

## ADVANCED PUBLISHER

### Blank Publications - Publications from Scratch

Blank Publications - no frames or text boxes - we are starting from scratch.

#### Blank Publications

- **Variety** - Full page, business cards, banners, posters, folded cards, tent cards.
- **Select publication** from right hand publications/preview pane.
- **CAN use some** of the Quick Publications **preset** designs, color schemes and font styles [task pane]
- **Close task pane** -  button top of task pane. **Open task pane** - From menu select *View* then *Task Pane*

#### ADDING PAGES

- From the menu select *Insert* and *Page*.
- **Bottom of the preview pane** thumbnails represent the number of **pages**.
- **Navigate** to different **pages** by clicking on thumbnails.
- To **delete** page - **right-click** on the page **thumbnail**, and select *Delete Page* from pop-up menu.

#### DRAWING TOOLBARS

Located on the left side of the screen.

- The top one is the traditional **drawing toolbar**.
- The one at the bottom is the **WordArt toolbar**.
- The **format toolbar** [above the ruler above the preview pane] also has some drawing toolbar buttons - such as **fill**, **line** and **shape color** etc.
- Remember you can *roll your mouse over toolbar buttons* to see what action they perform.

#### Insert text boxes and clip art

- Click on **text box toolbar button** on drawing toolbar.
- Move mouse onto page and left-click and hold down mouse button and "draw" the text box.
- Release mouse button and type text into text box.
- You can **select text and format** it; you can **select text box and format** it too!

#### DESIGN GALLERY

On the **drawing toolbar** - the **design gallery button** (final button on top toolbar).

Design Gallery window - 3 tabs: **Objects by Category**, **Objects by Design**, **My Objects**

- 1<sup>st</sup> tab **Objects by Category** - mastheads, "tear offs", coupons, etc.
- 2<sup>nd</sup> tab **Objects by Design** - different objects for each **design**.

Make sure you are on the page you want to insert the design object onto before selecting.

To insert a design gallery object, click on the tab [ *by Category* or *by Design*]

- In left pane click on category [ or design] e.g.: *Mastheads*
- Select an object by clicking on it in the right pane and then click the *Insert Object* button.
- **Move** and **resize** the design gallery object. **Edit the text** within it.

The Picture Captions category - 2 step process.

#### 1. Edit the Caption

- Click on a **picture caption** from the right pane and click the *Insert Object* button.
- **Select the text** in the caption area and type your own text.

#### 2. Replace the clip art/picture with one you select

- **Select the picture** by clicking on it - **ensure you have only selected the pic**, not the entire object [resizing boxes only around pic] - so you get the correct menu to proceed with the following step.
- **Right-click** on picture and select *Change Picture* - note you can select from file, camera or clip art. Select e.g.: **Clip Art**
- The **task pane for clip art** appears in the left pane. - in the "Search For..." field type a **keyword** [e.g.: cat] and click *GO*.
- **Select** a picture, by clicking on it, and a piece of **clip art replaces** the picture in the preview pane. **Close the task pane.**

The Logos category

- **Select** a logo from the display and click the *Insert Object* button.
- **You can move** and **resize** the logo.
- Note the **logo wizard button** under the logo - **click** on it
- This allows you to change the logo style if you wish and insert a custom logo.

#### **HINTS:**

To **select text** - highlight by left click and dragging the mouse over the text.

To **select an object** incl. Text boxes or frames, click on the object/text box and resizing boxes will appear around it.

To **move or resize an object/text box** move your mouse over the object until your pointer turns to one of the following : **4-head arrow [truck icon] = move**, **2-head arrow = resize** then left-click mouse button , drag mouse pointer, and release.



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