

Microsoft Publisher Tutorials:

The following are assorted tips and tutorials for Microsoft Publisher. Note that some of these are for Publisher 98, but still hold true for newer versions of the software.

Credits: desktoppub.about.com and Microsoft.com/education

Contents:

1. [Menus and Toolbars](#)
2. [Dialog Box Options](#)
3. [Getting Feedback from Publisher's Interface](#)
4. [Customizing Publisher's Interface](#)
5. [Getting Answers from Publisher's Help System](#)
6. [Reversing a Mistake with the Undo/Redo Commands](#)
7. [The Building Blocks of Documents: Text, Pictures, etc...](#)
8. [How to Create Two Background Pages in Publisher 98](#)
9. [How to Insert Page Numbers on Background Pages in MS Publisher 98](#)
10. [How to Wrap Text Around a Graphic in Microsoft Publisher 98](#)
11. [How to Create a Watermark in Publisher](#)
12. [How to Wrap Text Around Text in Microsoft Publisher 98](#)
13. [How to Import Word Processor Styles Into Publisher](#)
14. [How to Create a PS File in Publisher 98](#)
15. [How to Turn Off Catalog Display When Publisher Starts](#)
16. [How to Speed Up the Use of Publisher Wizards](#)
17. [How to Create a Banner in MS Publisher 98](#)
18. [How to Turn Off the Background on Some Pages in Publisher 98](#)
19. [Sharing Publisher Files](#)
20. [Previewing Your Layout with the WYSIWYG Screen](#)

Menus and Toolbars

Menus and toolbars are actually quite similar because they both let you issue commands. But where menus use words to describe commands, toolbars use icons—or pictures—to represent the program's functions.



Use the keyboard instead of the mouse.

You can also operate Publisher using the keyboard. Shortcut keys are shown to the right of the command names on the menus that drop down from the menu bar.

Access shortcut menus.

Right-clicking any object in the Publisher window invokes a shortcut menu containing commands that are specific to that element. For example, if you right-click a picture frame, the shortcut menu lets you insert an image file. Right-clicking a text frame instead brings up commands to change hyphenation options or run a spell check.

What is the meaning of the double arrow that appears below menu commands?

The double arrow that appears at the bottom of a menu is a function of Publisher's Intellimenu. Intellimenu are smart: they display the commands that you use frequently, and hide the commands that you don't use frequently. Holding the mouse over the arrow on an Intellimenu displays the hidden commands. When fully expanded, an Intellimenu always indicates infrequently used commands by displaying them against a lighter, depressed background.



Dialog Box Options

Whenever Publisher needs information from you to complete a command, it presents you with a window called a dialog box.



Why can't I find the dialog box options I need?

The options you want might be in distinct but related dialog boxes. Windows organizes these dialog boxes with tabs. Click a tab to bring it to the front of the stack and to reveal a new set of options.



Getting Feedback from Publisher's Interface

Publisher's tools are designed to provide valuable feedback on the currently selected object or operation. You can work more efficiently and more accurately if you learn to "read the screen."



Float or dock the toolbars.

Publisher lets you rearrange your desktop by floating or docking the various toolbars. To float a toolbar, drag a docked toolbar's Move icon (the gray double bars at the left or top of the toolbar) to a new location in the workspace. You can move and even change the shape of a floating toolbar. To dock a toolbar, double-click a floating toolbar's title bar. The toolbar locks into position along the top or bottom of the workspace.

Reset Tip pages to reappear.

Tip pages are learning tools that appear on screen the first time you use a particular function, such as text frame linking or grouping. You can force Tippiages to appear for features you have used previously by clicking the Reset Tips button found on the User Assistance tab in the Options dialog box (on the Tools menu).

Customizing Publisher's Interface

Like other Microsoft Office products, Publisher offers configuration options to display or hide—and even animate—many elements of the interface. You can reconfigure the interface to suit your own work style.

Customize Interface Elements

To take this action...	Do this...
Hide the Standard toolbar.	Choose Toolbars on the View menu. Clear the Standard command on the cascading menu.
Hide the formatting toolbars.	Choose Toolbars on the View menu. Clear Formatting on the cascading menu.
Hide the status bar.	Choose Toolbars on the View menu. Clear Status Bar on the cascading menu.
Switch from normal to large icons.	Choose Toolbars on the View menu and then choose Options on the cascading menu. Select Large Icons. Click OK.
Hide ScreenTips on toolbars or objects.	Choose Toolbars on the View menu and then choose Options on the cascading menu. Clear Show ScreenTips On Toolbars or Show ScreenTips On Objects. Click OK.
Show shortcut keys in	Choose Toolbars on the View menu and then choose Options on the cascading menu. Select

ScreenTips.	Show Shortcut Keys In ScreenTips. Click OK.
Animate menus as they open or close..	Choose Toolbars on the View menu and then choose Options on the cascading menu. Open the Menu Animations drop-down list and choose Random, Unfold, or Slide. Click OK.
Turn off Publisher's Helpful pointers.	Choose Options on the Tools menu. Click the User Assistance tab and then clear the Use Helpful Mouse Pointers check box.
Turn off Tippiages.	Choose Options on the Tools menu. Click the User Assistance tab and then clear the Show Tippiages check box.
Turn off Reminders.	Choose Options on the Tools menu. Click the User Assistance tab and then clear the Remind To Save Publication check box.

Getting Answers from Publisher's Help System

Whenever you need help, Publisher displays the Office Assistant, which can be one of many available animated characters. The animated cartoon character allows you to type an English-language statement or question about your current problem.

Use Publisher Help

1. Select Microsoft Publisher Help on the Help menu. The Office Assistant appears.



- Click the Show icon to display a Contents list, an Answer Wizard, or an Index that you can use in lieu of the Office Assistant.
- Click the Print icon to print the information displayed in the Help window.

You can control both the appearance and functions of the Office Assistant.

- If the Office Assistant is obscuring part of your document, drag the animation to a new location.
- To temporarily hide Rocky, choose Hide The Office Assistant on the Help menu (or right-click the animation and choose Hide Rocky on the shortcut menu).
- To determine how the Office Assistant behaves and the types of help it offers, right-click the animation and choose Options on the shortcut menu.
- To remove Rocky from your system, run the Setup program again and clear the Office Assistant item.

To invoke the Office Assistant, click the Help icon on the Standard toolbar.



To invoke the Office Assistant, press F1.

Access Publisher's electronic tutorials.

Publisher contains tutorials that range from a general introduction to discussions of specific functions, such as layering and the background. To start a tutorial, open the Help menu, select Publisher Tutorials, and choose one of the available lessons.

Visit Microsoft Publisher's Web Site.

Clicking the Microsoft Publisher Web Site command on the Help menu invokes your Web browser and connects you to Publisher's World Wide Web site. Once you're online, you can learn about special offers, download free software and clipart, and access Microsoft's extensive help database.

What do I do if a Publisher tool isn't installed or isn't working properly?

If you attempt to use a tool that isn't currently installed, Publisher displays an alert message and gives you the opportunity to install the feature. If you discover that a tool isn't working properly, select Detect And Repair on the Help menu to have Publisher automatically fix the problem, and if necessary, reinstall the tool.

Reversing a Mistake with the Undo/Redo Commands

Don't worry if you click the wrong menu item, inadvertently resize a frame, or accidentally move an object while working on a design. You can easily correct these and many other common mistakes by issuing the Undo command on the Edit menu. You can even reverse the Undo action itself by issuing the Redo command on the Edit menu. Publisher can undo or redo the last 20 actions you performed.

But be warned. Some actions, such as choosing a new data source for a mail merge publication, can't be undone. You'll also find that once you've interrupted the Undo or Redo sequence, you can't continue to undo or redo previous actions.



Click the Undo button on the Standard toolbar to reverse the most recent action you performed.



Click the Redo button on the Standard toolbar to reverse the last Undo action you performed.



To undo your last action, press Ctrl-Z. To redo the last undo action, press Ctrl-Y.

The Building Blocks of Documents: Text, Pictures, Drawn Elements, and OLE Objects

Publisher treats words, pictures, and everything else in a document as objects. A document is simply a collection of different kinds of objects. Understanding object attributes and how objects behave and interact with one another is the key to working with Publisher. A Publisher document can contain four basic kinds of objects, as shown in the following table.

Types of Objects in Microsoft Publisher		
Object Type	Content	Description
Text or Table	Words	Text that is typed directly into a Publisher document or imported from a word processing file
Picture	Any visual material imported from an external source	Scanned photographs, technical diagrams, clip-art images, pie charts, and other graphics
Drawn	Visual elements that you create in Publisher	Rules, decorative borders, and geometric shapes such as boxes, ovals, and polygons
OLE	Objects that are created by other programs	Any kind of computer-based data: cells from a spreadsheet, text from a word processor, pictures from a drawing application, or fields from a database

How does desktop publishing differ from word processing?

Word processing documents are linear: one character leads to the next, lines of text are sequential, and pages follow each other in a predictable order. Desktop publishing documents are nonlinear. You use text and pictures as building blocks to construct a page design in any order you wish.

Microsoft Publisher is a desktop publishing application—not a word processing application. Although Publisher provides some word processing features (including a spelling checker and a find-and-replace feature), it isn't intended to function as a true word processing application.

Components of Objects

In a Publisher document, each object consists of the content, the frame, and the formatting attributes.

Frames versus Content

Despite the very close relationship between a frame and the content it contains, you must learn to see a them as separate aspects of the same object.

You can think of the content of an object as its meaning. For example, the content of a picture object is the picture itself, and the content of a text object is the words. You can change the formatting attributes such as the size, shape, position, or color of an object without altering its content.

In your own home, picture frames contain pieces of art and allow you to position that art on the wall anywhere you please. Publisher's frames contain words, pictures, drawn elements, or other objects and allow you to size and position those objects on the publication page. The composition of frames on the page is called a layout.

Formatting Attributes

We often define objects by describing their properties or attributes. For example, a balloon can be red or blue, a chair can be straight-backed or cushioned, and a person can be tall or short. All objects in Publisher also have attributes, and you can alter the appearance of objects by changing their attributes. This alteration process is called formatting.



Is a border the same as a frame?

No. These two terms should not be used interchangeably. A frame is the rectangle that defines an object's boundary. A border is a formatting attribute, such as a 1-point black line, that can be applied to a frame. All objects have frames, but not all frames have borders.

Creating a Frame

Before you can type text, import a picture, design WordArt, or insert an OLE element, you must draw the appropriate frame for that type of object.

Draw a Frame

1. Activate the toolbar tool that creates the kind of object you want. The pointer changes into a crossbar.



2. When the shape and size of the frame are to your liking, release the mouse button.
-

Instant frames.

You can create a frame—or any Publisher object—by simply activating the appropriate tool and then clicking in the workspace. One word of warning: the frames you create in this way appear on the page in a standard size. You must then resize each frame.

Drawing Options

The following options can help you to draw with a greater degree of precision or align frames with other elements or guides on the page.

- Draw a frame starting from any corner.
- Press and hold the Ctrl key as you draw to create a frame from the center outward.
- Press and hold the Shift key as you draw to create perfectly symmetrical shapes, such as circles and squares.

For more information on Publisher's drawing functions, see Chapter 9.

Identifying and Selecting an Object

Publisher helps you see where one object ends and another object begins by displaying a dotted line around each object. Before you can modify or format any object, you must select it. You can tell that an object has been selected because selection handles appear on the frame surrounding the object.



Select and Clear an Object

1. If the pointer is not an arrow, click the Pointer Tool on the toolbar.
2. Click an object. Selection handles appear.
3. Click another object or any blank area of the screen to clear the object.

Multiple Selections

Sometimes it is efficient to work with more than one object at a time, particularly when you want to move or delete them. Publisher lets you select several objects simultaneously in what is known as a multiple selection.



Why can't I see object boundaries on the screen?

In all likelihood, you have hidden the object boundaries. To display them, open the View menu and choose the Show Boundaries And Guides command, or use the keyboard shortcut Ctrl-Shift-O.

Learn the difference between a multiple selection and a group.

A multiple selection is a temporary group that's created when you select more than one object at a time. As soon as you cancel the selection of the elements, they are once again treated as individual objects. Publisher allows you to convert a multiple selection to a permanent group of objects that are "glued" together until you ungroup them. Grouped objects offer you flexibility because you can treat them like a single object while you design your publication.

For more information about working with grouped objects, see Chapter 3.

You can select more than one object in several ways, as explained in the following table.

Methods of Creating a Multiple Selection	
To select ...	Do this...
Every object on the page	Choose the Select All command on the Edit menu.
Objects that are not close to each other on the page, or to exclude objects from the current multiple selection	Press and hold the Shift key and use the pointer tool to click a series of objects.
Objects that are adjacent to one another on the page	Use the Pointer Tool to draw a special boundary—called a selection box or a marquee selection—around all the objects you want to select.

Mix and match selection tools.

You can work more efficiently by using the various selection tools in combination. For example, if you want to select every element on a page but one, use the Select All command and then use the Shift key to clear the selection of a single object.

How to Create Two Background Pages in Publisher 98

From your Desktop Publishing Guide

What many programs call Master Pages, Publisher 98 calls Background pages. For two-sided printing or two-page spreads it is often helpful to have separate background pages for left and right pages.

Difficulty Level: Average

Here's How:

1. Choose **Arrange | Layout Guides**.
2. Check the box for **Create Two Backgrounds with Mirrored Guides**.
3. You can apply separate or mirrored items, such as page numbers to each background page independently.

Tips:

1. When using two background pages if you want page numbers on all pages you must insert page number markers on both background pages.
2. When placing page numbers on two-page spreads it is usually best to not place the page numbers on the inside edges.

How to Insert Page Numbers on Background Pages in MS Publisher 98

From your Desktop Publishing Guide

What many programs call Master Pages, Publisher 98 calls Background pages. Elements on the background appear on all foreground pages making them ideal for repeating elements such as page numbers.

Difficulty Level: Average

Here's How:

1. To place elements on the background page, choose **View | Go to Background** from the menu.
2. Initially, the Background pages looks like a blank page.
3. You can place guidelines on the background to aid in placement of text blocks for page numbers. Choose **Arrange | Layout Guides** from the menu.
4. To place page numbers on your background page, first create a text box (outside the margins is best).
5. With the text box selected, choose **Insert | Page Numbers** from the menu. Publisher inserts a pound sign (#). Actual page numbers will be on the foreground pages.
6. Apply any formatting you want to the page numbers such as additional text or font colors.
7. To return to your foreground pages choose **View | Go to foreground** from the menu.

Tips:

1. Elements on the background page are visible but not editable on all foreground pages.
-

How to Wrap Text Around a Graphic in Microsoft Publisher 98

[From your Desktop Publishing Guide](#)

Placing graphics in a publication can add interest but if they disrupt the flow of text too much it can make it hard to read. Flowing text around an image looks more professional.

Difficulty Level: Easy

Here's How:

1. Select the **Picture Frame** tool on the **Objects** toolbar.
2. Create a graphic frame inside your existing text frame. The text wraps automatically around the edge of the frame.
3. Insert Clip Art or a Picture into your graphic frame.
4. If you're happy with the text wrapping the graphic frame you can stop, but you may prefer to have the text wrap around the contours of the graphic image itself.
5. With the graphic frame selected, select the **Object Frame Properties** tool on the **Graphics Formatting** toolbar.
6. In the **Object Frame Properties** dialog choose the **Picture Only** option.
7. To further finetune the text wrap, select the **Edit Irregular Wrap** button on the **Graphics Formatting** toolbar.
8. Select the sizing handles and drag them to adjust the shape of the text wrap.

Tips:

1. When placing a square/rectangular graphic between two columns of ragged right aligned text, use a slightly smaller standoff on the left side to visually balance the space around the object.
 2. Align the bottom of your graphic with the baseline of adjacent text.
-

How to Create a Watermark in Publisher

[From your Desktop Publishing Guide](#)

A watermark is a light-colored, often gray, image or text that appears in the background of your pages. It can be decorative or it could be used to prevent others from copying and using proof or draft documents before finalized.

Difficulty Level: Average

Here's How:

1. To automatically put the watermark image on all pages of your publication choose **View | Go to background**.
2. For a graphic watermark insert the appropriate clip art gallery object or other image.
3. For a text watermark you must create the text using WordArt.
4. For graphics, choose **Format | Recolor Object** then change the color to a light gray.
5. Use the **Shading** button to recolor your WordArt text to a light gray.
6. Choose **View | Go to foreground** to return to creating your publication.
7. If your Watermark is hidden by the text in your publication choose **Format | Fill Color** then No Fill (or Ctrl+T) so the Watermark can show through.

Tips:

1. If you use text rather than WordArt to create a text watermark, it will print as black text even if you change the Font color to light gray.

How to Wrap Text Around Text in Microsoft Publisher 98

From your Desktop Publishing Guide

For pull-quotes and other special effects you can wrap the text in one text frame around the text in another text frame.

Difficulty Level: Easy

Here's How:

1. Select the **Text Frame** tool on the **Objects** toolbar.
2. Create a new text frame inside your existing text frame. The text wraps automatically around the edge of the frame.
3. Insert and format your text as desired.
4. If you're happy with the appearance of the wrap you can stop here, but you may prefer to adjust the margins for a tighter or looser fit.
5. With the text frame selected, select the **Text Frame Properties** tool on the **Text Formatting** toolbar.
6. In the **Text Frame Properties** dialog adjust the left, right, top, and bottom margins.

Tips:

1. Allow sufficient standoff between text blocks to visually separate them, especially when there is not a large degree of difference in the type used for each text block.
2. Align the bottom of pull-quotes with the baseline of adjacent text.

How to Import Word Processor Styles Into Publisher

From your Desktop Publishing Guide

If you want your Publisher documents to match the styles you've previously used in your Word Processing documents, you can speed up formatting by importing styles.

Difficulty Level: Average

Here's How:

1. Open the Publisher publication that needs the styles you plan to import.
2. Choose **Format | Text Style** from the menu.
3. Choose **Import new styles**.
4. Select your word processor from the list of supported word processor formats in the **Files of Type** drop-down box.
5. Go to the folder where your word processing documents are located and selected the file that contains the styles you want to import.
6. From the list of styles in that document, delete any you don't need or make changes to any of them, if necessary.
7. Choose **Close**. The dialog box closes and styles are imported to your Publisher publication, ready for use.

Tips:

1. You can only import styles from supported word processors -- those listed in Step 4.
2. If you've spent a great deal of time setting up special styles for use in your word processor you can save yourself time by importing those styles to Publisher.

How to Create a PS File in Publisher 98

[From your Desktop Publishing Guide](#)

For high resolution printing of your Microsoft Publisher 98 files you can supply your commercial printer with a PostScript file or use it in Acrobat Distiller to turn your Publisher document into a PDF file.

Difficulty Level: Average

Here's How:

1. With your publication open in Microsoft Publisher select **File | Prepare File for Printing Service... | Set up Publication**
2. Choose **Black, White, and shades of Gray** or **Full Color** (see note below) or **Spot Color** - - whichever describes your publication.
3. ALL: Select a printer driver.
4. B&W and Spot Color: Choose paper size.
5. B&W and Spot Color: Choose the Show printer marks option if you are printing to paper that is larger than your final publication (marks show where to cut the paper).
6. Spot Color: Select overprinting options (the screen will explain what to choose for your specific publication)
7. Next, select **Tools | Design Checker**. The checker will alert you to any problems that may make your publication not print properly.
8. If necessary, correct any problems found by the Design Checker.
9. Select **File | Print Proof**. For Spot Color publications you can Print Color Separations. The pages print in B&W but a separate page prints for each color used in the publication.
10. Select **File | Prepare File for Printing Service... | Create File in PostScript...**
11. Click the Printer you want (if not already selected). Make sure the Print File box is checked.
12. Click the Properties tab and change any default settings if needed.
13. Click **OK**.
14. Give your file a name. Click **OK**.
15. Publisher creates your PostScript file which you can send to your commercial printer or open in Acrobat Distiller to create a PDF file.

Tips:

1. Publisher 98 does not support 4-color (CMYK) separations. It will create an Encapsulated PostScript (EPS) file that most commercial printing services can work with (for a fee).
 2. Microsoft strongly recommends the use of only TrueType fonts in your publication and to turn off font substitution.
 3. Too many fonts or graphics and complex effects such as WordArt, BorderArt, and gradient fills increase the complexity of the PostScript file and can cause printing problems.
-

How to Turn Off Catalog Display When Publisher Starts

[From your Desktop Publishing Guide](#)

Publisher normally opens with the Catalog display that allows you to choose a Wizard. Expert users may prefer to turn off this feature and bring it up only as needed.

Difficulty Level: Easy

Here's How:

1. Choose **Tools | Options** from the menu bar.
2. Uncheck the box on the **General tab** for **Use Catalog at startup**.

Tips:

1. You can get back the Catalog and the Wizards by choosing **File | New** from the menu.
-

How to Speed Up the Use of Publisher Wizards

[From your Desktop Publishing Guide](#)

Once you're familiar with working with Wizards, you can speed up the process without totally abandoning the Wizard helpfulness.

Difficulty Level: Easy

Here's How:

1. When the first Wizard pane opens, choose **Finish**.
2. A dialog box will ask you to confirm that you want to skip the questions but keep the Wizard available. Choose **Yes**.
3. If you wish to always skip to the end of the Wizards, before clicking on Yes, check the box for **Skip past the Wizard's questions next time**.
4. The final Wizard pane displays with the options to make changes to any of the steps.

Tips:

1. This shortcut is useful when you only want or need to make a few changes or if you prefer to make changes in a different order than the Wizard normally presents.

How to Create a Banner in MS Publisher 98

From your Desktop Publishing Guide

Celebrate a birthday, a promotion, or other special occasion with a banner you create on your computer. No markers needed!

Difficulty Level: Average

Here's How:

1. If the **Catalog** isn't already open, choose **File | New** from the menu bar.
2. From the **Publications by Wizard** tab, choose **Banner**
3. From the list of banner styles, choose a banner type. When you select a banner type, the matching sample is selected in the right pane of the catalog. There may be multiple choices so select the sample that best matches your needs.
4. Choose the **Start Wizard** button.
5. Choose **Next** in the Wizard introduction pane then specify a length for your banner. If you want a length not listed, choose **Custom** to specify another length.
6. Choose **Next** again then specify a height for your banner.
7. Choose **Next** again then specify where you want graphics to appear on your banner -- to the left, the right, both sides, or no graphic at all.
8. Choose **Next** one last time and specify whether or not you want a border on your banner.
9. Choose **Finish** to close the **Banner Wizard**.
10. You could stop now or continue to customize your banner further. You can change the graphics, text, or border by selecting those portions of your banner and the appropriate menu options.
11. To print, choose **File | Print** from the menu bar.
12. Choose the **Tile Printing Options** button. In the Options window specify how much you want the pages to overlap (for assembling the pages into your finished banner).
13. The sample box shows how many pieces of paper are required to print your banner. You can adjust the overlap to prevent wasting too much paper or go back and change the height and width.
14. When satisfied, choose **OK** to close the options dialog then print your banner.
15. Get out the tape, glue, or staples and assemble your printed banner.

Tips:

1. Use the Custom button in the Banner Width pane of the wizard to adjust both width and height.
 2. If the banner is to be signed by people be sure to design it with plenty of white space for signatures and notes.
-

How to Turn Off the Background on Some Pages in Publisher 98

From your Desktop Publishing Guide

By default, elements on the background page appear on all foreground pages in your publication. You can choose not to display the background on selected pages.

Difficulty Level: Average

Here's How:

1. With your publication in foreground view (**View | Go to foreground**) go to the page where you want to turn off display of background elements.
2. Choose **View | Ignore Background**.
3. If you are viewing a two-page spread, a pop-up box will ask you to check which pages to ignore -- Left, Right, or both.

Tips:

1. Ignore background turns off all background elements for a page. If you want to display some of the background elements, such as page numbers, you'll need to place that element directly on the foreground page.

Sharing Publisher Files alternatives to native .PUB files

Q. How can I share my Publisher files with someone who doesn't have the program?

A. When you create a document in any desktop publishing program, in order for others to open and view the file they would normally have to have the same program. If they don't, there are ways you can convert your creation to a format that others can use.

When the content, rather than the layout, is of primary importance -- and no graphics are needed -- the best way to exchange information is as plain ASCII text. But when you want to include graphics and wish to preserve your layout, plain text won't do.

- **Previous Versions:** To share Publisher 2000 files with users of Publisher 98, save the file in Pub 98 format.
- **Printable Files:** Send the recipient a file that they can print to their desktop printer. They won't be able to view it onscreen but they can get a fairly accurate print out. Several methods are available although they do have their drawbacks:
 - **PostScript:** Do a "Save As" from the File menu then click PostScript in the Save as type box to create a .ps file. This is normally used for preparing files for commercial printing, however, if the recipient has a PostScript capable printer they can print the file.
 - **EPS:** Normally used for commercial printing, an EPS file can be opened in many graphic programs. It normally has to be placed into another program (such as PageMaker or QuarkXPress) to be printed. You'll have to create a separate EPS file of each page in your publication. Choose Encapsulated PostScript (EPS) as the PostScript output format under Print Setup | Properties. Select "Print to file" then print each page, one at a time.
 - **PRN:** Select the "Print to file" box when printing your publication. Instead of printing to your printer, Publisher will create a .PRN file. The recipient can then use the DOS Copy command to send the file directly to their desktop printer (From the DOS PROMPT type **copy filename.prn lpt1** -- or lpt2, depending on where their printer is located). Since your printer may not match that of the recipient, it may not print exactly as you envisioned. If you're exchanging files regularly with one specific recipient, obtain a copy of the print driver for their printer and use it to create your PRN file from Publisher.
- **HTML Files:** Convert your Publisher document to an HTML File. You can then either post the files on the Web and send recipients the address to go view the files or send the HTML files to the recipient for them to view offline in their browser. If you send the files, you'll need to include all the graphics as well and make sure you set up the file so that all HTML and graphics reside in the same directory so the recipient can place them anywhere on their hard drive. Or you could take the HTML code that Publisher creates and send an HTML-format email. The exact procedure will depend on your email client and how it is received by the recipient will depend on what email client they use (and if they accept HTML-formatted email).
- **PDF Files:** Convert your Publisher document to the Adobe PDF format. Since Publisher has no PDF export you'll need to use another program, such as Adobe Acrobat Distiller . First create a PostScript file then use Distiller to create the PDF file. The recipient will be able to view the document on-screen or print it. However, the recipient must have the Adobe Acrobat Reader (it's free) installed. There are also some

printer drivers available (see software link below) that allow you to create PDF files from almost any Windows application.

Previewing Your Layout with the WYSIWYG Screen

Publisher's *WYSIWYG* (What You See Is What You Get) display always attempts to show you how the final printed page will look. This on-screen preview provides instant feedback on your design decisions. You can enhance the appearance of Publisher's *WYSIWYG* display by hiding layout guides and special nonprinting characters (such as paragraph markers and spaces).

A screen image with guides, boundaries, and special characters displayed can appear cluttered.



A screen image with guides, boundaries, and special characters hidden accurately represents the final printout.



Preview Your Document

1. Open the View menu.
2. Select Hide Special Characters and Hide Boundaries and Guides.

To redisplay special characters, object boundaries, and guides, click the Show Special Characters and Show Boundaries and Guides commands on the View menu.

Make use of dialog box previews.

Many of Publisher's dialog boxes contain a preview area that lets you see how the current settings will affect your publication. For the most part, dialog box previews are not *WYSIWYG*, but instead represent your design decisions with simple schematic drawings that are nevertheless accurate. Taking a few extra seconds to examine the preview can help you to discover and correct mistakes quickly—ultimately saving you time.

To toggle the display of special characters, press Ctrl-Shift-Y. Press Ctrl-Shift-O to toggle the display of boundaries and guides.
