zoom” slider. To the left of the Zoom slider are the “Page Layout View” buttons that allow you to switch between a single page view and a two-page view of your publication.

Now that you have an overview of the names and locations of the major onscreen elements in Publisher, you can examine the use and purpose of these onscreen elements in the next few lessons.

1.2- The Title Bar:

The Title Bar in Publisher runs across the very top of the window. The name of the current publication on which you are working appears at the left end of this bar, to the right of the Quick Access toolbar if the Quick Access toolbar appears above the Ribbon. At the right end of the Title Bar is a button group. There are five buttons in this button group. They are, from left to right, your Microsoft Account button, the “Help,” button, and the “Minimize,” “Maximize/Restore Down,” and “Close” buttons.

To change which account you use to sign into Microsoft 365, click the Microsoft Account button. To open a separate “Help” pane where you can search for help topics within Publisher, click the “Help” button.

The next few buttons control the size and appearance of the Publisher window. To minimize the Publisher window and send the window down to the Windows taskbar, click the “Minimize” button. To view it again later, click its entry in the Windows taskbar.

To enlarge the Publisher application window to fill the entire display, click the “Maximize” button. Doing this also toggles the function of the same button to the “Restore Down” command. To change the size of the window to a smaller size that doesn’t fill the screen, and which also lets you change the size and position the window onscreen using your mouse, click the “Restore Down” button. When you click the “Restore Down” button, this button toggles back into the “Maximize” button.

To close the Publisher application window, click the “Close” button. If you have unsaved changes in the publication, Publisher prompts you to save those changes before closing the window.

GETTING ACQUAINTED WITH PUBLISHER

1.3- The Ribbon:

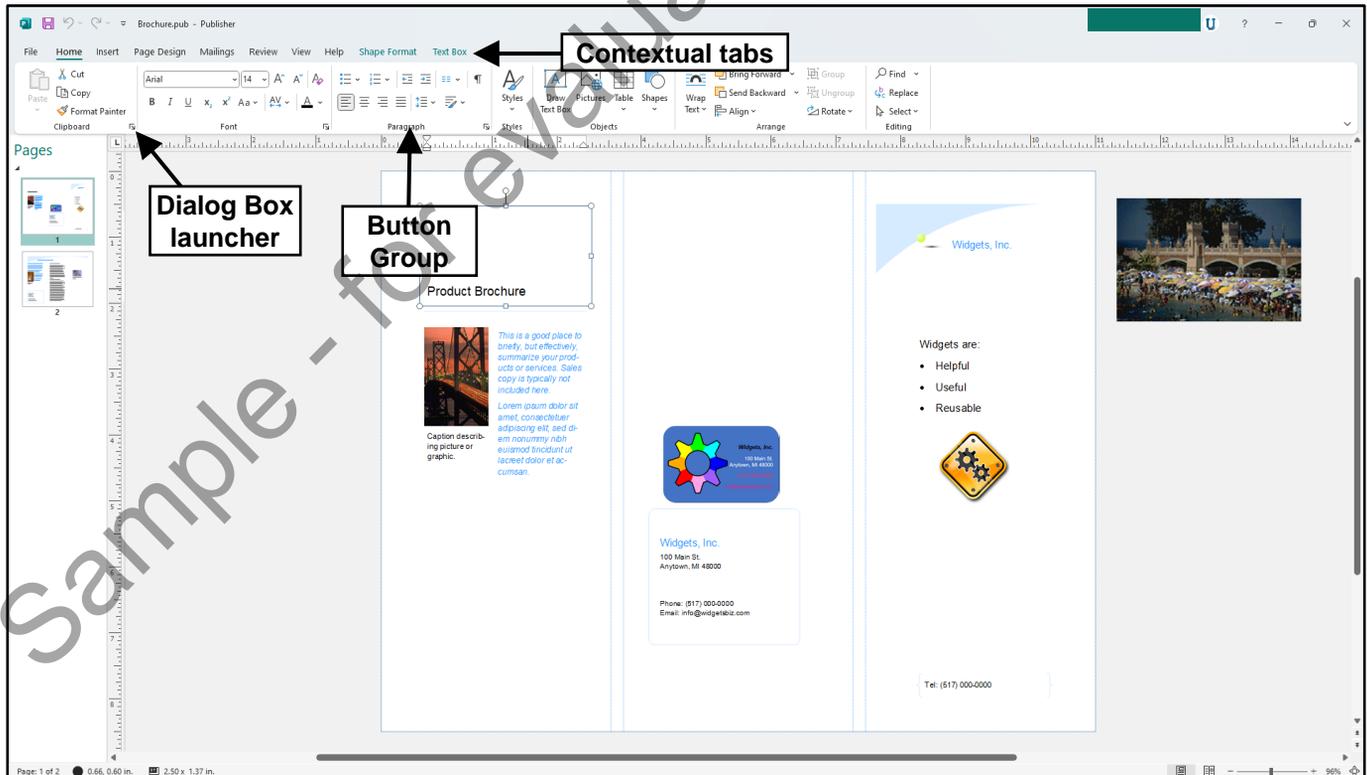
The main tool in Publisher is the Ribbon. This object allows you to perform all of the commands available in the program. The Ribbon is divided into tabs. Within these tabs are different groups of commands. The commands in each group can be accessed through the use of the buttons, boxes, or menus available within the group.

Note that for advanced options, or for users familiar with the old dialog box functionality in Publisher, you can click the Dialog Box launcher button that appears in the lower-right corner of some button groups on the currently displayed, or “active,” tab within the Ribbon. This will open a dialog box of options available for that button group.

You can also double-click the active tab within the Ribbon to both hide and show the contents of the Ribbon. This can be a handy way to gain additional workspace while composing the pages of the active publication.

Click on the main tabs shown in the Ribbon to switch the button groups displayed. The default tabs shown in the Ribbon are: “File,” “Home,” “Insert,” “Page Design,” “Mailings,” “Review,” “View,” and “Help.” You can also enable the “Developer” tab, if using macros or code.

In addition to the primary tabs available for you to use, you will also see special “contextual” tabs that will appear within the Ribbon when you have a particular type of object selected in your publication. You will see contextual tabs appear when you have either a picture, table, text box, or WordArt selected within your publication page. The groups of buttons that then appear on the contextual tabs will be directly related to the type of object selected. You can make the contextual tabs disappear by clicking away from the selected object within the publication window.



GETTING ACQUAINTED WITH PUBLISHER

1.4- The “File” Tab and Backstage View:

The “File” tab within the Ribbon of Microsoft Publisher is your access to the “backstage view.” In this view, you can perform all of your file management functions. This includes functions such as saving a file, opening an existing file, setting the options for Publisher, printing a file, or creating a new file.

The “File” tab spans all of the applications within Microsoft Office. When you click the “File” tab, you will no longer see the contents of the file. Instead, you will see the “backstage view” of the file. The commands shown at the left side of the view are the file management commands available for the program.

When you click a command at the far-left side of the screen, you will then see additional options for the selected command appear to the right within the backstage view. Make additional selections in the new section, as needed. For example, to create a new publication, you would click the “New” command, and then select the desired publication template to use from the listing shown at the right side of the backstage view.

1.5- The Quick Access Toolbar:

The Quick Access toolbar in Microsoft Publisher appears above the Ribbon, by default. To place it below the Ribbon, if desired, click the “Customize Quick Access Toolbar” button at the right end of the toolbar. Then select the “Show Below the Ribbon” command from the drop-down menu that appears. To reset it to its default location, click the same “Customize Quick Access Toolbar” button. Then choose the “Show above the ribbon” command from the drop-down menu that appears.

This is the only toolbar available in Publisher. By default, you have buttons for quick access to the following commands: “Save,” “Undo,” and “Redo (Repeat).” However, you can also easily add buttons to this toolbar for the functions you use most.

One way to add a button to the Quick Access toolbar is to right-click the command button or function in the Ribbon which you want to add. Then choose the “Add to Quick Access Toolbar” command from the pop-up menu that appears. The function is then added to the Quick Access toolbar. To remove a button from the Quick Access toolbar, right-click the button to remove in the Quick Access toolbar. Then select the “Remove from Quick Access Toolbar” command from the pop-up menu that appears.

To more thoroughly customize the Quick Access toolbar, click the “Customize Quick Access Toolbar” button. Then click the “More Commands...” choice to open the “Publisher Options” window. The right side of the window contains two sets of command button listings. The listing at the window’s far-right side is the set of button commands currently shown in the Quick Access toolbar. The order in which the commands appear in this list from top to bottom is the order they appear from left to right in the Quick Access toolbar.

To the left of this list is the listing of commands you can add to the Quick Access toolbar. You can select which functions appear in this list by selecting a command grouping to show from the “Choose commands from:” drop-down above the list.

To add a command to the Quick Access toolbar from this list, click the command to add from the choices available in the left list. Then click the “Add>>” button to move the selected command into the Quick Access toolbar list to the right. To remove a command from the Quick Access toolbar list at the right, click it to select it, first. Then click the “Remove” button to remove it from the list.

Also, you can change the order in which the buttons appear in the Quick Access toolbar by first selecting a command in the right-most list. Then click either the “Up” or “Down” arrow buttons to the right of this list. After customizing the content of the Quick Access toolbar, click the “OK” button in the lower-right corner of the “Publisher Options” window to save and apply your changes.

GETTING ACQUAINTED WITH PUBLISHER

1.6- Touch Mode:

With the increased use of touchscreen computers, tablets and smartphones, Publisher was designed with a new mode to allow for easier access to the buttons and other commands within the Ribbon and Quick Access toolbar. This mode is called touch mode. When you enter touch mode within the Publisher interface, the Ribbon and Quick Access toolbar are enlarged, and extra space is added around the buttons and commands within the Ribbon and Quick Access toolbar so that you can more easily access them on your touch-based device.

To enable touch mode, click the small drop-down arrow at the right end of the Quick Access toolbar to display a drop-down menu of the most commonly-used commands. Click or tap the “Touch/Mouse Mode” command in the drop-down menu to add that button to the Quick Access toolbar.

To then enable or disable touch mode in Publisher, click or tap the “Touch/Mouse Mode” button in the Quick Access toolbar. From the drop-down menu that then appears, select the mode to use: “Mouse” or “Touch.” When “Touch” mode is enabled, the buttons in the Ribbon and Quick Access toolbar are larger and have more space surrounding them onscreen. You can select the “Mouse” choice to toggle touch mode off, restoring the default size of the buttons onscreen.

1.7- The Scroll Bars:

When viewing your publication pages, scroll bars will appear both vertically and horizontally along the right and bottom sides of your publication page. They have arrows at each end that point in the direction in which they will scroll the page when you click them. You use the scroll bars to scroll through your page’s content. You may click the arrows at the ends of the scroll bars to move through the page’s content, or you may click and drag the box inside of the scroll bars to move across the page more rapidly. If you have a mouse with a scrolling wheel, you can simply roll the scroll wheel on your mouse up or down to vertically scroll through the page in your publication, as the scroll wheel on your mouse is typically set to work with the vertical scroll bar in Microsoft Publisher.

Also note the double-pointing up and down arrows at the bottom of the vertical scroll bar. You can click these buttons to move to the “Previous Page” or “Next Page” in your publication.

1.8- The Page Layout View Buttons:

Depending upon the type of publication you are creating in Publisher, you may want a one-page or two-page page layout to be displayed onscreen. For multi-page publications, you often will use a two-page layout. Publisher allows you to view your publication using either a one page or two page spread.

To change the page layout spread of your publication, click the “Single Page” button near the right end of the Status Bar to view your publication one page at a time. Click the “Two-Page Spread” button to display two pages at a time on the screen. You can also select the “View” tab in the Ribbon, and then click the buttons that appear within “Layout” button group to switch between the views.

It is important to note that some templates may not allow for a “Two-Page Spread” view. You will also need at least three pages in your publication to view it in “Two-Page Spread” view.

GETTING ACQUAINTED WITH PUBLISHER

1.9- The Zoom Slider and “Zoom” Button Group:

In the lower-right corner of the application window, you will see the Zoom slider in Publisher. You use this to change the magnification level of the pages in your publication. This does not modify the publication in any way, but rather changes your perception of how close or far away the pages in your publication appear onscreen.

Click and drag the Zoom slider left, towards the minus symbol, to shrink the magnification level, which appears as a percentage to the right of the zoom slider. Click and drag the slider to the right, or towards the plus sign, to increase the magnification level. You can also directly click on the small plus and minus signs to decrease and increase the magnification levels by 10% each time you click.

You can also change the magnification by clicking the “View” tab in the Ribbon, and then clicking the buttons that appear in the “Zoom” button group. In the “Zoom” button group, select the desired zoom level by choosing an option from the “Zoom” drop-down button, or by entering a value directly into the “Zoom” text box. Click the “100%” button to change the magnification level to 100% of the normal size. Click the “Whole Page” button to change the magnification level to fit the whole page in the window. Click the “Page Width” button to fit the width of the page to the width of the window.

If you have an object selected in the publication, you can click the “Selected Objects” button to magnify the publication so that the selected objects will fill the entire window.

1.10- The Status Bar:

At the bottom of the application window is a long, thin, horizontal bar in which you find objects such as the “Zoom slider” and the “Page Layout View” buttons. The bar within which these tools appear is called the Status Bar. Here you can see various statuses monitored within Publisher, such as the magnification level and the current page number and total count of pages.

You can choose which statuses you wish to show or hide in the Status Bar. You can see what statuses are currently shown or hidden in this bar by right-clicking anywhere in the Status Bar to view the “Customize Status Bar” panel. A popup menu shows a listing of the available tools and statuses that can be displayed in the Status Bar. Any listed objects that appear with a check to the left of their names are already being shown in the Status Bar. Objects that do not have a check to the left of their names in this list are not currently being displayed in the Status Bar. Click on the name of any object in this list to toggle the display from on to off, or vice versa.

1.11- The Mini Toolbar:

Another time-saving feature in Microsoft Publisher is the Mini toolbar. When you select text within the publication and hold your mouse pointer over it, you will see a small toolbar appear next to the selection.

Roll your mouse pointer over the buttons in the toolbar to view a screen tip for each one. Then, select from the many buttons that appear in the Mini toolbar to apply quick formatting to the selection. The buttons that appear in the Mini toolbar can also be found in the “Home” tab of the Ribbon.

GETTING ACQUAINTED WITH PUBLISHER

1.12- Keyboard Shortcuts:

If you are new to Publisher, then you may be wondering what a “keyboard shortcut” is. A keyboard shortcut simply allows you to press a combination of keyboard characters to execute a command function instead of clicking a button in the Ribbon or the Quick Access toolbar. While you may never really use them, many users who type significant amounts of text find it tiresome to always reach for their mouse. These users may favor the use of keyboard shortcuts, instead, as it allows them to perform many command functions while keeping their hands on the keyboard.

Keyboard shortcuts typically involve holding down either the “Ctrl” or “Alt” key on your keyboard and then entering another keystroke or set of keystrokes. You then release the “Ctrl” or “Alt” key. You can see any available “Ctrl”-key keyboard shortcuts in the small pop-up windows that appear when you hold your mouse pointer over any command in the Ribbon. Note that not every command has a corresponding “Ctrl” key keyboard shortcut. In these cases, you can use the “Alt” key to enable the key badge system in Publisher. You can then use the key badge system to enter a sequence of keystrokes. This replaces the older “Alt” key keyboard shortcuts. Let’s look at how you can use the key badge system in Publisher.

First, press the “Alt” key on your keyboard to display a set of key badges next to the various objects in the Ribbon and the Quick Access toolbar. You then press the key on your keyboard that corresponds to the badge for the command function that you wish to execute.

If you happen upon a drop-down menu as you are entering your key badges, or your key badge work simply opens a dialog box, don’t worry. Any available key badges will be displayed when the menu or dialog box opens. Also, any titles that have an underlined letter in them will act like a key badge when you press the key that matches the underlined letter. If you open a drop-down menu that has an active selection choice, you can move the active selection choice by using the arrow keys on your keyboard and then pressing the “Enter” key on your keyboard to confirm your selected choice.

After enabling the key badge system, if you then decide to turn the key badges off, you can press the “Alt” or “Escape” key on your keyboard or click anywhere in the document with your mouse to do so.

ACTIONS-

GETTING ACQUAINTED WITH PUBLISHER

THE PUBLISHER ENVIRONMENT:

1. When you first start Publisher, a list of available templates appears.
2. **To review the objects in the Publisher environment**, select the standard ‘Blank 8.5 x 11” choice.
3. The main workspace of Publisher appears in the center of the screen.
4. The Publisher environment consists of the **Title Bar**, which also contains the **Quick Access toolbar**, the **Ribbon**, the **Page Navigation Pane**, the **Publication Page area**, and the **Status Bar**, which also contains the **Page Layout View buttons** and the **Zoom slider**.
5. At the top of the screen is the **Title Bar**.
6. The left end of the Title Bar shows the name of the current publication.
7. This title appears to the right of the **Quick Access toolbar**, by default.
8. The **Ribbon**, below the Title Bar, contains all the tabs, button groups, and commands in the program.
9. **To access the backstage view in Publisher and see its file management commands**, click the “File” tab in the Ribbon.
10. **To exit the backstage view**, click the “Back” arrow in its upper-left corner to return to the main publication view.
11. The current publication appears below the Ribbon in the **Publication Page area**. This is where you create the content for the pages in your publication.
12. **Scroll bars** appear at the right and bottom sides of the current publication page.
13. **To scroll your main work area vertically and horizontally**, use the scroll bars to the right and below the main work area. You can also use your mouse wheel, if you have one, to scroll vertically.
14. To the left of the current publication page is the **Page Navigation pane**.
15. Each page of your publication is represented by a thumbnail in this pane.
16. **To open a page in the publication page area for editing**, scroll through the page thumbnails and click one to select it.
17. The **Status Bar** is the long bar that appears below the Publication Page area. It shows various types of publication information at its left end.
18. **To zoom the Publication Page area**, use the “Zoom” slider at the right end of the Status Bar.
19. **To switch the view of your work area between a single page or two-page view**, click one of the “Page Layout View” buttons, to the left of the Zoom slider in the Status Bar.

THE TITLE BAR:

1. The Title Bar in Publisher runs across the very top of the window. The name of the current publication on which you are working appears towards the left end of this bar.
2. At the right end of the Title Bar is a five-button group. They are, from left to right, your Microsoft Account button, the “Help,” button, and the “Minimize,” “Maximize/Restore Down,” and “Close” buttons.
3. **To change which account you use to sign into Microsoft 365**, click the Microsoft Account button.
4. **To open a separate “Help” pane where you can search for help topics within Publisher**, click the “Help” button.
5. The next few buttons control the size and appearance of the Publisher window.
6. **To minimize the Publisher window and send the window down to the Windows taskbar**, click the “Minimize” button. To view it again later, click its entry in the Windows taskbar.
7. **To enlarge the Publisher application window to fill the entire display**, click the “Maximize” button. Doing this also toggles the function of the same button to the “Restore Down” command.
(cont’d.)

ACTIONS-

GETTING ACQUAINTED WITH PUBLISHER

THE TITLE BAR- (CONT'D.):

8. **To change the size of the window to a smaller size that doesn't fill the screen, and which also lets you change the size and position the window onscreen using your mouse**, click the "Restore Down" button. When you click the "Restore Down" button, this button toggles back into the "Maximize" button.
9. **To close the Publisher application window**, click the "Close" button. If you have unsaved changes in the publication, Publisher prompts you to save those changes before closing the window.

THE RIBBON:

1. **To open a "dialog box" window, for the button groups that have that option**, click the "Dialog Box" launcher button, in the bottom, right corner of a button group.
2. **To hide or show the contents of the Ribbon**, double-click the active tab.
3. **To switch the button groups displayed**, click on one of the tabs shown in the Ribbon. The default tabs shown in the Ribbon are: "File," "Home," "Insert," "Page Design," "Mailings," "Review," and "View." You can also enable the "Developer" tab, if using macros or code.
4. In addition to the primary tabs available for you to use, you will also see special contextual tabs appear in the Ribbon when you have a particular type of object selected in your publication. You will see contextual tabs appear, for example, when you have either a picture, table, text box, or WordArt selected within your publication page. The groups of buttons that then appear on the contextual tabs will be directly related to the type of object selected.
5. **To make contextual tabs disappear**, click away from the selected object in the publication window.
6. Within the selected, or "active," tab are different groups of commands. The commands in each group can be accessed either using the buttons, boxes, or menus that are available within the group.

THE "FILE" TAB AND BACKSTAGE VIEW:

1. **To access the file management functions of Publisher**, click the "File" tab in the Ribbon to open the "backstage view."
2. The commands shown at the left side of the view are the file management commands available for the program.
3. When you click a command in this section of commands at the far-left side of the backstage view, you will then see additional options for the selected command appear to the right within the backstage view.
4. You can then make additional selections in the new section, as needed.

THE QUICK ACCESS TOOLBAR:

1. **To move the Quick Access toolbar below the Ribbon**, click the "Customize Quick Access Toolbar" button in the Quick Access toolbar.
2. Then choose the "Show Below the Ribbon" command.
3. **To move the Quick Access toolbar back above the Ribbon**, click the "Customize Quick Access Toolbar" button in the Quick Access toolbar.
4. Then choose the "Show Above the Ribbon" command.
(cont'd.)

ACTIONS-

GETTING ACQUAINTED WITH PUBLISHER

THE QUICK ACCESS TOOLBAR- (CONT'D.):

5. **To add a button to the Quick Access toolbar**, right-click the function or command button in the Ribbon and choose the “Add to Quick Access Toolbar” command from the menu that appears.
6. **To remove a button from the Quick Access toolbar**, right-click the button in the Quick Access toolbar and choose “Remove from Quick Access Toolbar” from the pop-up menu that appears.
7. **To more thoroughly customize the Quick Access toolbar**, click the “Customize Quick Access Toolbar” button and choose the “More Commands...” option from the menu.
8. The “Publisher Options” dialog box will open with the “Quick Access Toolbar” section selected. The options for customizing the Quick Access toolbar appear to the right.
9. **To add a command to the Quick Access toolbar in the “Publisher Options” dialog box**, select a command from the list on the left.
10. If needed, choose the commands to show in this list by using the “Choose commands from:” drop-down above the list.
11. Then click the “Add>>” button to add the selected command to the right list. This list shows the commands currently displayed in the Quick Access toolbar.
12. **To remove a command from the Quick Access toolbar by using the “Publisher Options” dialog box**, click the name of the command in the right list to remove.
13. Click the “Remove” button to remove it from the list.
14. **To change the order of the commands in the Quick Access toolbar**, select the command to move in the right list and then click the “Up” or “Down” arrow buttons to its right. The order of the commands from top to bottom is the order they appear from left to right in the Quick Access toolbar.
15. **To save the changes you made in the “Publisher Options” dialog box**, click the “OK” button in the lower-right corner.

TOUCH MODE:

1. **To enable touch mode**, click the “Customize Quick Access Toolbar” button at the right end of the Quick Access toolbar to display a listing of the most commonly used commands.
2. Then click or tap the “Touch/Mouse Mode” command in the drop-down menu to add that button to the Quick Access toolbar.
3. **To enable or disable touch mode in Publisher**, click or tap the “Touch/Mouse Mode” button within the Quick Access toolbar and select the mode you prefer to use: “Mouse” or “Touch.”
4. When “Touch” mode is enabled, the buttons within the Ribbon and Quick Access toolbar appear larger and with more space surrounding them onscreen.
5. Select the “Mouse” choice to toggle touch mode off, restoring the default size of the buttons onscreen.

THE SCROLL BARS:

1. **To scroll through the main work area vertically**, click the single up or down arrows on the scroll bar to the right of the work area.
2. **Alternatively**, click and hold onto the small box in the scroll bar and move it up and down.
3. **Alternatively**, use the scroll wheel on your mouse, if it has one, to scroll vertically.
4. **To scroll horizontally through the main work area, if necessary**, click the single left or right arrows on the scroll bar below the work area.

(cont'd.)

ACTIONS-

GETTING ACQUAINTED WITH PUBLISHER

THE SCROLL BARS- (CONT'D.):

5. **Alternatively**, click and hold the small box in the toolbar and drag it left or right.
6. **To scroll from page to page**, click the “Previous Page” or “Next Page” buttons at the bottom of the vertical scroll bar. They appear as double-pointed arrow buttons pointing either up or down.

THE PAGE LAYOUT VIEW BUTTONS:

1. **To switch from a one-page to a two-page view**, click either the “Single Page” or “Two-Page Spread” button to the left of the “Zoom” slider.
2. **Alternatively**, select the “View” tab in the Ribbon and then click the buttons that appear within “Layout” button group to switch between these views.

THE ZOOM SLIDER AND “ZOOM” BUTTON GROUP:

1. **To change the magnification of the main work area**, click and drag the “Zoom” slider left towards the minus symbol to shrink the magnification or click and drag the “Zoom” slider right to increase the magnification level.
2. **Alternately**, directly click on the small plus and minus signs to decrease and increase the magnification levels by 10% each time you click.
3. You can also change the magnification by clicking the “View” tab in the Ribbon and then clicking the buttons that appear in the “Zoom” button group. In the “Zoom” button group, select the desired zoom level by choosing an option from the “Zoom” drop-down button or by entering a value into the “Zoom” text box.
4. **To change the magnification level to 100% of the normal size**, click the “100%” button in the “Zoom” button group on the “View” tab.
5. **To change the magnification level to fit the whole page in the window**, click the “Whole Page” button in the “Zoom” button group on the “View” tab.
6. **To fit the width of the page to the width of the window**, click the “Page Width” button in the “Zoom” button group on the “View” tab.
7. **To magnify the publication so that the selected objects will fill the entire window, if you have an object selected in the publication**, click the “Selected Objects” button in the “Zoom” button group on the “View” tab.

THE STATUS BAR:

1. At the bottom of the application window is a long, thin, horizontal bar called the Status Bar. The Status Bar shows various statuses in Publisher, like the magnification level, current page number, and total page count.
2. **To choose which statuses to show or hide in the Status Bar**, right-click anywhere in the Status Bar to view the “Customize Status Bar” panel.
3. A popup menu shows a listing of the available tools and statuses you can show in the Status Bar.
4. Any statuses that show a check to the left of their names already appear in the Status Bar.
5. Unchecked statuses do not currently appear in the Status Bar.
6. Click on the name of any status in this list to toggle its display from on to off, or vice versa.

ACTIONS-

GETTING ACQUAINTED WITH PUBLISHER

THE MINI TOOLBAR:

1. **To view the Mini toolbar**, select some text and hover over your selection. The Mini toolbar will appear.
 2. Roll your mouse pointer over the faded-out toolbar to make it appear solid.
 3. Select from the many buttons that appear to apply quick formatting to your selection.
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KEYBOARD SHORTCUTS:

1. A keyboard shortcut allows you to press a combination of keys to execute a command, much like clicking a button on the Ribbon or Quick Access Toolbar.
2. Keyboard shortcuts usually involve the “Ctrl” or “Alt” key.
3. You can see any available “Ctrl”-key keyboard shortcuts in the small pop-up windows that appear when you hold your mouse pointer over any command in the Ribbon.
4. Not every command has a corresponding “Ctrl” key shortcut combination.
5. **To use the key badge system in Publisher**, press the “Alt” key on your keyboard.
6. A set of key badges will be displayed next to commands on the Ribbon. These badges represent the key on your keyboard that can be pressed to execute the command.
7. Press the key on your keyboard that corresponds to the command to execute it.
8. If your action opens a dialog box, and the command you want has a letter underlined in its name, press key that matches the underlined letter. This will execute the command or select the drop-down box. It acts just like a normal key badge.
9. If you open a drop-down menu that has an active selection choice, you can move the active selection choice by using the arrow keys on your keyboard and then pressing the “Enter” key on your keyboard to confirm your selected choice
10. **To turn the key badges off after enabling the key badge system**, press the “Alt” or “Escape” key on your keyboard or click anywhere in the document with your mouse.

EXERCISES:

GETTING ACQUAINTED WITH PUBLISHER

Purpose:

To begin exploring the Publisher environment.

Exercises:

1. Open your Publisher application.
2. When you initially start the Publisher application, you will be presented with a listing of available publication templates. Click the standard 'Blank 8.5 x 11"' choice from the listing shown so that you can inspect the working environment of the program.
3. Find the Zoom Slider.
4. Find the Quick Access toolbar.
5. Find the Ribbon.
6. Locate the Status Bar at the bottom of the screen.
7. Click the "x" in the upper-right corner of the Publisher window to exit the program.