



What's new

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Turn automatic tips off or on

1. On the **Tools** menu, click **Options**.
2. Click the **User Assistance** tab.
3. Clear or select the **Show tippages** check box.

Note To reset all tips to Microsoft Publisher's default values, on the **Tools** menu, click **Options**, click the **User Assistance** tab, click **Reset Tips**, and then click **OK**.

Turn helpful mouse pointers off or on

1. On the **Tools** menu, click **Options**.
2. Click the **User Assistance** tab.
3. Select the **Use helpful mouse pointers** box.

Note To turn helpful pointers off, clear the **Use helpful mouse pointers** box.

Turn object ScreenTips off or on

If ScreenTips are turned on, hovering over an object with your pointer brings up a ScreenTip that identifies the object.

1. On the **Tools** menu, click **Options**.
2. Click the **User Assistance** tab.
3. Clear or select the **Show ScreenTips on objects** box.

[Show All](#)

About accessibility for people with disabilities

Microsoft is committed to making products that are accessible and usable by all people, including those with disabilities.

Accessibility features in Microsoft Publisher

Many accessibility features are built right in to Microsoft Publisher. These features are available to everyone, without the need for additional accessibility aids.

[Keyboard shortcuts](#)

Many features and commands are available directly from the keyboard. If a command you want doesn't have a shortcut key, you can assign one to it. You can also view and print a list of all the shortcut keys available.

[Customization options](#)

You can customize Publisher to better suit your needs:

- **Size and zoom options** You can zoom in on your publication to make information more readable on the screen. You can also make toolbar buttons larger so that they're easier to see and use. If you use a Microsoft Mouse pointing device, you can scroll and zoom directly by using the mouse instead of clicking buttons on the screen. For example, you can zoom in or out of a document by holding down CTRL and rotating the wheel forward or backward. If your mouse has five buttons, you can also zoom in on a particular area of the page by holding down the fifth mouse button while dragging diagonally to draw a rectangle around the area. You can also use keyboard shortcuts to zoom.
- **Toolbar and menu options** You can customize toolbars and menu commands— for example, you might create a toolbar that contains only the buttons and menus you use most often, or group toolbar buttons and menu commands together in a way that meets your personal preference. You can even create a custom toolbar button or menu command.
- **Color and sound options** You can customize color and sound options — for example, you can change the color of text and numbers to make a document more readable and turn sounds on or off for buttons, menus, and other screen elements.

[Tips for working more efficiently](#)

Publisher includes features that can help you automate repetitive tasks or work more effectively. For example, you can:

- Reduce keystrokes by using the **Format Painter**  tool to copy formatting from one object or paragraph to another.
- Use the **Styles and Formatting** task pane to quickly format text. For example, you can select all instances of text with the same formatting.

Additional resources

[Information on the Web](#)

If you have access to the World Wide Web, you can learn more about the accessibility features included in Microsoft products from the Microsoft Accessibility Web site. To learn about creating accessible content for your Web pages, refer to the accessibility standards developed by the World Wide Web Consortium.

[Printed information about Microsoft services](#)

More information about Microsoft services for people with disabilities is available in an appendix in the book *Discovering the Microsoft Office 2003 Editions*, which comes with Microsoft Office. For example, you'll find information about how people who are deaf or hard-of-hearing can contact the Microsoft Sales and Information Center or the Microsoft Product Support Services. You'll also find information about obtaining Microsoft documentation from Recording for the Blind, Inc., for those who have difficulty reading or handling printed documentation.

[System accessibility options](#)

If you own a Microsoft Windows-based computer, you can set or change system accessibility options. Many of these options affect the way you work in Microsoft Office programs. For example, the Windows StickyKeys feature is designed for people who have difficulty holding down two or more keys at a time. When a shortcut in an Office program requires a key combination, such as CTRL + P, StickyKeys will enable you to press one key at a time instead of pressing them simultaneously.

[Show All](#)

Accessibility features in Publisher

Microsoft Publisher includes features that make the software accessible to a wider range of users, including those who have limited dexterity, low vision, or other disabilities.

Keyboard shortcuts

[Show or hide shortcut keys in ScreenTips](#)

1. On the **Tools** menu, click **Customize**.
2. Click the **Options** tab.
3. Under **Other**, select or clear the **Show ScreenTips on toolbars** and **Show shortcut keys in ScreenTips** check boxes.

Note Changing this setting affects all of your Microsoft Office programs.

Size and zoom options

[Zoom in on a publication](#)

You can "zoom in" to get a close-up view of your publication.

- On the **Standard** toolbar, click **Zoom In**  until the view of your publication is close enough.

[Change the size of a toolbar button or drop-down list box](#)

Do one of the following:

[Increase the size of toolbar buttons](#)

1. On the **Tools** menu, click **Customize**. Click the **Options** tab.
2. Under **Other**, select the **Large icons** check box.

[Change the width of a drop-down list box on a toolbar](#)

1. Make sure the toolbar that contains the list box you want to change is visible.

[How?](#)

1. On the **View** menu, point to **Toolbars**.
2. Do one of the following:
 - Click the toolbar you want to display.
 - To view more toolbars, click **Customize**. In the **Customize** dialog box, click the **Toolbars** tab, and then select the check box for the toolbar you want to display. Click **Close**.
2. On the **Tools** menu, click **Customize**.
3. With the **Customize** dialog box open, click the list box you want to change — for example, the **Font** or **Font Size** box on the **Formatting** toolbar.
4. Point to the left or right edge of the box. When the pointer changes to a

double-headed arrow, drag the edge of the box to change its width.

Toolbar and menu options

[Create a custom toolbar](#)

1. On the **Tools** menu, click **Customize**.
2. Click the **Toolbars** tab.
3. Click **New**.
4. In the **Toolbar name** box, type the name you want, and then click **OK**.
5. Click the **Commands** tab.
6. Do one of the following:

[Add a button to the toolbar](#)

1. Click a category in the **Categories** box.
2. Drag the command you want from the **Commands** box to the displayed toolbar.

[Add a built-in menu to the toolbar](#)

1. In the **Categories** box, click **Built-in Menus**.
 2. Drag the menu you want from the **Commands** box to the displayed toolbar.
7. When you have added all the buttons and menus you want, click **Close**.

[Group related buttons and menus on a toolbar](#)

You can add a separator bar before the first and after the last item in a group to distinguish the group from other buttons and menus on a toolbar.

1. Make sure the toolbar you want to change is visible.

[How?](#)

1. On the **View** menu, point to **Toolbars**.
2. Do one of the following:
 - Click the toolbar you want to display.
 - To view more toolbars, click **Customize**. In the **Customize** dialog

box, click the **Toolbars** tab, and then select the check box for the toolbar you want to display. Click **Close**.

2. On the **Tools** menu, click **Customize**.
3. To add a separator bar, keep the **Customize** dialog box open, right-click the button on the toolbar, and then click **Begin a Group**. A separator bar is added to the left of a button on a horizontal toolbar and above a button on a vertical docked toolbar.

Note To remove a separator bar between two buttons, with the **Customize** dialog box open, drag one button closer to the other.

[Add a button, menu, or command](#)

Do one or both of the following:

[Add a button, menu, or command to a toolbar](#)

1. Make sure the toolbar you want to change is visible.

[How?](#)

1. On the **View** menu, point to **Toolbars**.
2. Do one of the following:
 - Click the toolbar you want to display.
 - To view more toolbars, click **Customize**. In the **Customize** dialog box, click the **Toolbars** tab, and then select the check box for the toolbar you want to display. Click **Close**.
2. On the toolbar, click the **Toolbar Options** arrow.
3. Point to **Add or Remove Buttons**, and then click **Customize**.
4. Do one of the following:

[Add a button](#)

1. Click the **Commands** tab.
2. In the **Categories** box, click a category for the command you want the button to perform.
3. Drag the command you want from the **Commands** box to the displayed toolbar.

[Add a built-in menu to a toolbar](#)

1. Click the **Commands** tab.
2. In the **Categories** box, click **Built-in Menus**.
3. Drag the menu you want from the **Commands** box to the displayed toolbar.

[Add a custom menu to a toolbar](#)

1. Click the **Commands** tab.
2. In the **Categories** box, click **New Menu**.
3. Drag **New Menu** from the **Commands** box to the displayed toolbar.
4. Right-click the new menu on the toolbar, type a name in the **Name** box on the shortcut menu, and then press ENTER.
5. In the **Customize** dialog box, click **Close**.

[Add a command to a menu](#)

1. If the menu you want to change is on a toolbar, make sure the toolbar is visible.

[How?](#)

1. On the **View** menu, point to **Toolbars**.
2. Do one of the following:
 - Click the toolbar you want to display.
 - To view more toolbars, click **Customize**. In the **Customize** dialog box, click the **Toolbars** tab, and then select the check box for the toolbar you want to display. Click **Close**.
2. On the **View** menu, point to **Toolbars**.
3. Click **Customize**, and then click the **Commands** tab.
4. In the **Categories** box, click a category for the command.
5. Drag the command you want from the **Commands** box and, without

releasing the mouse, rest it over the menu you want to change. When the menu displays a list of commands, point to where you want the command to appear, and then release the mouse.

Color and sound options

[Change the color of text in your publication](#)

1. Select the text you want to change.
2. Do one of the following:
 - To apply the color most recently used for text, click **Font Color**  on the **Formatting** toolbar.
 - To apply a different color, click the arrow next to the **Font Color** button, and then select the color you want.

[Change sounds](#)

[For Windows XP](#)

1. Click the Microsoft Windows **Start** button, and then click **Control Panel**.
2. Double-click the **Sounds and Audio Devices** icon, and then click the **Sounds** tab.
3. In the **Program Events** box, click the event you want.
4. In the **Sounds** list, click the sound you want.
5. To hear the sound you chose, click the **Play sound** button .

[For Windows 2000](#)

1. Click the Microsoft Windows **Start** button, point to **Settings**, and then click **Control Panel**.
2. Click the **Sounds and Multimedia** icon, and then click the **Sounds** tab.
3. In the **Sound Events** box, click the event you want.
4. In the **Name** box, enter the sound you want.
5. To hear the sound you chose, click the **Play sound** button .

Options for automating tasks

[Collect and paste among programs](#)

[Collect items to paste](#)

1. Make sure that the Microsoft Office Clipboard is displayed in the task pane of any open Office program or the **Collect Without Showing Office Clipboard** option is turned on.
 - If you want to display the Office Clipboard in the active program, click **Office Clipboard** on the **Edit** menu.
 - If you want to check the **Collect Without Showing Office Clipboard** option, display the Office Clipboard, click **Options**, and then make sure the **Collect Without Showing Office Clipboard** option is checked.
2. Select the first item you want to copy.
3. On the **Standard** toolbar, click **Copy** .
4. Continue copying items from documents in any Office program until you have collected all of the items you want (up to 24).

[Paste collected items](#)

1. If the Microsoft Office Clipboard is not displayed in the task pane, click **Office Clipboard** on the **Edit** menu.

Note If the Office Clipboard is not available, you are in a program or view that doesn't support showing or pasting multiple items from the Office Clipboard.

2. Click where you want the items to be pasted. You can paste collected items into any Microsoft Office program.
3. Do one of the following:
 - To paste items one at a time, on the Office Clipboard, click each item you want to paste.
 - To paste all the items you copied, click **Paste All**  on the **Office Clipboard** task pane.

[Show All](#)

Keyboard shortcuts for Microsoft Publisher

The shortcut keys described in this Help topic refer to the U.S. keyboard layout. Keys on other layouts may not correspond exactly to the keys on a U.S. keyboard.

To print this topic, press TAB to select **Show All**, press ENTER, and then press CTRL+P.

[Editing and formatting](#)

[Edit or format text](#)

F3 or CTRL+F or SHIFT+F4

Display the **Find and Replace** task pane, with the **Find** option selected under **Find or Replace**. These keyboard shortcuts might not work if another task pane is already open.

CTRL+H

Display the **Find and Replace** task pane, with the **Replace** option selected under **Find or Replace**. These keyboard shortcuts might not work if another task pane is already open.

F7

Check spelling.

SHIFT+F7

Display the **Research** task pane to find synonyms.

CTRL+A

If there is an insertion point in a text box, this keyboard shortcut selects all text in the current [story](#). If there is no insertion point in any text box, it selects all the objects on a page.

CTRL+B

Make text bold.

CTRL+I

Italicize text.

CTRL+U

Underline text.
CTRL+SHIFT+K
Make text small capital letters, or return small capital letters to upper and lower case. This keyboard shortcut is not available in Web view.

CTRL+SHIFT+S
Select the **Style** box on the **Formatting** toolbar.

CTRL+SHIFT+F
Select the **Font** box on the **Formatting** toolbar.

CTRL+SHIFT+P
Select the **Font Size** box on the **Formatting** toolbar.

CTRL+SHIFT+C
Copy formatting.

CTRL+SHIFT+V
Paste formatting.

CTRL+SHIFT+Y
Turn **Special Characters** on or off.

CTRL+SPACEBAR
Return character formatting to the current text style.

CTRL+=
Apply or remove subscript formatting.

CTRL+SHIFT+=
Apply or remove superscript formatting.

CTRL+SHIFT+]]
Increase space between letters in a word (kerning).

CTRL+SHIFT+[[
Decrease space between letters in a word (kerning).

CTRL+]]
Increase font size by 1.0 point.

CTRL+[[
Decrease font size by 1.0 point.

CTRL+SHIFT+> >
Increase to the next size in the **Font Size** box.

CTRL+SHIFT+< <
Decrease to the next size in the **Font Size** box.

CTRL+E E
Set center alignment for a paragraph.

CTRL+L L
Set left-alignment for a paragraph.

CTRL+R R

Set right-alignment for a paragraph.

CTRL+J

Set justified alignment for a paragraph.

CTRL+SHIFT+D

Set distributed alignment for a paragraph. This keyboard shortcut is only available if support for Japanese, Simplified Chinese, Traditional Chinese, or Korean is enabled through Microsoft Office Language Settings.

CTRL+SHIFT+J

Set newspaper alignment for a paragraph (East Asian languages only).

CTRL+SHIFT+H

Display the **Hyphenation** dialog box. This keyboard shortcut is not available in Web view.

ALT+SHIFT+T

Insert the current time.

ALT+SHIFT+D

Insert the current date.

ALT+SHIFT+P

Insert the current page number.

CTRL+SHIFT+I

Display the **Mail and Catalog Merge** task pane open to step 3 of the mail merge procedure, if you have previously specified a data source.

CTRL+SHIFT+0 (zero)

Insert a zero-width non-breaking space.

CTRL+1

Set the current paragraph to single spacing.

CTRL+2

Set the current paragraph to double spacing.

CTRL+5

Set the current paragraph to 1.5 line spacing.



[Copy text formats](#)

CTRL+SHIFT+C

Copy formatting from text.

CTRL+SHIFT+V

Apply copied formatting to text.



[Copy, cut, paste or delete text or objects](#)

CTRL+C or CTRL+INSERT

Copy the selected text or object.

CTRL+X or SHIFT+DELETE

Cut the selected text or object.

CTRL+V or SHIFT+INSERT

Paste text or an object.

CTRL+SHIFT+X

Delete selected object.



[Undo or redo an action](#)

CTRL+Z or ALT+BACKSPACE

Undo the last action.

CTRL+Y or F4

Redo the last action.

ESC

- If text is selected, deselects the text, but the object that contains the text remains selected.
- If an object is selected, deselects the object.
- If an object within a group is selected, deselects the object but the group remains selected.
- If text within a grouped object is selected, selects the object within the group.
- If the **Preview Gallery** is open, closes the **Preview Gallery**.



[Nudge an object](#)

Arrow keys

Nudge a selected object up, down, left, or right.

ALT+Arrow keys

If the selected object has an insertion point in its text, nudges the selected object up, down, left, or right.



[Zoom](#)

F9

Switch between the current view and the actual size.

CTRL+SHIFT+L

Zoom to full page view.

[Layer objects](#)

ALT+F6

Bring object to front.

ALT+SHIFT+F6

Send object to back.

[Snap objects](#)

CTRL+SHIFT+W

Turn **Snap to Guides** on or off.

[Select or group objects](#)

CTRL+A

Select all objects on the page.

CTRL+SHIFT+G

Group selected objects, or ungroup grouped objects.

[Make an object transparent](#)

CTRL+T

Switch between making an object transparent or opaque (with a white fill).

[Show or hide boundaries or guides](#)

CTRL+SHIFT+O

Turn **Boundaries and Guides** on or off.

CTRL+F7

Turn **Horizontal Baseline Guides** on or off. This keyboard shortcut is not available in Web view.

CTRL+SHIFT+F7

Turn **Vertical Baseline Guides** on or off . This keyboard shortcut is not available in Web view.

[Insert an object](#)

To use this keyboard shortcut, you must first select the **Objects Toolbar** or the **Insert** menu.

To use this keyboard shortcut from the **Objects Toolbar**, first press ALT to select the menu bar, and then press CTRL+TAB until the **Objects Toolbar** is selected. Then press TAB or SHIFT+TAB to select the button for the type of object you want to insert in your publication.

To use this shortcut key from the **Insert** menu, first press ALT+I, and then use the DOWN ARROW key to select the menu item for the type of object you want to insert.

CTRL+ENTER

Insert an object of the type selected on the **Objects Toolbar** or **Insert** menu.

[Working with pages](#)

[Select or insert pages](#)

If your publication is in two-page spread view, these commands will apply to the selected two-page spread. If your publication is not in two-page spread view, these commands will apply only to the selected page.

F5 or CTRL+G

Display the **Go To Page** dialog box.

CTRL+SHIFT+N

Insert a page after the selected page.

CTRL+SHIFT+U

Insert duplicate page after the selected page.

[Move between pages](#)

F5 or CTRL+G

Display the **Go To Page** dialog box.

CTRL+PAGE DOWN

Go to the next page.

CTRL+PAGE UP

Go to the previous page.

CTRL+M

Switch between the current page and the master page.



[Use the master page](#)

CTRL+M

Switch between the current page and the master page.



[Creating, opening, closing, or saving a publication](#)

CTRL+N

Create a new blank publication.

CTRL+O

Open a publication.

CTRL+F4 or CTRL+W

Close the current publication.

CTRL+S

Save the current publication.



[Printing a publication](#)



[Use Print Preview](#)

These keyboard shortcuts are available once you are in Print Preview (**File** menu, **Print Preview** command).

F9

Switch between the current view and the actual size.

UP ARROW or DOWN ARROW

Scroll up or down.

LEFT ARROW or RIGHT ARROW

Scroll left or right .

PAGE UP or CTRL+UP ARROW

Scroll up in large increments.

PAGE DOWN or CTRL+DOWN ARROW

Scroll down in large increments.

CTRL+LEFT ARROW

Scroll left in large increments.

CTRL+RIGHT ARROW

Scroll right in large increments.

HOME

Scroll to the upper left corner of the page.

END

Scroll to the lower right corner of the page.

F5 or CTRL+G

Display the **Go To Page** dialog box.

CTRL+PAGE UP

Go to the previous page.

CTRL+PAGE DOWN

Go to the next page.

CTRL+F6

Go to the next window.

ALT+F8

Display the **Macros** dialog box.

ALT+F11

Display the Visual Basic editor.

CTRL+P

Print the current publication.

ESC

Exit Print Preview.



[Print a publication](#)

CTRL+P

Print current publication.



[Working with Web pages and hyperlinks](#)

CTRL+K

Insert a [hyperlink](#) at the insertion point in a text box.

CTRL+SHIFT+B

Preview Web page.



[Sending e-mail](#)

After you have chosen **Send This Page as Message** or **Send Publication as**

Attachment (**File** menu, **Send E-mail** command), you can use the following shortcut keys:

ALT+S

Send the current page or publication.

CTRL+SHIFT+B

When the insertion point is in the message header, open the Address Book.

ALT+K or CTRL+K

When the insertion point is anywhere in the message header, check the names on the **To**, **Cc**, and **Bcc** lines against the Address Book.

ALT+. (period)

When the insertion point is anywhere in the message header, open the Address Book in the **To** field.

ALT+C

When the insertion point is anywhere in the message header, open the Address Book in the **Cc** field.

ALT+B

If the **Bcc** field is visible, open the Address Book in the **Bcc** field. To display the **Bcc** field, open the Address Book for any field and insert or type a name in the **Bcc** box.

ALT+J

Go to the Subject field.

ALT+P

Open the Microsoft Outlook **Message Options** dialog box.

CTRL+SHIFT+G

Create a message flag.

TAB

When the insertion point is in the message header, select the next box in the message header.

SHIFT+TAB

Select the previous field or button in the message header.

CTRL+TAB

If the insertion point is in an object that contains text, and you then choose the **Send This Page as Message** or **Send Publication as Attachment** command (**File** menu, **Send E-mail** command), the insertion point moves to the **To** field in the message header. You can then press CTRL+TAB to select the **Send** button in the message header toolbar, and use the arrow keys to move to the other buttons. To perform the action for the selected button or command, press **ENTER**.

[Working with dialog boxes](#)

[Use dialog boxes](#)

TAB

Move to the next option or option group.

SHIFT+TAB

Move to the previous option or option group.

CTRL+TAB

Switch to the next tab in a dialog box.

CTRL+SHIFT+TAB

Switch to the previous tab in a dialog box.

Arrow keys

Move between options in an open drop-down list, or between options in a group of options.

SPACEBAR

Perform the action assigned to the selected button; check or clear the selected check box.

First letter of an option in a selected drop-down list

Open the list if it is closed and move to that option in the list.

ALT+ the letter underlined in an option

Select an option; select or clear a check box.

ALT+DOWN ARROW

Open a selected drop-down list.

ESC

Close a selected drop-down list; cancel a command and close a dialog box.

ENTER

Perform the action assigned to a default button in a dialog box.

[Use edit boxes within dialog boxes](#)

An edit box is a blank box in which you type or paste an entry, such as your user name or the path to a folder.

HOME

Move to the beginning of the entry.

END

Move to the end of the entry.

LEFT ARROW or RIGHT ARROW

Move one character to the left or right.

CTRL+LEFT ARROW

Move one word to the left.

CTRL+RIGHT ARROW

Move one word to the right.

SHIFT+LEFT ARROW

Select or unselect one character to the left.

SHIFT+RIGHT ARROW

Select or unselect one character to the right.

CTRL+SHIFT+LEFT ARROW

Select or unselect one word to the left.

CTRL+SHIFT+RIGHT ARROW

Select or unselect one word to the right.

SHIFT+HOME

Select from the insertion point to the beginning of the entry.

SHIFT+END

Select from the insertion point to the end of the entry.



[Use the Open, Save As, and Insert Picture dialog boxes](#)

The **Open**, **Insert Picture**, and **Save As** dialog boxes support standard dialog box keyboard shortcuts. (To view standard shortcuts for dialog boxes, refer to the **Use dialog boxes** and **Use edit boxes within dialog boxes** sections in this Help topic.) These dialog boxes also support the shortcuts below.

ALT+1

Go to the previous folder .

ALT+2

Up One Level  button: open the folder up one level above the open folder.

ALT+3

Search the Web  button: close the dialog box and open your Web search page.

ALT+4

Delete  button: delete the selected folder or file.

ALT+5

Create New Folder  button: create a new subfolder in the open folder.

ALT+6

Views  button: switch among available folder views (**List**, **Details**, **Properties**, and **Preview**).

ALT+7 or ALT+L

Tools button: show the **Tools** menu.

ALT+I

Open the **Look in** or **Save in** list.

SHIFT+F10

Display a shortcut menu for a selected item such as a folder or file.

TAB

Move between options or areas in the dialog box.

F4

Open and close the selected list box.

F5

Refresh the files visible in the **Open** or **Save As** dialog box (**File** menu).



[Working with windows, menus, toolbars, and task panes](#)



[Display and use windows](#)

ALT+TAB

Switch to the next window.

ALT+SHIFT+TAB

Switch to the previous window.

CTRL+F4 or CTRL+W

Close the active window.

CTRL+F5

Restore the size of the active window after you've maximized it.

F6

Move to a task pane from another pane in the program window (clockwise direction). You may need to press F6 more than once.

Note If pressing F6 doesn't display the task pane you want, try pressing ALT to place focus on the menu bar, and then pressing CTRL+TAB to move to the task pane.

SHIFT+F6

Move to a pane from another pane in the program window (counterclockwise direction).

CTRL+F6

When more than one window is open, switch to the next window.

CTRL+SHIFT+F6

Switch to the previous window.

ALT+SPACEBAR+S

When a document window is not maximized, perform the **Size** command (on the title bar [shortcut menu](#) for the window). Use the arrow keys to resize the window, and, when finished, press ESC.

ALT+SPACEBAR+N

Minimize the program window to an icon.

ALT+SPACEBAR+X

Maximize the program window.

PRINT SCREEN

Copy a picture of the screen to the Clipboard.

ALT+PRINT SCREEN

Copy a picture of the selected window to the Clipboard.



[Access and use menus and toolbars](#)

F10 or ALT

Select the menu bar, or close an open menu and submenu at the same time.

TAB or SHIFT+TAB

When a toolbar or menu bar is selected, select the next or previous button or menu.

CTRL+TAB or CTRL+SHIFT+TAB

Select a toolbar after pressing F10 or ALT to select the menu bar. When a toolbar is selected, select the next or previous toolbar or menu bar.

ENTER

Open the selected menu, or perform the action for the selected button or command.

SHIFT+F10

Display the shortcut menu for the selected item.

ALT+SPACEBAR

Display the title bar shortcut menu.

DOWN ARROW or UP ARROW

When a menu or submenu is open, select the next or previous command.

LEFT ARROW or RIGHT ARROW

Select the menu to the left or right. When a submenu is open, switch between the main menu and the submenu.

HOME or END

Select the first or last command on the menu or submenu.

ESC

Close an open menu. When a submenu is open, close only the submenu.

SHIFT+DOWN ARROW

When a menu is selected, display the list of commands.

CTRL+DOWN ARROW

When a shortened menu is open, display the full set of commands.

Note You can use the keyboard to select any menu command on the menu bar. Press ALT to select the menu bar. Press the letter that is underlined in the menu name that contains the command you want. In the menu that appears, press the letter underlined in the command name that you want.

 [Move or resize toolbars or task panes](#)

To display a task pane, press CTRL+F1, and then, when the task pane is active, press CTRL+SPACEBAR to display a menu of all available task panes. Choose the one you want.

1. Press ALT to select the [menu bar](#).
2. Press CTRL+TAB repeatedly to select the [toolbar](#) or task pane you want.
3. Do one of the following:

 [Resize an undocked toolbar](#)

1. In the toolbar, press CTRL+SPACEBAR to display the **Toolbar Options** menu.
2. Press the LEFT ARROW key once to select the **Size** command, and then press ENTER.
3. Use the arrow keys to resize the toolbar. Press CTRL+ the arrow keys to resize one pixel at a time.

 [Move a toolbar](#)

1. In the toolbar, press CTRL+SPACEBAR to display the **Toolbar Options** menu.
2. Press the LEFT ARROW key twice to select the **Move** command, and then press ENTER.

3. Use the arrow keys to position the toolbar. Press CTRL+ the arrow keys to move one pixel at a time. To undock the toolbar, press DOWN ARROW repeatedly. To dock the toolbar vertically on the left or right side, press LEFT ARROW or RIGHT ARROW respectively when the toolbar is all the way to the left or right side.

[Resize a task pane](#)

1. In the task pane, press CTRL+SPACEBAR to display a menu of additional commands.
2. Use the DOWN ARROW key to select the **Size** command, and then press ENTER.
3. Use the arrow keys to resize the task pane. Use CTRL+ the arrow keys to move one pixel at a time.

[Move a task pane](#)

1. In the task pane, press CTRL+SPACEBAR to display a menu of additional commands.
2. Use the DOWN ARROW key to select the **Move** command, and then press ENTER.
3. Use the arrow keys to position the task pane. Use CTRL+ the arrow keys to move one pixel at a time.
4. When you are finished moving or resizing, press ESC.

[Access and use task panes](#)

CTRL+F1

Open or close the current task pane.

F6

Move to the open task pane from another pane in the program window. (You might need to press F6 more than once.)

CTRL+TAB

When a menu or toolbar is active, move to a task pane. (You might need to press CTRL+TAB more than once.)

TAB or SHIFT+TAB

When a task pane is active, select the next or previous option in the task pane.

CTRL+SPACEBAR

When a task pane is active, displays the menu of all available task panes.

Arrow keys

Move between options in a task pane.

DOWN ARROW or UP ARROW

Move among choices in a selected submenu; move among certain options in a group of options.

LEFT ARROW or RIGHT ARROW

Select the menu to the left or right, or, with a submenu visible, switch between the main menu and the submenu.

SPACEBAR or ENTER

Perform the action assigned to the selected button.

PAGE UP

Moves to the top of a task pane when nothing is selected in any task pane option.

PAGE DOWN

Move to the bottom of a task pane when nothing is selected in any task pane option.

CTRL+LEFT ARROW

Scroll left in large increments.

CTRL+RIGHT ARROW

Scroll right in large increments.

CTRL+HOME or CTRL+END

Move to the top or bottom of a task pane when nothing is selected in any task pane option.

ALT+LEFT ARROW

Move back to the previous Task Pane.

ALT+RIGHT ARROW

Move forward to the next Task Pane.



[Access and use smart tags](#)

ALT+SHIFT+F10

Display the menu or message for a smart tag. If more than one smart tag is present, switch to the next smart tag and display its menu or message.

DOWN ARROW

Select the next item in a smart tag menu.

UP ARROW

Select the previous item in a smart tag menu.

ENTER

Perform the action for the selected item in a smart tag menu.

ESC

Close the smart tag menu or message.



[Using the Help Pane and Help window](#)

The Help Pane is a task pane that provides access to all Office Help content. As a task pane, the Help Pane appears as part of the active application. The Help window displays topics and other Help content and appears as a window next to, but separate from, the active application.

In the Help Pane

F1

Display the Help Pane.

F6

Switch between the Help Pane and the active application.

TAB

Select the next item in the Help Pane.

SHIFT+TAB

Select the previous item in the Help Pane.

ENTER

Perform the action for the selected item.

UP ARROW and **DOWN ARROW**

In a Table of Contents, select the previous and next item, respectively.

LEFT ARROW and **RIGHT ARROW**

In a Table of Contents, collapse and expand the selected item, respectively.

ALT+LEFT ARROW

Move back to the previous Task Pane.

ALT+RIGHT ARROW

Move forward to the next Task Pane.

CTRL+SPACEBAR

Open the menu of all available task panes.

CTRL+F1

Close and reopen the current Task Pane.

In the Help window

TAB

Select the next hidden text or hyperlink, or **Show All** or **Hide All** at the top of a topic.

SHIFT+TAB

Select the previous hidden text or hyperlink, or **Show All** or **Hide All** at the top of a topic, or the **Browser View** button at the top of a Microsoft Office Web site article.

ENTER

Perform the action for the selected **Show All**, **Hide All**, hidden text, or hyperlink.

UP ARROW or DOWN ARROW

Scroll toward the beginning or end of a Help topic.

PAGE UP or PAGE DOWN

Scroll toward the beginning or end of a Help topic in large increments.

HOME or END

Go to the beginning or end of a Help topic.

CTRL+P

Print the current Help topic.

CTRL+A

Select the entire Help topic.

CTRL+C

Copy the selected items to the Clipboard.

SHIFT+F10

Display a shortcut menu.

ALT+LEFT ARROW

Move back to the previous Help topic.

ALT+RIGHT ARROW

Move forward to the next Help topic.

ALT+F4

Close the Help window.

ALT+U

Change whether the Help window appears connected to (tiled) or separate from (untiled) the active application.



To show or hide the Office Assistant, press ALT+H to open the **Help** menu, and then press O.

[Working with the Language Bar](#)

Left ALT+SHIFT

Switch between languages or keyboard layouts.

+V

Switch microphone on or off.

+T

Switch between Voice Command mode and Dictation mode.

+C

Open the **Correction** dialog box.

+H

Turn handwriting on or off.

ALT+~

Turn Japanese [Input Method Editor \(IME\)](#) on 101 keyboard on or off.

Right ALT

Turn Korean IME on 101 keyboard on or off.

CTRL+SPACEBAR

Turn Chinese IME on 101 keyboard on or off.

Notes

- You can set the key combination for switching between languages or keyboard layouts in the **Advanced Key Setting** dialog box. To open the **Advanced Key Setting** dialog box, right-click the **Language** bar, and then click **Settings**. Under **Preferences**, click **Key Settings**.
- The Windows logo key () is available on the bottom row of keys on most keyboards.

[Working with macros](#)

ALT+F8

Display the **Macros** dialog box.

[Working with Visual Basic](#)

ALT+F11

Display the Visual Basic editor.

Reinstall Publisher to add components previously not loaded

Because you must exit Microsoft Publisher before you reinstall, print this topic first.

If you originally installed Publisher from a network file server or from a shared folder, you must install or remove components from that location. If you installed Publisher from a CD-ROM and you've mapped your CD-ROM drive to a new drive letter since installing Publisher, reinstall from the CD-ROM.

1. Quit all programs.
2. Double-click the **Add or Remove Programs** icon in the Windows Control Panel.
3. Do one of the following:
 - If you installed Publisher as part of Microsoft Office, click **Microsoft Office** in the **Currently installed programs** box, and then click the **Change** button.
 - If you installed Publisher individually, click the version of **Publisher** that you want to reinstall in the **Currently installed programs** box, and then click the **Change** button.
 - Follow the instructions on the screen.

[Show All](#)

Show or hide the New Publication task pane at startup

To show or hide the **New Publication** [task pane](#) at startup:

1. On the **Tools** menu, click **Options**.
2. Click the **General** tab.
3. Select or clear the **Use New Publication task pane at startup** check box.

Show all commands on the menus

By default, Microsoft Publisher menus show only the commands that you've used most recently. To show the rest of the commands, you need to click the arrows  at the bottom of the menu. You can turn this option off so that all commands show when you select the menu.

1. On the **View** menu, point to **Toolbars**, and then click **Customize**.
2. Click the **Options** tab.
3. Select the **Always show full menus** check box, and then click **Close**.

Note The **Always show full menus** check box affects all of your Microsoft Office programs.

Show all the commands on a menu

- Click the arrows  at the bottom of the menu.

The menu will expand to show all commands.

[Show All](#)

Change the default working folder for publications

The first time you open or save a publication, the My Documents folder is shown. If you want to use a folder other than My Documents, you can change your default working folder.

1. On the **Tools** menu, click **Options**.
2. Click the **General** tab.
3. In the **File types and locations** box, click **Publications**.
4. Click **Modify**.
5. Do one of the following:

[Select an existing folder](#)

- Select the folder you want in the folder list.

[Create a new folder](#)

1. Click **Create New Folder** .
 2. In the **New Folder** dialog box, in the **Name** box, type a name for the new folder.
6. Click **OK**.

[Show All](#)

Save a publication in Publisher 2000 or Publisher 98 format

1. On the **File** menu, click **Save As**.

If necessary, switch to the drive and folder where you want to save the publication.

2. In the **Save as type** list, select **Publisher 2000 Files** or **Publisher 98 Files**.
3. Click **Save**.

Note Microsoft Office Publisher 2003 uses the same file format as Microsoft Publisher 2002. Therefore, there is not an option to select Publisher 2002 in the **Save as type** list.

 [Open a file in Publisher 2002](#)

If you create a publication in Publisher 2003 and then open that publication in Publisher 2002, certain features that are new in Publisher 2003 will not be supported in Publisher 2002.

Formatting, layout, and graphic features

Baseline guides	Not supported. Baseline guides will not be visible when you open your publication in Publisher 2002.
Baseline alignment	Not supported. Text will no longer align to baselines.
Margin guides and column guides	Partially supported.
Wizards and designs	Partially supported. If you want to revise your publication in an earlier version of Publisher, you cannot use any wizards, designs,

and design elements that are new in Publisher 2003.

Multiple master pages Partially supported. If there are multiple master pages applied to your publication pages, the additional master pages will be converted to foreground pages.

Mail and Catalog Merge features

Catalog merge Not supported. The [catalog merge area](#) of a catalog merge template will be converted to a grouped object. Any text [merge fields](#) within the grouped object will remain as merge fields in the publication.

Merging pictures Not supported. Any merge fields inserted as picture fields will not work.

Web features

Web publications Not supported. A Web publication will be converted to a print publication.

Navigation bar wizards Not supported. Any navigation bars created in Publisher 2003 will be converted to grouped objects, and you will not be able to use a wizard to edit the navigation bar. The hyperlinks in the navigation bar will remain functional.

 [Save as Publisher 2000](#)

When you save a publication in Publisher 2000 file format, the following features are either not supported or are only partially supported.

Font and Printing Features

More than two spot colors Not supported. Additional spot colors (other than black and the first two spot colors) are converted to tints of gray and are moved to the black plate.

Spot plus process color Not supported. Publications of this type are converted to process color publications.

Formatting,

layout, and graphic features

Baseline guides	Not supported. Baseline guides will not be visible when you open your publication in an earlier version of Publisher.
Baseline alignment	Not supported. Text will no longer align to baselines.
Margin guides and column guides	Partially supported.
Dashed lines	Partially supported. Dashed lines are converted to the closest Publisher 2000 match.
Connectors	Not supported. Connectors will be converted to lines.
Arrows	Partially supported. Arrows are converted to the closest Publisher 2000 match.
Large graphics	Partially supported. Graphics with a file size larger than 16 MB will be converted to empty picture frames.
Custom shapes and callouts	Partially supported. Some shapes and callouts will be converted to the closest Publisher 2000 match. Those that can't be closely matched will become pictures.
Fill effects, including picture fills, patterns, tints, shades, gradients, and textures	Partially supported. Fill effects will be converted to the closest Publisher 2000 match.
Inline objects	Not supported. Inline objects will appear in their own frame , separate from text.
Headers and footers	Not supported. Headers and footers will be converted to text boxes.
Wizards and designs	Partially supported. If you want to revise your publication, any wizards, designs, and design elements that are new in Publisher 2003 can't be used.
Multiple master pages	Partially supported. If there are multiple master pages applied to your publication pages, the additional master pages will be

converted to foreground pages.

Mail and Catalog Merge features

- Catalog merge Not supported. The [catalog merge area](#) of a catalog merge template will be converted to a grouped object. Any text [merge fields](#) within the grouped object will remain as merge fields in the publication.
- Merging pictures Not supported. Any merge fields inserted as picture fields will not work.

Web features

- Web publications Not supported. A Web publication will be converted to a print publication.
- Navigation bar wizards Not supported. Any navigation bars created in Publisher 2003 will be converted to grouped objects, and you will not be able to use a wizard to edit the navigation bar. The hyperlinks in the navigation bar will remain functional.
- Multiple backgrounds Not supported. If the background for the first page is solid or an image, the backgrounds for all of the Web pages will be converted to match the background of the first page. If the background of the first page is a gradient, all backgrounds will be removed and the page backgrounds will be blank.
- Horizontal rules Not supported. Horizontal rules will be removed.

 [Save as Publisher 98](#)

When you save a publication in Microsoft Publisher 98 file format, the following features are either not supported or are only partially supported *in addition to* those listed above under **Save as Microsoft Publisher 2000**.

Font and Printing Features

- Fonts Partially supported. Fonts can be used in Publisher 98 only if Publisher 2003 has been installed.
- Font embedding Not supported. The same fonts are used in your publication, but they're no longer embedded.

Process color	Not supported. CMYK and PANTONE are converted to RGB colors. Process-color printing is changed to desktop printing.
Object and document trapping	Not supported. All trapping information is lost.
Advanced PostScript printer settings	Not supported. All advanced PostScript printer settings are lost.
Formatting, layout, and graphic features	
Dashed lines	Not supported. Dashed lines are converted to non-dashed lines of the same width.
Date and time information	Partially supported. The date and time continue to update automatically if they've been set to do so, but the format is probably lost. If you've inserted the date and time as plain text, the formatting will be preserved.
Custom color schemes	Partially supported. Custom color schemes you name in Publisher 2003 appear as "(Custom)."
Recolor picture	Partially supported. Only one color is supported. If you chose to keep black parts as black, they are changed to the one supported color.
Clip art	Partially supported. Publisher clip art currently in your saved document is not lost. But if you want to revise your publication, you can use new clip art only if Publisher 2003 is installed.
Flipped graphics	Not supported. Flipped graphics are converted to their original orientation.
Linked graphics	Not supported. All linked graphics become embedded.
Publication layout	Partially supported. The publication is laid out according to your default printer settings. This may result, for example, in changed line breaks in text boxes.
Mail Merge features	

Mail merge
with
Microsoft
Outlook

Not supported.

Mail merge
with
Microsoft
Office
programs

Partially supported. Mail merge with data from Microsoft Office 97 files is supported. To use a data file created in a later version of an Office program, first save the file in that program's Office 97 file format.

**Web
features**

Web
publications

Partially supported. If you save a publication that contains Web elements (e.g., hyperlinks) as a Publisher 98 file, that publication will become a Web publication when you open it in Publisher 98, and it will then reopen in Publisher 2003 as a Web publication, regardless of its original publication type.

Web site
language
encoding

Partially supported. The Web site language encoding selected in the current version of Publisher 2003 might be converted to the best compatible coding in Publisher 98.

[Show All](#)

File formats that Publisher converts

Microsoft Publisher can open and save to the file formats listed below.

[File formats that Publisher can open](#)

Publisher will open the file formats listed below. In most cases, Publisher can preserve the character and paragraph formatting of text.

- Microsoft Publisher version 2.0 or later (files with a .pub extension)
- Plain Text (files with a .txt extension)
- Rich Text Format (files with an .rtf extension)
- Hypertext Markup Language (files with an .html, .htm, .mhtml, or .mht extension)
- [Unicode](#) text
- Microsoft Word 97-2002
- WordPerfect 5.x and 6.x
- Microsoft Works 6.0 & 7.0

[File formats that Publisher will save to](#)

You can save your publications in any of the file formats listed below. Some file formats cannot support the graphics and layout in your publication, and the appearance of your publication may change after you save it to a new file format.

- Publisher 98 and Publisher 2000

Note Microsoft Office Publisher 2003 saves in the same file format as Publisher 2002. You do not need to select a specific file format to save a publication as a Publisher 2002 file.

- Plain Text (files with a .txt extension)
- Rich Text Format (files with an .rtf extension)
- Hypertext Markup Language (files with an .html, .htm, .mhtml, or .mht extension)
- [Unicode](#) text

- PostScript (files with a .ps extension)
- Microsoft Word 97-2002 & 6.0 /95 RTF
- Microsoft Works 6.0 & 7.0
- Image formats (files with a .gif, .jpeg, .tif, .png, and .bmp extension)
- Metafile formats (files with a .wmf and .emf extension)

Note If you have older versions of Microsoft Office programs installed on your computer, you may be able to open and save to additional file formats.

Help protect Publisher files stored on a network

Help protect a Microsoft Publisher file by making it a read-only file.

1. Do one of the following:
 - For Windows XP, click the **Start** button on the **Windows** taskbar, and then click **My Computer**.
 - For Windows 2000, double-click the **My Computer** icon on your desktop.
2. Double-click the drive that contains the file you want.
3. Double-click the folder that contains the file you want.

You might have to open several folders to find the file you're looking for.

4. Click the file you want.
5. On the **File** menu, click **Properties**.
6. On the **General** tab, select the **Read-only** check box.

[Show All](#)

Create a publication

 [Create a publication with a publication wizard](#)

1. On the **File** menu, click **New**.
2. In the **New Publication** [task pane](#), under **New from a design**, do one of the following:
 - To create a publication that you want to print, click **Publications for Print**. Then, under **Publications for Print**, click the type of publication you want to create.
 - To create a Web site or a publication you plan to send as an e-mail message, click **Web Sites and E-mail**. Then click **Web Sites** or **E-mail**, and click the type of publication you want.
3. In the **Preview Gallery**, click the design you want.
4. Do any of the following:
 - To change the publication's overall design, click **Publication Designs** in the task pane.
 - To change the publication's color scheme, click **Color Schemes** in the task pane.
 - To change the publication's font scheme, click **Font Schemes** in the task pane.
 - If you are creating a Web page, newsletter, or catalog, to change page content options, click **Page Content**.
 - Change or select any additional options in the task pane for the type of publication you have created.
5. In your publication, replace the placeholder text and pictures with your own or with other objects.
6. On the **File** menu, click **Save As**.
7. In the **Save in** box, select the folder where you want to save the new publication.
8. In the **File name** box, type a name for your publication.
9. In the **Save as type** box, select **Publisher Files**.
10. Click **Save**.

 [Create a publication from a design set](#)

1. On the **File** menu, click **New**.
2. In the **New Publication [task pane](#)**, under **New from a design**, click **Design Sets**.
3. In the task pane, select the design set you want.
4. In the **Preview Gallery**, click the type of publication you want.
5. Do any of the following:
 - To change the publication's overall design, click **Publication Designs** in the task pane.
 - To change the publication's color scheme, click **Color Schemes** in the task pane.
 - To change the publication's font scheme, click **Font Schemes** in the task pane.
 - If you are creating a Web page, newsletter, or catalog, to change page content options, click **Page Content**.
 - Change or select any additional options in the task pane for the type of publication you have created.
6. In your publication, replace the placeholder text and pictures with your own or with other objects.
7. On the **File** menu, click **Save As**.
8. In the **Save in** box, select the folder where you want to save the new publication.
9. In the **File name** box, type a name for your publication.
10. In the **Save as type** box, select **Publisher Files**.
11. Click **Save**.

[Create a new publication based on an existing one](#)

1. On the **File** menu, click **New**.
2. In the **New Publication [task pane](#)**, under **New**, click **From existing publication**.
3. Click the publication you want to use as the basis for your new publication.
4. Click **Create New**.
5. Make the changes you want to create a new publication.
6. On the **File** menu, click **Save As**.
7. In the **Save In** box, select the folder where you want to save the new publication.
8. In the **File name** box, type a new name for your publication.
9. In the **Save as type** box, select **Publisher Files**.
10. Click **Save**.

[Create a publication from a blank page](#)

1. On the **File** menu, click **New**.
2. In the **New Publication [task pane](#)**, under **New**, do one of the following:
 - To create a publication you want to print, click **Blank Print Publication**.
 - To create a Web page, click **Blank Web Page**.
3. In your publication, add text, pictures, and any other objects you want.
4. On the **File** menu, click **Save As**.
5. In the **Save in** box, select the folder where you want to save the new publication.
6. In the **File name** box, type a name for your publication.
7. In the **Save as type** box, select **Publisher Files**.
8. Click **Save**.

[Create a publication from a template](#)

This procedure works only if you've created a template yourself with Publisher (by choosing **Publisher Template** in the **Save as type** list when you saved the publication previously) , or want to use a third-party template created for Publisher.

1. On the **File** menu, click **New**.
2. In the **New Publication [task pane](#)**, under **New from a design**, click **Templates**.
3. In the **Preview Gallery**, click the template you want.
4. Make the changes you want to create a new publication.
5. On the **File** menu, click **Save As**.
6. In the **Save in** box, select the folder where you want to save the new publication.
7. In the **File name** box, type a name for your publication.
8. In the **Save as type** box, select **Publisher Files**.
9. Click **Save**.

[Show All](#)

Create or change a template

[Create a template](#)

1. Create the publication you want to use as a template.
2. On the **File** menu, click **Save As**.
3. In the **File name** box, type a name for the template.
4. In the **Save as type** box, click **Publisher Template**.

The destination folder changes to **Templates**. You need to save your template in this folder if you want it to appear in the **Preview Gallery** of the **New Publication [task pane](#)** later.

5. Click **Save**.

[Change a template](#)

This procedure works only if you've created a template yourself with Publisher (by choosing **Publisher Template** in the **Save as type** list when you saved the publication previously) , or want to use a third-party template created for Publisher.

1. On the **File** menu, click **New**.
2. In the **New Publication [task pane](#)**, under **New from a design**, click **Templates**.
3. In the **Preview Gallery**, click the template you want.
4. Make the changes you want to the template.
5. On the **File** menu, click **Save**.
6. In the **Save as type** box, click **Publisher Template**.
7. Click the name of the template you changed.
8. Click **Save**.

[Show All](#)

Create an invitation

1. On the **File** menu, click **New**.
2. In the **New Publication [task pane](#)**, under **New from a design**, click **Publications for Print**.
3. Under **Publications for Print**, click **Invitation Cards**.
4. Under **Invitation Cards**, click the type of invitation you want to create.
5. In the **Preview Gallery**, click the design you want.
6. Use the commands in the **Invitation Options** task pane to customize your invitation.

[Show All](#)

About converting publications between print and Web mode

You can create two types of publications with Microsoft Publisher: print publications and Web publications. When you work on a print publication, you work in **Print** mode, and the options available to you are tailored to print publications. Web features that are unnecessary for print publications, such as navigation bars, are not available in **Print** mode. When you work on a Web publication, you work in **Web** mode, and the options available to you are tailored to Web publications. Print features that do not render accurately in a Web [browser](#), such as text wrapping around pictures and graphics, are not available in **Web** view.

After you create a print publication, you can convert it to a Web publication, and vice versa. When you convert a publication from one type to the other, Publisher copies the text and graphics from your original publication into the new publication type. If you used a wizard to create your original publication, you will no longer be able to use the options available in that wizard in your converted publication. Because certain print features are not available in **Web** mode, and certain Web features are not available in **Print** mode, your publication may undergo formatting changes when you convert it from one publication type to the other.

[Show All](#)

Troubleshoot templates

 [I can't find my templates.](#)

You may find your templates in these locations:

- If you changed the default location in which Microsoft Word saves user templates, Publisher will save your Publisher templates in that location.
- If you are running Microsoft Windows 2000 or Windows XP, Publisher saves your templates in your C:\Documents and Settings*username*\Application Data\Microsoft\Templates folder.

[Show All](#)

Use the mouse to pan across the workspace

If your mouse has three or more buttons, you can use it to [pan](#) to get a better view of something on the page or scratch area.

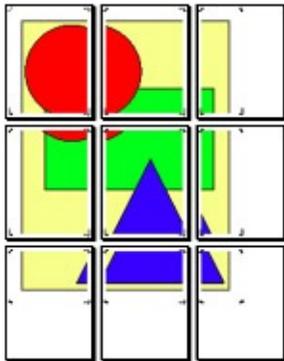
Do one of the following:

- To move the entire page within the workspace, hold down the fourth mouse button as you drag the Hand pointer .
- To scroll quickly in any direction (for instance, to go to the scratch area or back to the page), hold down the third mouse button (the wheel) and drag the pointer away from the origin mark in the direction you want to scroll. You can also click the mouse wheel, drag and then click any mouse button, or press ESC to stop panning.

[Show All](#)

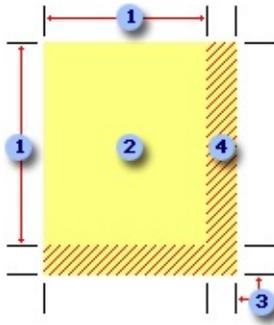
Tips for assembling a poster or banner

When you print a poster or banner to a desktop printer that commonly prints only on letter-sized or legal-sized paper, Microsoft Publisher creates a number of [tiles](#) that you need to trim and assemble to complete the whole publication.



When you print your publication, make sure that **Crop Marks** and **Job Information** are selected in the **Advanced Print Settings** dialog box (**Page Settings** tab). You will need to use the [crop marks](#) to align the tiles of your publication. The job information includes a tile number for each page that will help you identify which tiles adjoin.

On the printed tiles of your publication, you'll see two kinds of marks. Every corner will have a set of vertical and horizontal crop marks that indicate the trimmed area of the tile. In the right side corners you will see vertical overlap marks; in the lower corners you will see horizontal overlap marks. These marks indicate the overlap area. You can adjust the amount of overlap in the **Poster and Banner Print Options** dialog box (in the **Page Setup** dialog box, click the **Layout** tab, and then click **Change Overlap**).



- 1 Crop marks that show the trimmed area of the tile.
- 2 Trimmed area of the tile.
- 3 Overlap marks that show the overlap area.
- 4 Overlap area of the tile. The overlap area is only on the right and lower parts of the tile.

When you assemble the tiles, start with the upper left tile and work to the right. Start by assembling each row of tiles separately, then assemble the rows, starting with the top row and working down.

[Assemble the tiles into rows](#)

1. Leave the first tile in the row uncut, and then cut along the crop marks on the left side of each subsequent tile in the row. To get a straighter edge, use a metal-edged ruler and a utility knife rather than scissors.
2. Line up the trimmed edge of the right tile with the crop marks on the right side of the left tile. The right tile should cover the overlap on the right side of the left tile.
3. When you have the two tiles aligned, tape or glue them together. You can use transparent tape or, for a cleaner look, use glue in stick form or clear tape that is sticky on both sides.

[Assemble the rows to create the complete poster or banner](#)

1. Cut along the crop marks at the top of the lower row of tiles. To get a straighter edge, use a metal-edged ruler and a utility knife rather than scissors.
2. Line up the trimmed edge at the top of the lower row with the crop marks at

the bottom of the top row. The second row of tiles should cover the overlap at the bottom of the first row.

3. When you have the two rows aligned, tape or glue them together. You can use transparent tape or, for a cleaner look, use glue in stick form or clear tape that is sticky on both sides.
4. Once you have assembled all the rows, cut along the crop marks that remain visible on the outside edges of the assembled poster or banner.

To prevent your poster or banner from ripping and sagging, you can do one of the following:

- Glue or adhere the assembled publication to poster board, compressed cardboard, or foam core backing.
- Print the publication on fabric, vinyl, or metal. If your printer doesn't support printing on these materials, you might consider printing the publication through a commercial printing service or copy shop.

[Show All](#)

About margins, indentation, alignment, and line spacing

Many factors determine how text is positioned within a text box or AutoShape: margins, indentation, [alignment](#), and [line spacing](#).

[Margins](#)

There are two types of margins in Publisher. Page margins determine the distance from the edge of a page to objects on the page, while text box margins determine the distance from the edge of the text box to the text in the box. You specify page margins on the **Margin Guides** tab of the **Layout Guides** dialog box (**Arrange** menu). You specify text box margins on the **Text Box** tab of the **Format Text Box** dialog box (**Format** menu, **Text Box** command).

[Indentation](#)

Text box margins determine the overall width of the main text area—in other words, the space between the text and the edge of the text box.

Indentation determines the distance of the paragraph from either the left or right margins of the text box. Within the margins, you can increase or decrease the indentation for a paragraph or group of paragraphs. You can also create a negative indent (also known as an outdent), which pulls the paragraph out toward the left margin if the text direction is set to left-to-right, or toward the right margin if text direction is set to right-to-left. Or you can create a hanging indent, in which the first line of the paragraph is not indented but subsequent lines are.

You set indentation on the **Indents and Spacing** tab of the **Paragraph** dialog box (**Format** menu).

[Alignment](#)

Horizontal text alignment determines the appearance and orientation of the right

and left edges of the paragraph relative to the text box margins (and any indents). The most common alignments are left, right, center, and justified.

You set alignment on the **Indents and Spacing** tab of the **Paragraph** dialog box (**Format** menu).

Text alignment options

- **Left** The leftmost character of each line is aligned to the left margin, and the right edge of each line is ragged. This is the default alignment for paragraphs with left-to-right text direction.
- **Center** The center of each line of text is aligned to the midpoint of the right and left text box margins, and the left and right edges of each line are ragged.
- **Right** The rightmost character of each line is aligned to the right margin, and the left edge of each line is ragged. This is the default alignment for paragraphs with right-to-left text direction.
- **Justified** The first and last characters of each line (except the last) are aligned to the left and right margins, and lines are filled by adding or subtracting space between and within words. The last line of the paragraph is aligned to the left margin if text direction is left-to-right, or to the right margin if text direction is right-to-left.
- **Distributed** The first and last characters of each line (except the last) are aligned to the left and right margins, and lines are filled by adding or subtracting the same amount from each character. The last line of the paragraph is aligned to the left margin if text direction is left-to-right, or to the right margin if text direction is right-to-left.
- **Distribute All Lines** The first and last characters of each line (including the last line of the paragraph) are aligned to the left and right margins, and lines are filled by adding or subtracting the same amount from each character.

In addition to horizontal alignment, you can vertically align text to [baseline guides](#). You set baseline guides on the **Baseline Guides** tab of the **Layout Guides** dialog box (**Arrange** menu). You choose to align text to baseline guides on the **Indents and Spacing** tab of the **Paragraph** dialog box (**Format** menu).

 [Line and paragraph spacing](#)

[Line spacing](#) determines the amount of vertical space between lines of text in a paragraph. By default, lines are single-spaced, meaning that the spacing accommodates the largest [font](#) in that line, plus a small amount of extra space.

If a line contains a large text character or graphic, Publisher increases the spacing for that line. To space all lines evenly, specify an exact amount of spacing by entering a value followed by a unit of measurement (inches, centimeters, picas, points, or pixels).

You can also align text to [baseline guides](#) to precisely line up text across multiple columns.

Paragraph spacing determines the amount of space above or below a paragraph. When you press ENTER to start a new paragraph, the spacing is carried over to the next paragraph, but you can change the settings for each paragraph.

You set line and paragraph spacing on the **Indents and Spacing** tab of the **Paragraph** dialog box (**Format** menu).

You can also align text to [baseline guides](#) to precisely line up text across multiple columns. You set baseline guides on the **Baseline Guides** tab of the **Layout Guides** dialog box (**Arrange** menu). You choose to align text to baseline guides on the **Indents and Spacing** tab of the **Paragraph** dialog box (**Format** menu).

[Show All](#)

Add or adjust margins

[Determine a page's nonprinting region and then set margins](#)

1. On the **Windows** taskbar, click the **Start** button, point to **All Programs**, then to **Accessories**, and then click **WordPad**.
2. On the **File** menu, click **Page Setup**.
3. Type **0** for the **Left**, **Right**, **Top**, and **Bottom** margin boxes. The margin values will then be reset automatically to the minimum margin that is supported by the printer.
4. Note the minimum margins. You will need to type them in after you open Microsoft Publisher.
5. Open a publication in Publisher.
6. On the **Arrange** menu, click **Layout Guides**, and then click the **Margin Guides** tab.
7. Under **Margin Guides**, type the minimum margin values that you noted earlier for **Left**, **Right**, **Top**, and **Bottom**.
8. Click **OK**.

[Add or adjust margins inside a text box](#)

1. Right-click a text box, and then click **Format Text Box**.
2. In the **Format Text Box** dialog box, click the **Text Box** tab.
3. Under **Text Box Margins**, type or select the margins you want for **Left**, **Right**, **Top**, and **Bottom**.
4. Click **OK**.

Note Publisher's default text box margins are 0.04 inches on all sides. If you are creating a multi-column newsletter, you may want to change the margins to 0 inches to make it easier to align text and objects.

[Set default margins for new text boxes in the current publication](#)

If there is an existing text box in your publication that already has the margins you want to use as defaults, you can use it as the example for new text boxes that you will create. Otherwise, you need to first create a text box and set the default

margins you want.

[Use an existing text box with the margins you want](#)

1. Right-click the text box.
2. On the shortcut menu, click **Format Text Box**, and then click the **Colors and Lines** tab.
3. Select the **Apply settings to new text boxes** check box.
4. Click **OK**.

[Create a new text box with the margins you want](#)

1. On the **Objects** toolbar, click **Text Box** .
2. Click where you want the text box to appear.
3. Right-click the text box.
4. On the shortcut menu, click **Format Text Box**, and then click the **Text Box** tab.
5. Under **Text Box Margins**, type or select the margins you want for **Left**, **Right**, **Top**, and **Bottom**.
6. Click the **Colors and Lines** tab.
7. Select the **Apply settings to new text boxes** check box.
8. Click **OK**.

[Show All](#)

Remove grid guides

Grid guides comprise [column guides](#) and [row guides](#). You can use these guides to set up a layout [grid](#) for a publication, which enables you to better arrange and align objects on a page.

1. On the **Arrange** menu, click **Layout Guides**, and then click the **Grid Guides** tab.
2. Under **Column Guides**, in the **Columns** box, change the number of columns to 1.
3. Under **Row Guides**, in the **Rows** box, change the number of rows to 1.
4. Click **OK**.

[Show All](#)

About baseline guides

You can use [baseline guides](#) to precisely align text lines across multiple columns.



Baseline guides are one of the layout guides along with [margin guides](#), [column guides](#), and [row guides](#). You can use baseline guides together with other layout guides to create an overall design grid that provides better structure and visual appeal to your publication.

You can set text to align to the baseline guides for a selected paragraph or in the paragraph settings for a style. Text that is aligned to the baseline guides automatically adds line spacing to equal the spacing of the baseline guides and aligns the [baseline](#) of a line of text with the baseline guide.

The following tips will help you use baseline guides most effectively:

Plan ahead Set up your baseline guides when you set up your publication, just as you would set up other layout guides. Remember that aligning text to the baseline guides adds line spacing to the text. If you already have your text flowed throughout your publication, setting your text to align to the baseline guides will likely cause it to reflow, which may cause some text to go into [overflow](#).

Create and use styles for the text in your publication Like using layout guides, using styles gives you better control and consistency in formatting the text throughout your publication. Set alignment to the baseline guides in the style for your [body text](#) to ensure that all your body text will align.

Set your measurement units to points instead of inches Because the baseline guides spacing is always specified in points, coordinating other elements such as margin guides, grid guides, and line spacing with your baseline guides will be

easier if you work in points.

Match the baseline guides spacing to the line spacing of your body text

Make sure to set the line spacing of your body text in points with an exact value that is the same or less than your baseline guide spacing. If the line spacing of your text is greater than the baseline guide spacing, text that is aligned to the baseline guides will skip a line between lines of text.

Coordinate your top and bottom margin guides with the baseline guides

As a design consideration, it's common for your last line of text to rest on the bottom margin guide. To ensure that your last baseline guide aligns with your bottom margin guide, you need to make the distance between your top and bottom margin guides an exact multiple of your baseline guides spacing. For example, if your baseline guides spacing is 14pt, make sure that the distance between the top and bottom margins is an exact multiple of 14pt.

If you take your publication to a commercial printer, make sure they are using the current version of Publisher In earlier versions of Publisher, you can't align text to the baseline guides. If you open a publication in an earlier version, any text that is aligned to baseline guides will lose that alignment and your text will reflow.

[Show All](#)

Align text to baseline guides

[For a style](#)

1. On the **Format** menu, click **Styles and Formatting**.
2. In the **Styles and Formatting** task pane, point to the [style](#) you want to change, click the down arrow next to it, and then click **Modify**.
3. In the **Modify Style** dialog box, under **Click to change**, click **Paragraph**, and then click the **Indents and Spacing** tab.
4. Under **Line spacing**, select the **Align text to baseline guides** check box.

Note This procedure affects all paragraphs that are tagged with this style throughout the publication.

[For a paragraph](#)

1. Select the paragraph or paragraphs you want to change.
2. On the **Format** menu, click **Paragraph**, and then click the **Indents and Spacing** tab.
3. Under **Line spacing**, select the **Align text to baseline guides** check box.

Note This affects only the selected paragraphs; it will not affect other text throughout the publication.

[Show All](#)

Change baseline guides spacing and offset

1. On the **Arrange** menu, click **Layout Guides**, and then click the **Baseline Guides** tab.
2. Under **Horizontal Baseline**, do the following:
 - In the **Spacing** box, type or select a value to increase or decrease the amount of spacing between each baseline.
 - In the **Offset** box, type or select a value to adjust the amount of spacing between the top margin and the first baseline guide.

Notes

- You can type values in the **Spacing** and **Offset** boxes using any of the measurement units recognized by Publisher. These include [points](#) (pt), inches (in), centimeters (cm), [picas](#) (pi), and [pixels](#) (px).
- Baseline guides are closely coordinated with the font you use in your publication, which is always measured in points. For this reason, Publisher translates all measurements into their equivalent value in points, regardless of what measurement units you use for the baseline guides spacing and offset.

Hide or show layout guides, ruler guides, and object boundaries

- On the **View** menu, click **Boundaries and Guides**.

Note If the **Snap to Guides** command is on (On the **Arrange** menu, point to **Snap**, and then click **To Guides**), objects will continue to snap to the guides even when the guides are hidden.

[Show All](#)

Set up text columns using layout guides

This procedure is useful if you are working with a publication that does not have predesigned text columns (for example, if you are creating a newsletter from scratch, rather than from a predesigned template).

1. On the **Arrange** menu, click **Layout Guides**, and then click the **Grid Guides** tab.
2. Under **Column Guides**, type or select the number of columns you want in the **Columns** box, and then type or select the spacing value ([gutter](#) amount) in the **Spacing** box. The [column guides](#) you create will appear on the current master page and on every page in the publication that uses that master page.
3. If your publication will be printed on facing pages, select **Two-page master** under **Master Pages** on the **Margin Guides** tab, and then click **OK**.
4. On the page where you want the columns to appear, create text boxes by clicking the **Text Box** tool  on the **Objects** toolbar, and then dragging inside the columns defined by the layout guides.

Note If the **To Guides** command (**Arrange** menu, **Snap** command) is turned on, each text box will snap to the nearest layout guide when you release the mouse button.

Snap objects to guides, ruler marks, or other objects

1. On the **Arrange** menu, point to **Snap**, and then click any of the following:
 - **To Ruler Marks**
 - **To Guides**
 - **To Objects**
2. Click the object you want to move and position the mouse pointer over the object until you see the **Move** pointer \oplus .
3. Drag the object until its edge snaps to the guide, ruler mark, or object you want.

Note Objects will still snap to guides even when guides are hidden.

[Show All](#)

Structure the page with layout guides

1. On the **Arrange** menu, click **Layout Guides**, and then do any of the following:

[Set up your publication to print on facing pages \(like a book\)](#)

1. Click the **Margin Guides** tab, and then select **Two-page master** under **Master Pages**.
2. Under **Margin Guides**, type or select the values you want for the **Inside**, **Outside**, **Top**, and **Bottom** margins.

[Set up your column and row guides](#)

1. Click the **Grid Guides** tab.
2. Under **Column Guides**, type or select the number of columns you want, and then type or select the spacing value ([gutter](#) amount) you want.
3. Under **Row Guides**, type or select the number of rows you want, and then type or select the spacing value (gutter amount) you want.
4. If you want a centerline guide for your gutters, select **Add center guide between columns and rows**.

[Set up your baseline guides](#)

1. Click the **Baseline Guides** tab.
 2. Under **Horizontal Baseline**, type or select the spacing value you want, and then type or select the amount of offset that you want between the first [baseline guide](#) and the top margin.
2. Click **OK**.

[Show All](#)

Show or hide baseline guides

- On the **View** menu, click **Baseline Guides**.

Note Any paragraphs that are set to align to [baseline guides](#) will continue to align whether or not the baseline guides are visible or hidden.

[Show All](#)

Troubleshoot baseline guides

[My text skips a line.](#)

The [line spacing](#) for your text may be greater than the spacing for your [baseline guides](#). To correct this, do one of the following:

1. Increase the spacing for your baseline guides.

[How?](#)

1. On the **Arrange** menu, click **Layout Guides**, and then click the **Baseline Guides** tab.
2. Under **Horizontal Baseline**, increase the **Spacing** value.
2. Decrease the line spacing for your text.

[How?](#)

1. On the **Format** menu, click **Paragraph**, and then click the **Indents and Spacing** tab.
2. Under **Line spacing**, decrease the value in the **Between lines** box.

[Some text in a story doesn't line up evenly.](#)

The misaligned text may not be set to align to the [baseline guides](#).

1. Select the misaligned text.
2. On the **Format** menu, click **Paragraph**, and then click the **Indents and Spacing** tab.
3. Under **Line spacing**, select **Align text to baseline guides**.

[The tops of my columns don't line up with my headlines.](#)

Your headlines are often in a different font and size than your [body text](#). Because of this, the tops of the headlines will normally be a little out of alignment with the tops of the body text. To align the tops of your headlines with the tops of

your columns, adjust the [baseline guides](#) offset.

[How?](#)

1. On the **Arrange** menu, click **Layout Guides**, and then click the **Baseline Guides** tab.
2. In the **Horizontal Baseline** box, increase or decrease the **Offset** value.

Note The baseline guides offset is measured from the top margin guide. You will usually have the best results if you set the baseline guides offset at the same value as the baseline guides spacing or 0.

[There is too much space between paragraphs.](#)

If your text is set to align to the [baseline guides](#), the spacing between paragraphs will conform to the baseline guides spacing, not to the **Before paragraphs** and **After paragraphs** spacing you set in the **Paragraph** dialog box. If you entered values for spacing before and after your paragraphs, the beginning of the paragraph will skip one baseline from the end of the preceding paragraph. To prevent skipping a line between paragraphs, set the spacing before and spacing after values to 0.

[How?](#)

1. On the **Format** menu, click **Paragraph**, and then click the **Indents and Spacing** tab.
2. In the **Line spacing** box, set the values for **Before paragraphs** and **After paragraphs** to 0.

[My text won't align to the baseline guides.](#)

The vertical alignment of the text box may be set to Middle or Bottom. These alignments override aligning to the baseline guides. If you want the text to align to the baseline guides, change the vertical alignment of the text box to Top.

[How?](#)

1. Right click on the text box, select **Format text box**, and then click the **Text**

Box tab.

2. In the **Vertical alignment** box, select **Top**.

[The top line in a text box skips one baseline.](#)

If the line spacing of the text is set to the same value as the baseline guides spacing, the offset margin for the text box is causing the first line to skip. Do one of the following:

- Set the offset margins of the text box to 0.

[How?](#)

1. Right click on the text box, select **Format** text box, and then click the **Text Box** tab.
 2. In the **Text box margins** box, set the values for **Left**, **Right**, **Top**, and **Bottom** to 0.
- Decrease the line spacing of the text by one point.

[How?](#)

1. On the **Format** menu, click **Paragraph**, and then click the **Indents and Spacing** tab.
 2. In the **Line spacing** box, decrease the value in the **Between lines** box.
- Adjust the offset of the baseline guides to a value one point greater than the baseline guide spacing.

[How?](#)

1. On the **Arrange** menu, click **Layout Guides**, and then click the **Baseline Guides** tab.
2. In the **Horizontal Baseline** box, increase the **Offset** value to one point greater than the **Spacing** value.

[The bottom line of my text box skips and overflows.](#)

The bottom of your text box is aligned with a [baseline guide](#). Resize the text box so that it extends below the baseline for the last line of the text box.

 [How?](#)

1. Select the text box.
2. Position the mouse pointer over one of the [handles](#), and then drag the mouse until the bottom of the text box extends about half the height of a line of text below the last baseline guide.

Note The [line spacing](#) for text in Publisher is measured from just below the [descenders](#) of the characters up to the amount of line spacing specified for the text in the Paragraph dialog box. For example, if you have 12pt text with 14pt line spacing, the line spacing will extend from just below the descender up 14 points.

If the bottom of the text box rests on a baseline guide, text on the last line that is set to align to baseline guides will skip and move into a linked text box or [overflow](#) to avoid extending outside the text box.

[Show All](#)

Move a margin guide, column guide, or row guide

You can only move [margin guides](#), [column guides](#), and [row guides](#) on a master page.

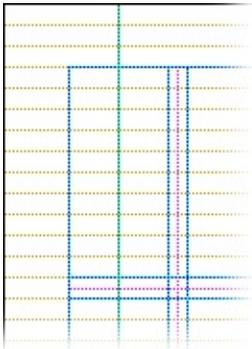
1. On the **View** menu, click **Master Page**.
2. In the **Edit Master Pages** task pane, click the arrow next to the master page whose [guides](#) you want to move, and then click **Edit**.
3. Position the mouse pointer over the margin guide, column guide, or row guide you want to move until you see the vertical or horizontal Adjust pointer  .
4. Drag the guide to its new position.
5. To return to your publication page, click **Master Page** on the **View** menu.

[Show All](#)

About layout guides and ruler guides

Layout [guides](#) comprise margin, column, row, and baseline guides. They are used to create a grid on a master page. This grid appears on every page in your publication where that master page is used. Use layout guides to organize text, pictures, and other objects into columns and rows so that your publication will have an ordered, consistent look. Set layout guides in the **Layout Guides** dialog box (**Arrange** menu).

[Margin guides](#), [column guides](#), and [row guides](#) are represented by blue dotted lines; [baseline guides](#) are represented by gold dotted guides; and ruler guides are represented by green dotted lines.



[Show All](#)

Troubleshoot layout guides, ruler guides, and the ruler

[I can't see my guides.](#)

- If your [margin guides](#), [column guides](#), [row guides](#), and [ruler guides](#) are hidden, click **Boundaries and Guides** on the **View** menu.
- If your baseline guides are hidden, click **Baseline Guides** on the **View** menu.

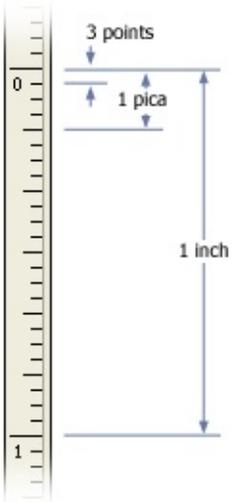
[I can't move a ruler guide.](#)

The [ruler guide](#) may have been created on a [master page](#). To move it on a master page, do the following:

1. On the **View** menu, click **Master Page**.
2. In the **Master Pages** task pane, click the arrow next to the master page containing the ruler you want to move, and then click **Edit**.
3. Position the mouse pointer over the ruler guide you want to move until you see the adjust pointer .
4. Move the ruler guide where you want it.

[I selected points as my unit of measure, but I don't see points on the ruler.](#)

The ruler is marked in [points](#), but single points are too small to be displayed clearly on the ruler. When you select points as the unit of measure, each tick on the ruler is equal to 3 points. Four tick marks equal 1 [pica](#) and 6 picas equal one inch.



[Show All](#)

Create ruler guides for a single page

You can create ruler guides on any page in your publication. [Ruler guides](#) that are created on a publication page are only visible on that page. Ruler guides that are created on a [master page](#) are visible on every page to which that master page is applied.

1. Do one of the following:
 - To create a horizontal guide, position the mouse pointer over the horizontal ruler until you see the pointer change to .
 - To create a vertical guide, position the mouse pointer over the vertical ruler until you see the pointer change to +|| .
2. Drag the pointer until the new guide is where you want it.

Notes

- If the **Snap to Ruler Marks** command is turned on, the ruler guide will snap to a ruler mark.
- If the **Snap to Objects** command is turned on, the guide will snap to an object.

[Show All](#)

Remove ruler guides

You can remove a single ruler guide or all ruler guides from a page

[Remove a single ruler guide](#)

1. Position the mouse pointer over the ruler guide you want to delete until you see the adjust pointer.



2. Right-click, and then, on the shortcut menu, select **Delete Guide**.

[Remove all ruler guides](#)

- On the **Arrange** menu, point to **Ruler Guides**, and then click **Clear All Ruler Guides**.

Note If you want to remove a ruler guide that you created on a master page, you need to remove it from that master page.

[How?](#)

1. On the **View** menu, click **Master Page**.
2. In the **Edit Master Pages** task pane, click the arrow next to the master page you want to edit, and then click **Edit**.
3. Remove the ruler guide you want, and then, in the **Edit Master Pages** toolbar, click **Close Master View**.

[Show All](#)

Move a ruler guide

1. Do one of the following:
 - To move a horizontal [ruler guide](#), position the mouse pointer over the horizontal ruler guide until you see the pointer change to .
 - To move a vertical guide, position the mouse pointer over the vertical ruler guide until you see the pointer change to .
2. Drag the ruler guide to its new position.

Note If you want to move a ruler guide that you created on a [master page](#), you need to move it on that master page.

 [How?](#)

1. On the **View** menu, click **Master Page**.
2. In the **Edit Master Pages** task pane, click the arrow next to the master page you want to edit, and then click **Edit**.
3. Move the ruler guide you want, and then, in the **Edit Master Pages** toolbar, click **Close Master View**.

Move a ruler

1. Hold down SHIFT and position the mouse pointer over the ruler until you see a two-headed arrow.



2. Drag the ruler to its new position.

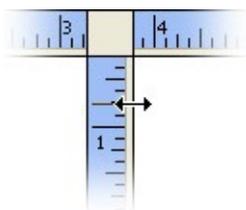
[Show All](#)

Move the ruler origin

The default location of the [ruler origin](#) depends on whether your publication is set up for single-page view or two-page view. For single page view, the ruler origin is at the upper left corner of the page for left-to-right page order, and at the upper right corner of the page for right-to-left page order. For two-page view, the default vertical ruler origin is at the upper left corner of the left page for left-to-right page order, and at the upper right corner of the right page for right-to-left page order. You can reposition the ruler origin to help you adjust elements relative to some other point on a page.

[Move the ruler origin of the horizontal ruler](#)

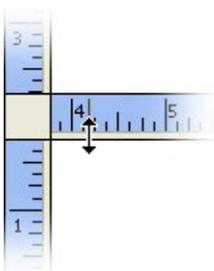
1. Hold down CTRL + SHIFT, and then position the mouse pointer over the vertical ruler until the pointer changes to a double-headed arrow.



2. Drag the vertical ruler to where you want the horizontal ruler's new ruler origin to be.

[Move the ruler origin of the vertical ruler](#)

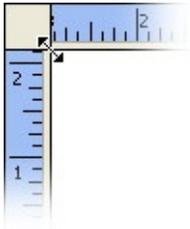
1. Hold down CTRL + SHIFT, and then position the mouse pointer over the horizontal ruler until the pointer changes to a double-headed arrow.



2. Drag the horizontal ruler to where you want the vertical ruler's new ruler origin to be.

[Move the ruler origin of both rulers together](#)

1. Hold down CTRL + SHIFT, and then position the mouse pointer over the junction of the horizontal and vertical rulers until the pointer changes to a double-headed arrow.



2. Drag the rulers to where you want the new ruler origin to be.

Show or hide rulers

- On the **View** menu, click **Rulers**.

[Show All](#)

Duplicate a ruler guide

You can create new [ruler guides](#) by duplicating existing guides instead of dragging new guides from the rulers. This is helpful if you want to create a new ruler guide, but your rulers are not currently visible.

1. Do one of the following:
 - To duplicate a horizontal guide, hold down CTRL and position the mouse pointer over a horizontal ruler guide until you see the pointer change to .
 - To duplicate a vertical guide, hold down CTRL and position the mouse pointer over a vertical ruler guide until you see the pointer change to .
2. Drag the pointer until the duplicate guide is where you want it.

Notes

- To make rulers visible, click the **View** menu, and then click **Rulers**.
- If you want to duplicate a ruler guide that you created on a master page, you need to duplicate it on that [master page](#).

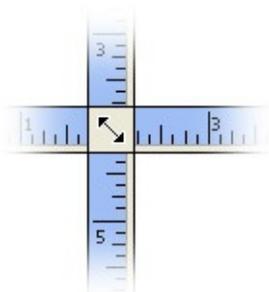
[Show All](#)

Reset the ruler origin

If you moved the [ruler origin](#), you can reset it to the default location at the upper left corner of the page (for left-to-right page order) or at the upper right corner of the page (for right-to-left page order).

[Reset the ruler origin of both rulers](#)

1. Position the mouse pointer over the junction of the horizontal and vertical rulers until the pointer changes to a double-headed arrow.



2. Double-click the mouse.

The ruler origin of both rulers will return to the default location.

[Reset the ruler origin of one ruler](#)

1. Hold down SHIFT and position the mouse pointer over the ruler whose ruler origin you want to reset until it changes to a double-headed arrow.



2. Double-click the mouse.

The ruler origin of the ruler returns to the default location.

About using master pages

Master pages contain the design and layout elements that you want to repeat on multiple pages in a publication. Using master pages for these common elements gives your publication a more consistent appearance. It also lets you create and update these elements in one place, rather than changing them on each page where the design elements appear.

A master page can contain anything that you can put on a publication page, as well as some elements (such as headers, footers, and layout guides) that can only be set up on a master page.

Every new publication starts with one master page by default. However, in publications with more than one page, you can create multiple master pages to enable more versatility in your publication design. For example, the first page of a chapter is usually designed without a header or page number, although it may share other design elements, such as margins and layout guides. By creating multiple master pages, you can have a variety of layouts that you can apply to any of the pages in your publication.

You can create a new master page from scratch or duplicate an existing master page, which you can then edit to change just those elements that you want to be different. You can create each master page as either a single- or two-page master. You can also convert a single-page master to a two-page master, or convert a two-page master to a single-page master.

About using single-page and two-page master pages

You can create single-page or two-page master pages in Publisher. Commonly, you will choose which kind of master page to use depending on how you set up your publication. If you set up your publication to be viewed as two-page spreads, you should use two-page master pages. If you set up your publication to be viewed as single pages, you should use single-page master pages.

Note If you are working on a Web publication, you can view only single pages and can use only single-page master pages.

[Show All](#)

Hide master page objects

To use the following procedures, you must be viewing publication pages. You can hide all of the master page content, including header and footer information. However, [margin guides](#), [column guides](#), [row guides](#), and [baseline guides](#) will remain visible.



[On a single page](#)

1. Turn to the page whose master page objects you want to hide.
2. On the **View** menu, click **Ignore Master Page**.



[On a two-page spread](#)

1. Turn to the two-page spread whose master page objects you want to hide.
2. On the **View** menu, click **Ignore Master Page**.
3. In the **Ignore Master Page** dialog box, under **Ignore master page for**, do one of the following:
 - To hide master page objects on the left page, select **Left page**.
 - To hide master page objects on the right page, select **Right page**.
 - To hide master page objects on both pages, select both **Left page** and **Right page**.

[Show All](#)

Mirror text and pictures on facing master pages

Every publication includes one or more master pages whose elements appear on every page to which the master page is applied. To create a two-page master page whose elements mirror each other on facing pages, do the following:

Note These steps assume that you are working in a print publication. If you are working on a Web publication, you can view only single pages and can create only single-page master pages.

1. On the **View** menu, click **Master Page**.
2. In the **Edit Master Pages** task pane, click **New Master Page**.
3. In the **New Master Page** dialog box, do either of the following:
 - In the **Page ID (1 character)** box, type a single-character identifier for your new master page. This can be any single [Unicode](#) character.
 - In the **Description** box, type a brief description of your new master page.
4. Clear **Two-page master**.
5. Click **OK**.
6. In the **Edit Master Pages** task pane, click the arrow next to the new master page, and then click **Layout Guides**.
7. Type or select the values you want for the [margin guides](#) and [baseline guides](#), and then click **OK**.

Note Do not select **Two-page master**.

8. On the new master page, add the text and pictures that you want mirrored on a facing page.
9. In the **Edit Master Pages** task pane, click the arrow next to the new master page, and then click **Change to two-page**.

The single-page master page will change to a two-page master page with the elements on the facing pages formatted so that they mirror each other.

Move between master pages and publication pages

- On the **View** menu, click **Master Page**. To return to a publication page, click **Master Page** again to clear the check mark next to it.

Send an object to a master page from a publication page

Objects on a master page appear on every page of your publication to which that master page is applied.

1. Turn to the page that contains the object you want to send to a master page.
2. Select the object.
3. On the **Arrange** menu, click **Send to Master Page**.

Note The object will be deleted from the publication page and sent to the applied master page.

Send an object from the master page to a publication page

Sending an object from a master page to a publication page deletes the object from the master page and places it on a publication page. The object will be located in the same location it had on the master page.

1. On the **View** menu, click **Master Page**.
2. In the **Edit Master Pages** task pane, click the arrow next to the master page that contains the object you want to send to a publication page, and then click **Edit**.
3. On the master page, select the object you want to send to a publication page.
4. On the **Arrange** menu, click **Send to Foreground**.

A message will appear telling you which publication page the object has been sent to.

5. Click **OK**.

Notes

- By default, Publisher will send the object from the master page to the current publication page.
- If you are sending an object from a two-page master page to a single-page publication page, the object will be placed on the current page or the page preceding the current page.
- If the object is on a right master page, it will be sent to an odd-numbered publication page.
- If the object is on a left master page, it will be sent to an even-numbered publication page.

[Show All](#)

Troubleshoot using master pages

[I no longer want a two-page master page.](#)

1. On the **View** menu, click **Master Page**.
2. In the **Edit Master Pages** task page, click the arrow next to the two-page master page, and then click **Change to Single-page**.
3. When asked if you want to switch to one master page, click **Yes**.

Changing to a single-page master page will eliminate the left page of the two-page master. Any publication pages to which the left page was applied, will now use the objects from the right page.

[An object on a master page appears on only some of the pages.](#)

Master page objects are always in the background when you view your publication pages. The master page object might be hidden by something on the publication page. If it's hidden by something you want to be able to see through, make that foreground object transparent.

[How?](#)

1. Right-click the object, and then click **Format *object type***.
2. Click the **Colors and Lines** tab.
3. Under Fill, type or select a transparency percentage or use the **Transparency** slider to set the amount of transparency you want.
4. Click **OK**.

Otherwise, move the object on the publication page so that you can see the master page object behind it.

[The change I made on a master page appears on only some of my pages.](#)

If the master page you have changed is a two-page master, it has facing pages, as a book does. This means it has a left master page and a right master page. You need to make the change to both master pages.

[How?](#)

1. On the **View** menu, click **Master Page**.
2. In the **Edit Master Pages** task pane, click the arrow next to the two-page master page you want to change, and then click **Edit**.
3. Make the changes you want.

If you have created multiple master pages for the publication, you may have different master pages applied to different publication pages. If you want the changes you made to the master page to apply to other publication pages, you will need to either make the change on the master page used by the other pages or apply the master page you changed to the other pages.

[I can't create a two-page master page.](#)

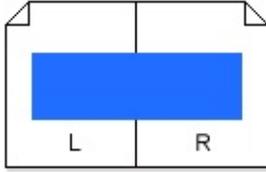
Your publication is likely a Web publication. Web publications only use single pages. You cannot view the publication as two-page spreads, and you cannot create two-page master pages or change single-page master pages to two-page masters.

[All my two-page master pages have been changed to single-page master pages.](#)

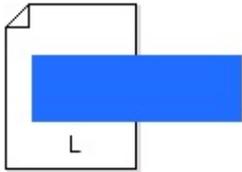
You have likely switched from a print publication to a Web publication. Web publications only use single pages and single-page master pages. When you switch to a Web publication from a print publication, Microsoft Publisher changes to single-page view and changes all two-page master pages to single-page master pages.

[I have selected Ignore Master for a page, but it still displays a master page item.](#)

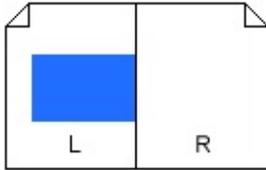
You may have a master page object that spans both pages of a two-page master page.



If you have set the right publication page to **Ignore Master**, the object will still be visible on it when you view the publication pages because Publisher completely draws objects from the left page, even if you don't have **Two-page View** selected in the **View** menu.



However, Publisher will print the spread with the object only visible on the left page.



To preview how these pages will print, do the following:

- On the **File** menu, click **Print Preview**.

Note For best results, you should design master pages independently and not use elements that straddle both pages of a two-page master page.

Add a text watermark that appears on every page

On a master page, create and format a WordArt object so that it's partially transparent. The watermark will appear on every page to which that master page is applied.

1. On the **View** menu, click **Master Page**.
2. In the **Edit Master Pages** task pane, click the arrow next to the master page where you want to add the watermark, and then click **Edit**.
3. On the **Objects** toolbar, click **Insert WordArt** .
4. Select the WordArt you want, and then click **OK**.
5. Type and format the text you want, and then click **OK**.
6. On the **WordArt** toolbar, click **Format WordArt** .
7. On the **Colors and Lines** tab, select the colors you want, increase the transparency setting to at least 70%, and then click **OK**.
8. To return to a publication page, click **Close Master View** on the **Edit Master Pages** toolbar.

Change or delete objects that repeat on every page

1. On the **View** menu, click **Master Page**.
2. In the **Edit Master Pages** task pane, click the arrow next to the master page you want to change, and then click **Edit**.
3. On the master page, make the changes you want.
4. Click **View publication pages** to return to a publication page.

[Show All](#)

Add or remove headers or footers

By using the Header and Footer tool, you can create headers and footers on any master page. Headers and footers can comprise automatic page numbers, current date and time display, [inline objects](#), and any text you want, such as chapter headings or newsletter banners.

[Add a header or footer to a single-page master page](#)

1. On the **View** menu, click **Header and Footer**.

Publisher will switch to a master page where header and footer text boxes will appear, along with the **Header and Footer** [toolbar](#).

2. Select the options you want from the toolbar, type the header or footer text you want, and then apply the font and paragraph settings you want to the header and footer text.
3. On the **Header and Footer** toolbar, click **Close**.

[Add headers or footers for a two-page master page](#)

You can add headers and footers on facing pages by adding them to a single-page master page and then changing the single-page master page to a two-page master page.

1. On the **View** menu, click **Master Page**.
2. In the **Edit Master Pages** task pane, click the arrow next to the single master page where you want to create facing headers and footers, and then click **Edit**.
3. On the **View** menu, click **Header and Footer**.

Header and footer text boxes will appear on the master page, along with the **Header and Footer** [toolbar](#).

4. Select the options you want from the toolbar, type the header or footer text you want, and then apply the paragraph settings you want to the header and footer text.

5. In the **Edit Master Pages** task pane, click the arrow next to the master page you are editing, and then click **Change to Two-page**.

You can now edit the headers or footers on both pages of your two-page master page.

6. On the **Edit Master Pages** toolbar, click **Close Master View**.

 [Hide the header or footer on any page](#)

You can hide a header or footer on any page by creating a duplicate master page, deleting the header or footer, and then applying it to the publication page where you want the header or footer hidden.

1. Create a duplicate master page that contains the header and footer you want to hide.

 [How?](#)

1. On the **View** menu, click **Master Page**.
2. In the **Edit Master Pages** task pane, click the arrow next to the master page you want to duplicate, and then click **Duplicate**.
3. In the **Duplicate Master Page** dialog box, do one or more of the following:
 - In the **Page ID (1 character)** box, type a single-character identifier for your new master page. This can be any single [Unicode](#) character.
 - In the **Description** box, type a brief description of your new master page.

Note The display of this description is limited to 34 characters.

- Click **OK**.
2. Delete the contents of the header or footer on the duplicate master page.
 3. Apply the duplicate master page to the publication page.

 [How?](#)

1. In the **Edit Master Pages** task pane, click **View publication pages**.

The task pane will switch to **Apply Master Page**.

2. Navigate to the page where you want to apply the master page.
3. In the **Apply Master Page** task pane, in the box below the page icon, select the master page you want to apply.

Make an object appear on multiple pages

To make any text, objects, or special formatting appear on multiple pages of your publication, create them on a master page.

1. On the **View** menu, click **Master Page**.
2. In the **Edit Master Pages** task pane, click the arrow next to the master page where you want to add text, an object, or make any special formatting, and then click **Edit**.
3. Add the objects or formatting you want.
4. To return to a publication page, click **Close Master View** on the **Edit Master Pages** toolbar.

[Show All](#)

Duplicate a master page

In some cases you may want to create and use a master page whose elements are almost identical to an existing master page. Rather than recreate the identical elements on a new master page, you can duplicate the existing master page, and then change or add the elements you want on the duplicated master page.

1. On the **View** menu, click **Master Page**.
2. In the **Edit Master Pages** task pane, click the arrow next to the master page you want to duplicate, and then click **Duplicate**.
3. In the **Duplicate Master Page** dialog box, do either of the following:
 - In the **Page ID (1 character)** box, type a single-character identifier for your new master page. This can be any single [Unicode](#) character.
 - In the **Description** box, type a brief description of your new master page.

Note Only 40 characters will display in the **Edit Master Pages** task pane.

4. Click **OK**.

[Show All](#)

Apply master pages to publication pages

Master pages can be a single-page master or a two-page master (as for facing pages in a book). Master pages can be applied to a single page, to both pages in a two-page spread, to separate pages in a two-page spread, or to a range of pages.

Note If you are working on a Web publication, you can view only single pages and can create only single-page master pages.

[Apply a single master page to a single page](#)

1. On the **Format** menu, click **Apply Master Page**.
2. Navigate to the page where you want to apply the master page.
3. In the **Apply Master Pages** task pane, in the box below the page icon, select the master page you want to apply. This applies the master page to the current publication page.

[Apply a master page to both pages of a two-page spread](#)

To use these steps, you must have your publication set up for viewing as a two-page spread.

1. On the **Format** menu, click **Apply Master Page**.
2. Navigate to the page spread where you want to apply the master page.
3. In the **Apply Master Pages** task pane, select **Use the same master page for both facing pages**.
4. In the box below the page icons, select the master page you want to apply. This applies the master page to the current two-page spread.

[Apply a master page to separate pages of a two-page spread](#)

To use these steps, you must have your publication set up for viewing as a two-page spread.

1. On the **Format** menu, click **Apply Master Page**.
2. Navigate to the page spread where you want to apply the master page.
3. In the **Apply Master Page** task pane, clear **Use the same master page for both facing pages**.
4. In the box below the left page icon, select the master page you want to apply. This applies the master page to the left page of the current two-page spread.
5. In the box below the right page icon, select the master page you want to apply. This applies the master page to the right page of the current two-page spread.

[Apply a master page to a range of pages](#)

You can use these steps whether you have a single-page master or a two-page master.

1. On the **Format** menu, click **Apply Master Page**.
2. Click **Apply to Page Range**.
3. In the **Apply Master Page** dialog box, in the **Select a master page** box, select the master page you want to apply.
4. Under **Apply to**, do one of the following:
 - Select **All pages** to apply the master page to all pages in your publication.
 - Select **Page**, type a page number in the **from** box, and then type a page number in the **to** box, to apply the master page to a continuous range of pages.
 - Select **Current page(s)** to apply the master page to the current single-page or two-page spread.
5. Click **OK**.

Change a single-page master page to a two-page master page

When you change a single-page master page to a two-page master page, Publisher duplicates objects on the single-page master page to the new facing page of the two-page master page. Publisher also mirrors the left and right margins of the single-page master page, which become the inside and outside margins of the two-page master page.

1. On the **View** menu, click **Master Page**.
2. In the **Edit Master Pages** task pane, click the arrow next to the single-page master page that you want to change to a two-page master page, and then click **Change to Two-page**.

Change a two-page master page to a single-page master page

When you change a two-page master page to a single-page master page, the left page of the two-page spread is deleted. Any publication pages to which the left page of the two-page master page was applied will display the elements from the right page.

1. On the **View** menu, click **Master Page**.
2. In the **Edit Master Pages** task pane, click the arrow next to the two-page master page that you want to change to a single-page master page, and then click **Change to Single-page**.
3. When asked if you want to continue, click **OK**.

[Show All](#)

Create, edit, or delete a master page

[Create a master page](#)

1. On the **View** menu, click **Master Page**.
2. In the **Edit Master Pages** task pane, click **New Master Page**.
3. In the **New Master Page** dialog box, do any of the following:
 - In the **Page ID (1 character)** box, type a single-character identifier for your new master page. This can be any single [Unicode](#) character.
 - In the **Description** box, type a brief description of your new master page.

Note Only 40 characters will display in the **Edit Master Pages** task pane.

- If you want your new master page to be a two-page spread, select **Two-page master**.

Note This option is not available if you are working on a Web publication.

4. Click **OK**.

[Edit a master page](#)

1. On the **View** menu, click **Master Page**.
2. In the **Edit Master Pages** task pane, click the arrow next to the master page you want to edit, and then click **Edit**.
3. Edit the page as desired.
4. To see the updated publication pages, click **View publication pages**, and then navigate to a page to which the master page is applied.

[Delete a master page](#)

Every publication has one master page by default and must always have at least one master page. As long as you have more than one master page, you can delete

any master page you want. If you delete a master page that is used by any publication pages, Publisher will apply in its place the first master page listed in the **Edit Master Pages** task pane.

1. On the **View** menu, click **Master Page**.
2. In the **Edit Master Pages** task pane, click the arrow next to the master page you want to delete, and then click **Delete**.
3. In the alert box, click **Yes**.

[Show All](#)

Rename a master page

If you are using more than one master page in a publication, you may wish to more clearly identify how each master page will be used by giving it a unique page ID or description. Follow these steps to change the page ID or description of a master page.

1. On the **View** menu, click **Master Page**.
2. In the **Edit Master Pages** task pane, click the arrow next to the master page you want to rename, and then click **Rename**.
3. In the **Rename Master Page** dialog box, do either of the following:
 - In the **Page ID (1 character)** box, type a single-character identifier for your new master page. This can be any single [Unicode](#) character.
 - In the **Description** box, type a brief description of your new master page.

Note Only 40 characters will display in the **Edit Master Pages** task pane.

4. Click **OK**.

[Show All](#)

Move a page

1. On the [page sorter](#), right-click the page number that you want to move, and then click **Move Page** on the shortcut menu.
2. In the **Move Page** dialog box, select the options that you want, and then click **OK**.

Notes

- You can also move a page by clicking the page on the page sorter and dragging it to a new location on the page sorter.
- If you are in two-page spread view, you should move both pages of a two-page spread at the same time in order to avoid splitting up any two-page spreads.

[Show All](#)

Add or delete pages

When you add or delete pages, you'll need to be working on the foreground of your publication. If you're not, remove the check mark next to **Master Page** (**View** menu) before using the following procedures.

[Add a page](#)

1. In your open publication, turn to the page that will either come before or after the pages you want to add.
2. On the **Insert** menu, click **Page**.
3. In the **Insert Page** dialog box, select the options you want, and then click **OK**.

Note If you're in two-page spread view, it's best to add pages in multiples of four.

[Add a duplicate page](#)

1. On the [page sorter](#), right-click the page that you want to copy.
2. On the shortcut menu, click **Insert Duplicate Page**.
A duplicate page will be inserted into your publication immediately after the selected page.

Note If you are in two-page spread view, this will insert a new two-page spread immediately after the selected two-page spread.

[Delete a page](#)

When you delete a page, only text and objects specific to that page are deleted along with the page. For example, if the page contains text from a chain of connected [frames](#), the text will simply move to an adjacent page.

1. In your open publication, turn to the page you want to delete.
2. On the **Edit** menu, click **Delete Page**.

If you're in two-page spread view, the **Delete Page** dialog box will appear. Select the option you want, and then click **OK**.

Note If you're in two-page spread view, it's best to delete pages in multiples of four.

[Delete the contents of a page without deleting the page itself](#)

- Select either the objects or the text, or both, that you want to remove, and then press DELETE.

Set page order to right-to-left

The feature or some of the options described in this Help topic are only available if support for an East Asian or right-to-left language is enabled through Microsoft Office Language Settings.

1. On the **File** menu, click **Page Setup**.
2. On the **Layout** tab, under **Publication type**, select the **Right-to-left page order** check box.

Note Before you insert a page in a publication, check the page setting. When the right-to-left page order is set for a publication, the pages are ordered from the right to the left. If, for example, you try to insert a page as the third from the right without checking the page setting, it might appear as the third from the left.

[Show All](#)

Troubleshoot pages and page numbers

[I get the same number on every page.](#)

You typed a number on a master page of your publication instead of inserting the page number mark (#). The number that you typed now appears on every page in your publication to which that master page is applied. To correct this, delete the number on the master page and insert the page number mark (#).

[How?](#)

1. On the **View** menu, click **Master Page**.
2. In the **Edit Master Pages** task pane, click the arrow next to the master page that contains the page number you want to change, and then click **Edit**.
3. Delete the number that you typed.
4. On the **Insert** menu, click **Page Numbers**.
5. In the **Page Numbers** dialog box, select the options that you want, and then click **OK**.
6. To see the updated page number, click **View publication pages**, and then navigate to a page to which the master page is applied.

[I want to remove a page.](#)

1. On the [page sorter](#), right-click the page number that you want to delete, and then click **Delete Page**.

Notes

- If you are in two-page spread view, it is best to delete both pages.
- If the page you are deleting contains a text box that is part of a chain of connected text boxes, the text in that text box moves to the connecting text boxes on other pages.
- To restore a deleted page, immediately click **Undo Delete Page** on the **Edit** menu.

[I don't want a page number to appear on the first page.](#)

1. On the **Insert** menu, click **Page Numbers**.
2. Clear the **Show page number on first page** check box.

[I want to change the font for the page numbers.](#)

You can change the font used for page numbers as you would any other text.

1. On the **View** menu, click **Master Page**.
2. In the **Edit Master Pages** task pane, click the arrow next to the master page whose page numbers you want to reformat, and then click **Edit**.
3. Select the page number mark and any other text in the text box.
4. On the **Format** menu, click **Font**.
5. In the **Font** dialog box, click the options that you want, and then click **OK**.
6. To see the reformatted page numbers, click **View publication pages**, and then navigate to a page to which the master page is applied.

[I want to change the style of my page numbers](#)

If you want to use a different kind of page numbering, for example, if you want to use roman numerals instead of arabic numerals, you must change this in the **Section** dialog box.

[Change the page number format for an existing section](#)

1. On the **Insert** menu, click **Section**.
2. Under **Page Numbering**, select the number format you want from the **Number format** box.
3. Select any other options that you want.

Note This sets the number format for all pages in the current section. A publication always has one section by default. If no other sections have been inserted, the numbering format will apply to all pages in the publication.

[Change the page number format for a new section](#)

1. On the **Insert** menu, click **Section**.

2. Select the **Begin a section with this page** check box.
3. Under **Page Numbering**, select the number format you want from the **Number format** box.
4. Select other options as desired.

Note This inserts a new section in the current page in the publication. This section is shown by a break in the page icons at the bottom of the window.



To restart the page numbering, click **Start at**, and then type or select the page number you want the new section to start with.

[Show All](#)

Add or remove page numbers

You can add or remove consecutive page numbers for an entire publication by working from a master page. If you have multiple master pages in your publication, you need to repeat these steps for every master page you use.

Before starting either of the following two tasks, do the following:

1. On the **View** menu, click **Master Page**.
2. In the **Edit Master Pages** task pane, click the arrow next to the master page to which you want to add page numbers, and then click **Edit**.

[Add page numbers to a master page](#)

1. On the **Insert** menu, click **Page Numbers**.
2. In the **Page Numbers** dialog box, select the options you want, and then click **OK**.
3. A header or footer containing a page number mark (#) will appear on the master page. Actual page numbers will appear on the publication pages to which the master page is applied.

[Remove page numbers from a master page](#)

- On the master page, select the header or footer that contains the page number mark (#), and then do one of the following:
 - To remove the entire header or footer, press CTRL+SHIFT+X.
 - To remove only the page number, select the page number mark (#) inside the header or footer, and then press DELETE.

Create facing page numbers

This procedure works only on publications that contain two or more pages.

1. On the **Arrange** menu, click **Layout Guides**, and then click the **Margin Guides** tab.
2. Under **Master Pages**, select **Two-page master**, and then click **OK**.
3. On the **View** menu, click **Master Page**.

Note The view becomes a two-page spread.

4. On the **Insert** menu, click **Page Numbers**.
5. In the **Page Numbers** dialog box, select either **Top of page (Header)** or **Bottom of page (Footer)**.
6. Under **Alignment**, click **Outside**, and then click **OK**.

Publisher adds a header or footer containing a page number mark (#) that is aligned to the outside margin of both master pages. The page number mark represents the page numbers that will be inserted automatically throughout your publication.

[Show All](#)

Format page numbers

 [Change the page number format for an existing section](#)

1. On the **Insert** menu, click **Section**.
2. Under **Page Numbering**, select the number format you want from the **Number format** box.
3. Select any other options that you want.

Note This sets the numbering format for all pages in the current section. A publication always has one section by default. If no other sections have been inserted, the numbering format will apply to all pages in the publication.

 [Change the page number format for a new section](#)

1. On the **Insert** menu, click **Section**.
2. Select the **Begin a section with this page** check box.
3. Under **Page Numbering**, select the number format you want from the **Number format** box.
4. Select other options as desired.

Note This inserts a new section in the current page in the publication. This section is shown by a break in the page icons at the bottom of the window.



To restart the page numbering, click **Start at**, and then type or select the page number you want the new section to start with.

[Show All](#)

Insert a section

You can use [sections](#) to change the page number format or restart page numbering within a publication. For example, you can use lowercase roman numerals (i, ii, iii) for the introduction to your publication, and then use arabic numerals (1, 2, 3) for the main body of your publication.

1. On the [page sorter](#), right-click the page number where you would like to begin a new section, and then click **Insert Section** on the shortcut menu.
2. In the **Section** dialog box, select **Begin a section with this page**.
3. Do one of the following:
 - To continue the page numbering from the previous section, select **Continue from previous section**.
 - To restart the page numbering, select **Start at**, and then enter a page number.

The new section for your publication will be shown by a break in the sequence of pages in the page sorter.



Note The **Insert Section** command is not available if you are working on a Web publication.

Change the look of page numbers

You can change how your page numbers look on a master page. Changes made to a master page will appear on all pages of your publication to which you have applied that master page.

1. On the **View** menu, click **Master Page**.
2. In the **Edit Master Pages** task pane, click the arrow next to the master page you want to change, and then click **Edit**.
3. Select the page number mark (#) and any other text you want to change.
4. On the **Format** menu, click **Font**.
5. In the **Font** dialog box, select the options you want, and then click **OK**.
6. On the **Edit Master Pages** toolbar, click **Close Master View**.

[Show All](#)

Change page size, paper size, or page orientation

In Microsoft Publisher, page size refers to the size of your publication. Paper, or sheet, size is the size of the paper used for printing. Page orientation refers to the portrait (vertical) or landscape (horizontal) layout of the publication.

Any publication layout you select in Publisher includes the page size and orientation most often used for that particular type of publication. You can easily change page size and orientation and preview your changes in the **Page Setup** dialog box.

 [Change the page size](#)

You can change the page size of your publication by choosing a predefined publication type or by defining a custom page size.

1. On the **File** menu, click **Page Setup**.
2. Click the **Layout** tab.
3. Do one of the following:
 - Under **Publication type**, select the publication type you want.
 - Under **Publication type**, select **Custom**, and then enter the **Width** and **Height** you want.
4. Click **OK**.

 [Change the paper size](#)

You can choose a larger paper size if you want to print [crop marks](#) or other [printer's marks](#).

1. On the **File** menu, click **Page Setup**.
2. Click the **Printer and Paper** tab.
3. Under **Paper**, select the paper size you want in the **Size** box.

The paper sizes available will depend on the printer you are using.

Note Avoid selecting a paper size that is more than twice as large as your publication page. If the paper is this much larger than the page, Publisher will scale your publication page to fit the paper size.

4. Click **OK**.

 [Change the page orientation](#)

1. On the **File** menu, click **Page Setup**.
2. Click the **Layout** tab.
3. Under **Orientation**, click **Portrait** for a vertical layout or **Landscape** for a horizontal layout.
4. Click **OK**.

View a two-page spread

- On the **View** menu, select **Two-Page Spread**.

To switch back to viewing one page at a time, clear the **Two-Page Spread** check box.

[Show All](#)

Set up a mirrored-page layout (as for a book)

1. On the **Arrange** menu, click **Layout Guides**, and then click the **Margin Guides** tab.
2. Under **Master Pages**, select **Two-page master**.
3. Click **OK**.

The current master page is now set up as a two-page spread.



To see the effect of setting up a mirrored-page layout, you need to view the pages of your publication as two-page spreads.

[How?](#)

- On the **View** menu, click **Two-Page Spread**.

When you view the **Margin Guides** tab of the **Layout Guides** dialog box, you will see that the labels for the **Left** and **Right** boxes under **Margin Guides** change to **Inside** and **Outside**, which mirror each other on the facing pages.

[Show All](#)

Create a poster, banner, or other large publication

When you select **poster**, **banner**, or large **custom** publication in your page setup, Microsoft Publisher prints a publication that is larger than a single sheet of paper.



[Lay out a publication as a poster, banner, or other large publication](#)

1. On the **File** menu, click **Page Setup**.
2. Click the **Layout** tab.
3. Under **Publication type**, do one of the following:
 - Select **poster**.
 - Select **banner**.
 - Select **custom**, and then type in the **Height** and **Width** you want.
4. Click the **Printer & Paper** tab.
5. Under **Printer** and **Paper**, select the options you want. The preview shows how many pieces of paper you'll need to print the publication.



[Change the overlap on a large publication](#)

1. On the **File** menu, click **Print**.
2. Click **Change Overlap**.
3. Under **Printing Options** click **Print Entire Page**.
4. In the **Overlap Sheets** box, type the measurement you want.
5. Click **OK** twice.

[Show All](#)

Create a folded booklet or newsletter

When you choose **Book Fold** for your page setup, Microsoft Publisher prints two pages on a sheet of paper. When you fold the paper, it opens as a book does. This option is intended for publications that have more than two pages.



[Lay out a publication as a folded booklet or newsletter](#)

1. On the **File** menu, click **Page Setup**.
2. Click the **Layout** tab.
3. Under **Publication type**, select **Booklet**.
4. Select any other options you want.



[Print a folded booklet or newsletter](#)

1. Make sure that the number of pages in the publication is a multiple of four. You might need to add pages to the end of the publication.
2. On the **File** menu, click **Print**.
3. Click **Advanced Print Settings**.
4. Click the **Page Settings** tab.
5. If the publication's pages are smaller than the folded paper, select the **Crop marks** box (under **Printer's marks**).
6. Select any other options you want.

Note Publisher prints the first and last pages on one sheet of paper, the second and next-to-last on another sheet of paper, and so on. The pages are printed this way so that when you photocopy them back to back and then staple or bind them together, they will be in the right order.



[Assemble a folded booklet or newsletter](#)

1. After you print the publication, photocopy pages 1 and 8. These are the cover pages, so if you're using a heavier stock for them, use it here.
2. Photocopy pages 2 and 7 (inside front and back cover pages) onto the back of pages 1 and 8.
3. Photocopy pages 4 and 5.

4. Photocopy pages 6 and 3 onto the back of 4 and 5.
5. Collate and fold the pages. Staple or stitch them in the fold. Trim the pages, if necessary.



Set up and print a letter-sized booklet

To create a folded booklet with 8.5-by-11-inch pages. Your printer must support printing on 11-by-17-inch paper, also called tabloid paper, for the procedure to work.

1. Open the publication you want to print as a folded booklet.
2. On the **File** menu, click **Page Setup**.
3. Click the **Layout** tab.
4. Under **Publication type**, click **Booklet**.
5. Under **Page size**, type **8.5** in the **Width** box and **11** in the **Height** box.
6. Click the **Printer & Paper** tab.
7. Under **Printer**, select a printer that can print on 11-17 or tabloid paper.
8. Under **Paper**, select the 11-by-17- inch or tabloid paper option, and then click **OK**.
9. When you are prompted to automatically insert pages, click **Yes**. Publisher will insert pages so that the total number is a multiple of 4.
10. On the File menu, click **Print**.
11. In the **Print** dialog box, click **Change page order**, click **Print as book**, and then click **OK**.
12. Select any other options you want, and then click **OK** to print the publication.

Microsoft Publisher prints the first and last pages on one sheet of paper, the second and next-to-last on another sheet, and so on, as shown in the following picture. When you photocopy the pages back to back and then staple or bind them together, they will be in the right order.



Change the size of a publication

1. On the **File** menu, click **Page Setup**.
2. Click the **Layout** tab.
3. Do one of the following:
 - Under **Publication type**, select the publication type you want, and then click **OK**.
 - Under **Publication type**, select **Custom**, enter the **Width** and **Height** you want, and then click **OK**.

Create a label from page setup

You can create labels by opening a new publication and selecting **Page Setup**. Doing this instead of using one of the predesigned templates gives you a greater number of label types to choose from.

1. On the **File** menu, click **New**.
2. On the **File** Menu, click **Page Setup**.
3. Under **Publication Type**, select **Label**.
4. Under **Page Size**, select the type of label you want to use. The layout for a selected label shows in the **Preview** window.
5. Click **OK**.

Note This creates a new publication that shows one label from the label sheet. Content in that label applies to all labels on the sheet. **Page Setup** lists 90 different Avery label sheets under **Page Size**. This list includes labels commonly used in Japan (marked with the prefix J) and Europe (marked with the prefix L).

Change the distance between copies on a page

This option appears only if you have selected a publication layout that is designed to print multiple copies on a sheet of paper— for example, a label or business card layout.

1. On the **File** menu, click **Page Setup**.
2. In the **Page Setup** dialog box, do one of the following:
 - If you have created labels, click **Adjust Label Printing**.
 - If you have created any other type of publication that is designed to print multiple copies on a sheet of paper, click **Change Copies Per Sheet**.
3. In the **Horizontal Gap** and **Vertical Gap** boxes, enter the measurements you want.

[Show All](#)

Add a line between text columns

To use the following steps, you need to set up your [text box](#) to have more than one column.

[How?](#)

1. Right-click the text box that you want to change, and then click **Format Text Box**.
 2. In the **Format Text Box** dialog box, click the **Text Box** tab, and then click **Columns**.
 3. In the **Columns** dialog box, type or select the number of columns you want in the **Numbers** box, and then type or select the spacing value ([gutter amount](#)) you want in the **Spacing** box.
-
1. Right-click the text box, click **Format Text Box**, and then click the **Colors and Lines** tab.
 2. Under **Preview**, click the button for the center vertical line . Make sure no other buttons are selected so that the options you select for the line affect only the center vertical line.
 3. Under **Line**, select the options you want for the center line, and then click **OK**.

Zoom in or out

Do one of the following:

- To zoom in or out, click the **Zoom In**  or **Zoom Out**  button next to the **Zoom** box.



- To zoom to a specific percentage of the original size of an object or area, enter the percentage in the **Zoom** box, or click the arrow next to the **Zoom** box and choose it from the list.
- To switch between the current view and the actual size, press F9.
- To fill the workspace with only objects that you select, click the arrow next to the **Zoom** box, and then click **Selected Objects**. This option is only available after you have selected at least one object.
- To fill the workspace with the width of your publication, click the arrow next to the **Zoom** box, and then click **Page Width**.
- To fill the workspace with the entire page, click the arrow next to the **Zoom** box, and then click **Whole Page**.
- If you have a mouse with five buttons, you can zoom in on a particular area of the page. Point to a corner of the area you want to zoom in on, and then hold down the fifth mouse button while dragging diagonally until the rectangle surrounds the area. To return to the previous zoom level, click the fifth mouse button again.

Set the unit of measure

1. On the **Tools** menu, click **Options**.
2. In the **Options** dialog box, click the **General** tab.
3. In the **Measurement units** box, select a unit of measurement.

Note Once you set a unit of measurement, you only need to type a number when you specify a measurement.

[Show All](#)

Create columns and rows

[Create columns using multiple text boxes](#)

1. On the **Arrange** menu, click **Layout Guides**, and then click the **Grid Guides** tab.
2. Under **Column Guides**, type or select the number of columns you want, and then type or select the spacing value ([gutter](#) amount) you want.
3. Click **OK**.
4. Create text boxes to fit the columns defined by the column guides.

[How?](#)

1. On the **Objects** toolbar, click **Text Box**  .
2. In your publication, point to where you want one corner of the text box to appear, and then drag diagonally until you have the box size you want.

[Create columns in a text box](#)

1. Right-click the text box.
2. On the shortcut menu, click **Format Text Box**.
3. In the **Format Text Box** dialog box, click the **Text Box** tab, and then click **Columns**.
4. In the **Columns** dialog box, type or select the number of columns you want in the **Numbers** box, and then type or select the spacing value ([gutter](#) amount) you want in the **Spacing** box.

[Create rows](#)

1. On the **Arrange** Menu, click **Layout Guides**, and then click the **Grid Guides** tab.
2. Under **Row Guides**, type or select the number of rows you want in the **Rows** box, and then type or select the amount of spacing you want between the row guides in the **Spacing** box.
3. Click **OK**.



[Reset columns and rows to be evenly spaced](#)

This procedure only applies when you have multiple columns or rows, and you've moved one or more of the [column guides](#) or [row guides](#).

To reset columns or rows to even spacing:

1. On the **Arrange** menu, click **Layout Guides**, and then click the **Grid Guides** tab.
2. Under **Column Guides**, select **Reset even column widths**.
3. Under **Row Guides**, select **Reset even row heights**.
4. Click **OK**.

[Show All](#)

Insert a column break

You can insert a column break anywhere in a text box. If the text box contains more than one column, the text that follows the column break will start in the next column. If you are in the last column of a text box (or the text box contains only one column) and it is part of a [story](#), the text will start in the next connected text box.

1. Click where you want to insert the column break.
2. Press CTRL+SHIFT+ENTER.

Note To remove a column break, place the insertion point just to the left of the first character in the text that was moved, and then press BACKSPACE.

[Show All](#)

Change rows or columns in a table

[Add a row or column](#)

1. To insert a single row or column, click a cell in the row adjacent to where you want to add the new row or column.

To insert multiple rows or columns, select the same number of rows or columns that you want to insert.

2. On the **Table** menu, point to **Insert**, and then click the option you want.

Publisher adds an empty row or column with the same formatting and size as the one you clicked initially.

[Tip](#)

To add a row to the bottom of a table, click inside the lowest-right cell, and then press TAB.

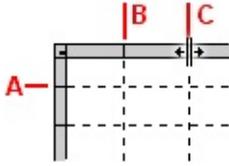
[Delete a row or column](#)

1. Select the row or column you want to delete.
2. On the **Table** menu, point to **Delete**, and then click the option that you want.

Note To select multiple row or columns, hold down the SHIFT key and click inside each row or column you want.

[Resize a row or column](#)

1. Select the table.
2. Position the mouse pointer over the boundary of the row or the column boundary (**A** or **B**) until you see the **Adjust** pointer (**C**).



3. Drag the row or column boundary to a new position.

[Resize a row or column without changing the table size](#)

- Hold down SHIFT as you drag the boundary of the row or column.

[Merge two or more columns or rows into one](#)

1. Select two or more adjacent rows or columns that you want to merge.
2. On the **Table** menu, click **Merge Cells**.

If the cells contain text, the content of each cell appears in the merged cell.

[Split merged rows or columns](#)

If you have merged rows or columns, you can split them back apart.

1. Select the merged rows or columns that you want to split.
2. On the **Table** menu, click **Split Cells**.

If the merged cells contained text, the content of the merged cells will appear in one of the split cells.

Add colors to the Fill Color palette

The Fill Color palette appears whenever you click the arrow next to the **Fill Color** button .

1. On the **Tools** menu, click **Options**.
2. On the **General** tab, select the **Show basic colors in color palette** check box.

The Basic Colors palette now appears on the Fill Color palette.

[Show All](#)

Recolor a picture

This procedure does not apply to pictures that are in [Encapsulated PostScript \(EPS\)](#) format.

1. Select the picture you want to recolor.
2. On the **Picture** toolbar, click **Format Picture** .
3. Click the **Picture** tab.
4. Click **Recolor**.
5. In the **Recolor Picture** dialog box, click the arrow next to **Color**, and then click the color you want or do one of the following:
 - To use a [shade](#) or [tint](#), click **Fill Effects**, and then select the options you want.
 - To see more color choices, click **More Colors**, and then select the options you want.

Note If you have set up your publication to use spot colors, **More Colors** will not be available.

6. Click **OK** twice.

 [Restore a picture or object to its original colors](#)

1. Select the picture whose original colors you want to restore.
2. On the **Picture** toolbar, click **Format Picture** .
3. Click the **Picture** tab.
4. Click **Recolor**.
5. In the **Recolor Picture** dialog box, click **Restore Original Colors**.
6. Click **OK** twice.

[Show All](#)

Restore original colors to a picture or object

[Restore original colors for WordArt, AutoShapes, and drawing objects](#)

- To restore a drawing object's original fills and borders, select the object, and then do one of the following:

[Click the Undo button](#)

On the **Standard** toolbar, click the **Undo** button  until the original fills and borders are restored.

This method works best when your most recent action was to change the object's borders or fill. Otherwise, you might undo other effects you've applied to the object.

[Click the arrow next to the Fill Color button](#)

On the **Formatting** toolbar, click the arrow next to the **Fill Color** button , click **No Fill**, and then reapply the object's original borders or fill.

[Restore original colors for clip art or other pictures](#)

1. Right-click the picture, and then click **Format Picture**.
2. In the **Format Picture** dialog box, click the **Picture** tab.
3. Under **Image Control**, click **Recolor**.
4. Click **Restore Original Colors**, click **Apply**, and then click **OK** twice.

[Show All](#)

Reduce the number of colors in a picture

This procedure does not apply to pictures that are in [Encapsulated PostScript \(EPS\)](#) format.



[Change a picture to grayscale or to black-and-white](#)

1. Right-click the picture you want to change, and then click **Format Picture**.
2. In the **Format Picture** dialog box, click the **Picture** tab.
3. Under **Image control**, in the **Color** list, click **Grayscale** or **Black and White**.
4. Click **OK**.



[Change a picture to shades of a single color](#)

1. Right-click the picture you want to change, and then click **Format Picture**.
2. In the **Format Picture** dialog box, click the **Picture** tab.
3. Under **Image control**, click **Recolor**.
4. In the **Recolor Picture** dialog box, select the color you want.
5. Click **OK** twice.

[Show All](#)

Troubleshoot modifying color fills

[The color I selected looks too bright or dark.](#)

You can modify the color by increasing or decreasing its [tint](#) or [shade](#).

1. Select the object you want to change.
2. On the **Formatting** toolbar, click the arrow next to the **Fill Color** button , click **Fill Effects**, and then click the **Tint** tab.
3. Under **Tint/Shade**, click the tint or shade you want, and then click **OK**.

[I can't fill my text with a pattern, texture, or gradient.](#)

Although you can change the color of text and modify it with [tinting](#) or [shading](#), you cannot fill it with patterns, textures, or [gradients](#). If you want to create special color effects, use [WordArt](#) instead of text.

1. On the **Objects** toolbar, click the [WordArt](#) button .
2. Select the WordArt you want, type your text, and then click **OK**.
3. Right-click the WordArt, and then click **Format WordArt**.
4. In the **Format WordArt** dialog box, click the **Color and Line** tab, and then select the options you want.

[I can't add a gradient or pattern to my color palette.](#)

You're working with a [color scheme](#), which can only contain colors, [tints](#), or [shades](#) of colors. Though you can't add these effects to the actual [color palette](#), you can fill an object with [patterns](#) or [gradients](#) created from your scheme colors.

[I can't undo color changes I made to my picture.](#)

[Restore original colors for WordArt, AutoShapes, and drawing objects](#)

- To restore a drawing object's original fills and borders, select the object, and then do one of the following:

 [Click the Undo button](#)

On the **Standard** toolbar, click the **Undo** button  until the original fills and borders are restored.

This method works best when your most recent action was to change the object's borders or fill. Otherwise, you might undo other effects you've applied to the object.

 [Click the arrow next to the Fill button](#)

On the **Formatting** toolbar, click the arrow next to the **Fill Color** button , click **No Fill**, and then reapply the object's original borders or fill.

 [Restore original colors for clip art or other pictures](#)

1. Right-click the picture, and then click **Format Picture**.
2. In the **Format Picture** dialog box, click the **Picture** tab.
3. Under **Image Control**, click **Recolor**.
4. In the **Recolor Picture** dialog box, click **Restore Original Colors**, and then click **OK**.
5. Click **OK**.

[Show All](#)

Add a color or a pattern to the margins in a picture frame

In order to add a color or a pattern to the margins of a picture, you must first add margins around the picture.

 [How?](#)

1. Select the picture frame.
2. On the **Picture toolbar**, click **Crop** , and then drag one of the [handles](#) outward.

Notes

- To add a margin to one side, drag the center handle on that side.
- To add a margin equally to two sides at once, hold down CTRL as you drag a center handle.
- To add a margin equally to all four sides at once, hold down CTRL as you drag a corner handle.

1. Select the picture.
2. On the **Formatting** toolbar, click the arrow next to the **Fill Color** button .
3. On the [color palette](#), do one of the following:
 - Click the color you want.
 - To see more color choices, click **More Fill Colors**, and then select the options you want.
 - To use shades, tints, or patterns, click **Fill Effects**, and then select the options you want.

[Show All](#)

Add a color or pattern behind an entire page or group of objects

[Add a color or pattern behind an entire page](#)

1. On the **Format** menu, click **Background**.
2. In the **Background** task pane, select the options that you want.

[Add a color or pattern behind a group of objects](#)

1. On the **Objects** toolbar, click the **Rectangle** tool , and then drag to draw a rectangle around the group of objects.
2. On the **Format** menu, click **AutoShape**.
3. Click the **Colors and Lines** tab.
4. Under **Fill**, in the **Color** box, choose the color you want.
5. Click **OK**.
6. On the **Arrange** menu, point to **Order**, and then click **Send to Back**.

[Show All](#)

About color schemes and fill effects

[What is a color scheme?](#)

Every Microsoft Publisher publication is automatically associated with a defined set of colors called a standard color scheme. You can switch to another scheme, or even create and save a custom scheme, by clicking **Color Schemes** on the **Format** menu.

A scheme color is one of the colors defined in a color scheme. You can change one or more colors in a scheme by creating a modified custom scheme. The colors associated with each standard and custom scheme appear when you click **Color Schemes** on the **Format** menu.

[What are tints, shades, patterns, and gradients?](#)

A tint is a color mixed with white: a 10-percent tint is one part of the original color and nine parts white.

A shade is a color mixed with black: a 10-percent shade is one part of the original color and nine parts black.

Tints and shades can be used as colors in a custom color scheme.

A pattern is a simple repeating design, such as vertical or horizontal lines.

If you plan to print your publication at a commercial printing service, it's best not to use patterns in your publication's design. Patterns can slow down the time it takes to image the file to film, which can result in higher costs.

A gradient uses tints or shades of one or more colors to create a special pattern of increasing shading.

You can create a gradient or pattern from scheme colors, but you cannot use them as part of a color scheme.

[Show All](#)

Fill an object with a scheme color

1. Select the object you want to change.
2. On the **Formatting** toolbar, click the arrow next to **Fill Color** .
3. The first row displays the current scheme colors. Click one of the eight colors in the first row.

The object is now filled with a scheme color. Whenever you change the [color scheme](#) for this publication, the object's color changes to the corresponding color in the new scheme.

[Show All](#)

Create and save a custom color scheme

1. On the **Format** menu, click **Color Schemes**.
2. In the **Color Schemes** task pane, click **Custom Color Scheme**.
3. Click the arrow next to each color you want to change, and then select a new color.

To see more color choices, click **More Colors**.

To use a [shade](#) or [tint](#), click **Fill Effects**.

4. Click **Save Scheme**, and then type a name for your [color scheme](#).

All objects in your publication that were filled with scheme colors are now filled with the colors in your custom color scheme.

Note Your custom color scheme is now listed as a standard color scheme. The colors you selected also appear under **Scheme Colors** when you click the **Fill Color** button  on the **Formatting** toolbar.

[Show All](#)

Modify a color scheme

Every Microsoft Publisher publication is automatically associated with a defined set of colors called a [color scheme](#). Here are some ways you can modify the color scheme for your publication.

[Select a different color scheme](#)

1. On the **Format** menu, click **Color Schemes**.
2. In the **Color Schemes** task pane, click a new color scheme.

All objects in your publication that were filled with [scheme colors](#) are now filled with colors in the new color scheme.

[Create a custom color scheme](#)

1. On the **Format** menu, click **Color Schemes**.
2. In the **Color Schemes** task pane, click **Custom color scheme**.
3. Click the arrow next to each color you want to change, and then do one of the following:

[Select a color from the palette](#)

- Click the color you want in the color palette.

[Select a new color that is not in the palette.](#)

1. Click **More Colors**.
2. In the **Colors** dialog box, select the color you want from either the **Standard** or **Custom** tab.
3. Click **OK**.

[Select a shade or tint](#)

1. Click **Fill Effects**.
2. In the **Base Color** list, click **More Colors**.

3. In the **Colors** dialog box, select the color you want from either the **Standard** or **Custom** tab, and then click **OK**.
4. In the **Colors** dialog box, under **Tint/Shade**, click the tint or shade you want.
5. Click **OK**.
4. Click **Save Scheme**, type a name for your color scheme, and then click **OK** twice.

All objects in your publication that were filled with [scheme colors](#) are now filled with the colors in your custom color scheme.

Note Your custom color scheme is now listed as a standard color scheme. The colors you chose also appear under **Scheme Colors** when you click the **Fill Color** button on the **Formatting** toolbar.

[Base a custom color scheme on a standard scheme](#)

1. On the **Format** menu, click **Color Schemes**.
2. In the **Color Schemes** task pane, click the standard color scheme you want.
3. Click **Custom color scheme**.

The colors of the standard scheme you just selected appear under **New**.

4. Click the arrow next to each color you want to change, and then do one of the following:

[Select a color from the palette](#)

- Click the color you want in the color palette.

[Select a new color that is not in the palette.](#)

1. Click **More Colors**.
2. In the **Colors** dialog box, select the color you want from either the **Standard** or **Custom** tab.
3. Click **OK**.

[Select a shade or tint](#)

1. Click **Fill Effects**.
 2. In the **Base Color** list, click **More Colors**.
 3. In the **Colors** dialog box, select the color you want from either the **Standard** or **Custom** tab, and then click **OK**.
 4. In the **Colors** dialog box, under **Tint/Shade**, click the tint or shade you want.
 5. Click **OK**.
5. Do one of the following:
- To apply your custom color scheme to your publication without saving it, click **OK**.
 - To save the scheme, click **Save Scheme** and type a name for your custom color scheme.

[Show All](#)

Troubleshoot using color schemes

[An object changes color when I paste it into another publication.](#)

Your object is filled with a [scheme color](#), and you are pasting it into a publication with a different color scheme. The object is automatically filled with a color of the new publication's color scheme.

If you want the object's color to remain unchanged, you need to select the object, and then fill it with a non-scheme color.

[How?](#)

- Click the arrow next to the **Fill Color** button , and then select an option from **More Fill Colors**.

[I changed my color scheme but some objects didn't change color.](#)

Any objects that you filled with [non-scheme colors](#) remain the same when you change the color scheme. If you want an object's color to change when you change color schemes, you need to apply a scheme color to the object.

[How?](#)

1. Select a color scheme from the **Color Schemes** task pane.
2. Select the object you want to apply a scheme color to.
3. Click the arrow next to the **Fill Color** button , and then select the color you want.

[I want to change one color in a color scheme.](#)

You need to create a custom color scheme based on the color scheme you want to change.

[How?](#)

1. In the **Color Schemes** task pane, select the color scheme you want to modify, and then click **Custom color scheme**.
2. Click the arrow next to each color you want to change, and then select a new color.
 - To see more color choices, click **More Colors**.
 - To use a [shade](#) or [tint](#), click **Fill Effects**.
3. Click **Save Scheme**, type a name for your custom color scheme, and then click **OK** twice.

[Color schemes are unavailable.](#)

Your publication is probably set up for [spot color](#) printing. To make [color schemes](#) available, you need to change the color model to composite RGB.

[How?](#)

1. On the **Tools** menu, point to **Commercial Printing Tools**, and then click **Color Printing**.
2. Under **Define all colors as**, select **Any color (RGB) – Best for desktop printers**.
3. Click **OK**.

[Objects with scheme colors applied to them do not change when I change color schemes.](#)

You may have set up your publication for [spot-color](#) printing after you applied the [scheme colors](#) to these objects.

To restore these objects to using scheme colors, reapply a [color scheme](#) color to each object.

[How?](#)

1. Select a color scheme from the **Color Schemes** task pane.
2. Select the object you want to apply a scheme color to.
3. Click the arrow next to the **Fill Color** button , and then select the color you want.

[Show All](#)

Troubleshoot wrong color schemes

[The colors in the publication do not match the colors I selected in the Catalog.](#)

You might have added a color scheme to your [personal information](#) set. You'll need to remove it.

1. On the **Edit** menu, click **Personal Information**.
2. Under **Select a personal information set**, click the personal information set you want to change.
3. Clear the **Include color scheme in this set** check box.
4. Click **Update**.

[I removed my color scheme from my personal information set, but my publication still shows the wrong colors.](#)

- The color scheme was removed from the personal information set, not the publication itself. To change the color scheme, on the **Format** menu, click **Color Schemes**.

Remove a fill

1. Select the object you want to change.
2. On the **Formatting** toolbar, click the arrow next to the **Fill Color** button 
3. Click **No Fill**.

[Show All](#)

Fill an object

[Fill an object with a scheme color](#)

1. Select the object you want to change.
2. On the **Formatting** toolbar, click the arrow next to **Fill Color** .
3. The first row displays the current scheme colors. Click one of the eight colors in the first row.

The object is now filled with a scheme color. Whenever you change the [color scheme](#) for this publication, the object's color changes to the corresponding color in the new scheme.

[Fill an object with a non-scheme color](#)

1. Select the object.
2. On the **Formatting** toolbar, click the arrow next to **Fill Color** .
3. Click **More Fill Colors**.
4. Select the color options you want.

[Fill an object with a tint, shade, pattern, texture, or gradient](#)

You can create a [tint](#), [shade](#), pattern, texture, or [gradient](#) with either a scheme color or a non-scheme color.

1. Select the object.
2. On the **Formatting** toolbar, click the arrow next to **Fill Color** .
3. Click **Fill Effects**.
4. Select the options you want, and then click **OK**.

[Show All](#)

Use the Publisher Word Document Wizard to enhance my Word document

The Microsoft Publisher Word Document Wizard formats an imported Microsoft Word document as a publication.

1. On the **File** menu, click **New**.
2. In the **New Publication [task pane](#)**, under **New from a design**, click **Publications for Print**.
3. Under **Publications for Print**, click **Import Word Documents**.
4. In the **Preview Gallery**, select the design you want.
5. In the **Import Word Document** dialog box, click the Word document you want, and then click **OK**.

If you do not see the name of the document you want, you may need to change the folder or drive.

6. Use the options in the **Word Import Options** task pane to format your publication.

Turn off the wizard for blank publications

1. On the **Tools** menu, click **Options**.
2. Click the **User Assistance** tab.
3. Under **Wizards**, clear the **Use a wizard for blank publications** check box.

[Show All](#)

Add a personal information component to a publication

- On the **Insert** menu, point to **Personal Information**, and then click the component you want to add.

The personal information component that Microsoft Publisher inserts is similar to a [text box](#). After Publisher inserts the component, you can do the following:

- Format the text in the component by applying a style or selecting options in the **Font** or **Paragraph** dialog boxes (**Format** menu).
- Reposition the component on the page.

[Show All](#)

Add, change, or remove personal information data

[Add or change information within a personal information set](#)

1. On the **Edit** menu, click **Personal Information**.
2. Under **Select a personal information set**, click the personal information set you want to change.
3. Under **Personal information for this set**, type your new text in the appropriate boxes. You can also change text, associate a logo, or add a color scheme to the personal information set.

To remove information from the personal information set, delete the text in the appropriate boxes.

4. Click **Update**.

When you click **Update**, all personal information components in your publication are updated from the selected personal information set. If you change the content of one or more personal information components directly in your publication, and then click **Update**, you will overwrite the changes you made to your publication.

[Remove personal information](#)

There are two ways to remove personal information from a publication: remove it from the current publication, or remove it from both the current publication and from any future publication to which the personal information set is applied.

To remove personal information from the current publication, clear the information contained in the component or delete the component itself. In either case, the personal information set remains unchanged and can be used in future publications.

To remove personal information from the current publication and all future

publications to which that personal information set is applied, delete the information from the **Personal Information** dialog box. When you delete information from a personal information set, Microsoft Publisher-designed publications that you select from the **Catalog** might still contain these personal information components, but the components will be empty. You can delete these components from the publication.

Do one of the following:

[Clear a personal information component](#)

1. In the publication, click the personal information component you want to change.
2. Select the information in the component.
3. Press DELETE.

The information deleted from the personal information component is deleted from all instances of the component in the current publication. For example, if your address appears three times in your publication, all three instances are deleted.

To restore the information to the other personal information components, immediately click **Undo Delete Text** on the **Edit** menu. This restores the text to the other components, and turns off [synchronization](#) between these personal information components.

[Delete a personal information component from a publication](#)

1. In the publication, click the personal information component you want to delete.
2. Press CTRL + SHIFT + X.

You must delete each instance of a personal information component separately. For example, if your address appears three times in your publication, you must delete all three instances.

Note The personal information component is deleted from this publication only. The personal information set remains unchanged.

[Remove information from a personal information set](#)

1. On the **Edit** menu, click **Personal Information**.
2. Under **Select a personal information set**, click the personal information set you want to change.
3. Under **Personal information for this set**, delete the information that you want to remove.
4. Click **Update**.

When you click **Update**, all personal information components in your publication are updated from the selected personal information set. If you change the content of one or more personal information components directly in your publication, and then click **Update**, you will overwrite the changes you made to your publication.

[Show All](#)

Edit a logo for a personal information set

1. Open a Microsoft Publisher-designed publication that contains a logo, or insert a logo placeholder as a [personal information](#) component.



1. On the **Insert** menu, point to **Personal Information**, and then click **Logo**.
2. If necessary, reformat the information, and resize and move the component.
2. To edit the logo, select it, and then do one of the following:
 - To change the text in the logo, click the [text box](#) in the logo and then type the text you want.
 - To change the picture used in the logo, [subselect](#) the picture, right-click the picture, and then choose the picture you want.
 - To change the logo design, click the wizard button  and make the changes you want in the **Logo Designs** and **Logo Options** task panes.
3. To replace the logo with a logo picture file that you already have, click the wizard button, click **Logo Options** in the **Logo Designs** task pane, click **Inserted picture**, and then click **Choose picture** to locate the picture file.

[Show All](#)

Add or remove a color scheme for a personal information set

[Add a color scheme to a personal information set](#)

1. On the **Edit** menu, click **Personal Information**.
2. In the **Select a personal information set** list, click the personal information set you want to change.
3. **Under Personal information for this set**, select the **Include color scheme in this set** check box.
4. Click a color scheme in the **Select a color scheme** list.
5. Click **Update**.

Notes

- The color scheme is applied to the current publication and any future publication associated with this personal information set.
- When you click **Update**, all personal information in your publication is updated from the selected personal information set. If you have changed personal information directly in your publication, and then click **Update** in the **Personal Information** dialog box, you will overwrite the personal information changes you made in your publication.

[Remove a color scheme from a personal information set](#)

1. On the **Edit** menu, click **Personal Information**.
2. Under **Select a personal information set**, click the personal information set you want to change.
3. Clear the **Include color scheme in this set** check box.
4. Click **Update**.

Notes

- The color scheme is removed from the personal information set, not the

publication. To change the color scheme for your publication, on the **Format** menu, click **Color Schemes**.

- When you click **Update**, all personal information in your publication is updated from the selected personal information set. If you have changed personal information directly in your publication, and then click **Update** in the **Personal Information** dialog box, you will overwrite the personal information changes you made in your publication.

[Show All](#)

About personal information sets

A personal information set contains information about you, your business, or your organization. You can save this information to use whenever you create a publication, so that you don't have to enter it each time.

Microsoft Publisher provides four personal information sets:

- Primary Business
- Secondary Business
- Other Organization
- Home/Family

Every new publication has the Primary Business personal information set selected by default. However, you can apply another personal information set to the publication.

Each personal information set contains eight components:

- My name
- Job or position title
- Organization name
- Address
- Phone, fax, and e-mail
- Tag line or motto
- [Color scheme](#)
- Logo

When you install Publisher, the personal information components contain default information. You can change the information in a component.

You can place a component in a publication as many times as you want, but each component can contain only one type of information. For example, you can insert your Organization Name on the front and back of a postcard, but you cannot include both your Organization Name and Address in the same component. Each must go in its own personal information component.

If you change the information in a personal information component, all components of that type will be updated in the current publication. For example, if you edit the text in a Personal Name component, all Personal Name components in the publication will change.

[Show All](#)

Troubleshoot personal information

[Personal information components don't change when I make changes to similar components.](#)

You might have turned off [synchronization](#) between the personal information components. You can turn on synchronization for the objects in your publication.

1. On the **Tools** menu, click **Options**.
2. On the **User Assistance** tab, click **Automatically synchronize formatting**.

When you make additional changes, the synchronized objects will then be updated after you click somewhere outside the component where you made the change.

[I added a color scheme to my personal information set, and now I want to create a publication that doesn't use those colors.](#)

1. On the **Edit** menu, click **Personal Information**.
2. Under **Select a personal information set**, click the personal information set you want to change.
3. Clear the **Include color scheme in this set** check box.
4. Click **Update**.

[Show All](#)

Troubleshoot text that appears randomly

 [Text entered in one text box suddenly appears in other text boxes in the publication.](#)

You may have typed information into a [personal information](#) component instead of a [text box](#). When you edit personal information text, Microsoft Publisher updates all instances of the text used throughout the publication.

To erase unwanted text and recover text that might have been overwritten, immediately click **Undo Text Editing** on the **Edit** menu.

[Show All](#)

About smart tags

A "smart tag" is a type of button in Microsoft Publisher that appears when you're creating or editing your publication after certain actions, such as an automatic text correction or a copy-and-paste, have taken place. The button has a menu of options that help you control the result of the action.

Publisher includes several of these smart tag buttons. They function similarly but their look can vary and each has a specific purpose.

 [AutoCorrect Options button](#)

The **AutoCorrect Options** button  appears after an automatic correction or change, such as a lowercased letter that's changed to a capital or a network path that's converted to a hyperlink. The button shows as a small, blue box when you rest the mouse pointer near text that was changed; it then becomes a button icon which, when you point to it and click it, displays a menu. If you don't want the correction, use the options on the menu to undo it, turn off this type of correction for good, or connect to the **AutoCorrect** dialog box to adjust settings.

 [Paste Options button](#)

The **Paste Options** button  gives you greater control and flexibility in choosing the format for a pasted item. The button appears just below a pasted item, such as a text box or a table frame, with options for formatting. For example, if you copy text from Microsoft Word and insert it into a text box in Publisher, you can choose to retain the original text formatting or let the pasted text assume the formatting of the text box.

[Show All](#)

Export text

Although you cannot export directly from Microsoft Publisher, you can cut and paste all or part of the text in a publication to a document in another application. You can also save the publication in a different file format to use in the other application.

 [Cut and paste all or part of the text in a publication to another application](#)

1. Select the text.
2. Right-click the selected text, and then click **Cut**.
3. Open the program and document that you want to export to.
4. Click where you want the text to appear.
5. On the **Edit** menu of the program, click **Paste**.

 [Tip](#)

If you want to use more than one section of the text in a publication, use the Office Clipboard.

 [Save all the text in a publication to use in an application on a computer with a different operating system](#)

1. On the **File** menu, click **Save As**.
2. In the **File name** box, type a name for the text.
3. In the **Save as type** box, click the file format used by the other program.

If you don't know the format, click either **Rich Text Format** or **Plain Text**.

4. Click **Save**.
5. Open the program and document to which you want to add the text.
6. Add the text you've saved by using the Insert Text, Import Text, Insert File, or Open command of the program.

Create a text box

1. On the **Objects** toolbar, click **Text Box**  .
2. In your publication, point to where you want one corner of the text to appear, and then drag diagonally until you have the box size you want.

[Show All](#)

About connecting text boxes

When you connect text boxes, text that won't fit into the first text box flows into the next connected text box. A chain of connected text boxes, also known as a story, can span multiple pages and have numerous columns.

If you paste or insert more text into a text box than it can hold, a message is displayed that asks if you want to use [autoflow](#). If you choose **Yes**, Microsoft Publisher will find an empty text box or create a new one to hold the [overflow](#) text, and automatically connect this text box to the first text box.

You manually connect text boxes by clicking the first text box to select it, and then clicking the **Create Text Box Link** button  on the **Connect Text Boxes** toolbar. The pointer changes to a pitcher , and then you click the text box you want to connect to.

Text boxes that are connected will display the **Go to Next Text Box**  and **Go to Previous Text Box**  buttons in the corner of each box.

You break the link between two text boxes using the **Break Forward Link** button  on the **Connect Text Boxes** toolbar.

Use connected text boxes to do the following:

- Continue a story in another text box.
- Create columns of different widths.
- Move [overflow](#) text into another text box.

Notes

- The only object to which you can link a text box is an empty text box that is not already part of a chain of connected text boxes.
- The following text boxes cannot be part of a chain of connected text boxes: headers or footers, navigation bars, inline objects, personal information text boxes, or text boxes that use Autofit.

About text boxes

In Microsoft Publisher, you not only type text, you also position it on a page. You do this by creating a text box, typing your text into the box, and then, if necessary, moving or resizing the box.

If your text won't fit within the box, Publisher can automatically fit the text by reducing the font size. To continue text elsewhere in the publication, you can also connect one box to another.

Text in connected text boxes flows from one box to the next. You can add notices that guide your reader to the next section. A chain of connected boxes is called a story.

Align text within a text box

Alignment determines how the left and right edges of a paragraph fit between the left and right margins of a text box.

1. Select the paragraphs for which you want to change alignment.
2. On the **Format** menu, click **Paragraph**, and then click the **Indents and Spacing** tab.
3. Under **General**, in the **Alignment** list, click the alignment you want.

[Show All](#)

Fit text in a text box

If you type or import more text than the text box can hold, Publisher stores the extra text in [overflow](#), where you can't see it. Here are some ways to make the text fit into the text box.

[Fit text automatically](#)

1. Click anywhere in the text.
2. On the **Format** menu, point to **AutoFit Text**, and do one of the following:
 - To reduce the point size of text until there is no text in [overflow](#), click **Shrink Text On Overflow**.
 - To shrink or expand text to fit in the text box when you resize the box, click **Best Fit**.

[Fit text manually](#)

Here are some ways to fit text in a text box manually:

- Change the size or font of the text.
- Delete text.
- Increase the size of the text box.
- Reduce the line spacing.

[How?](#)

1. On the **Format** menu, click **Paragraph**, and then click the **Indents and Spacing** tab.
2. Under **Line spacing**, select the options that you want.
 - Adjust the spacing between all characters (tracking).

[How?](#)

1. Select the paragraphs you want to change.
2. On the **Format** menu, click **Character Spacing**.

3. In the **Character Spacing** dialog box, under **Tracking**, do one of the following:
 - To adjust tracking automatically, click one of the preset spacing options.
 - To adjust tracking manually, click **Custom**, and then enter a percentage between 0.1% and 600% in the **By this amount** box.

Note Tracking is available only if you are working on a print publication.

- Reduce the size of the text box margin.

[How?](#)

1. Select the text box.
2. On the **Format** menu, click **Text Box**.
3. In the **Format Text Box** dialog box, click the **Text Box** tab.
4. Under **Text Box Margins**, enter the settings for the margins.

- Flow text into another text box.

[How?](#)

When you connect [text boxes](#), text that won't fit into the first text box flows into the next text box. A chain of connected text boxes, also known as a story, can span multiple pages.

Use connected boxes to:

- Continue a story in another text box.
 - Create columns of different widths.
 - Move text from [overflow](#) into another box.
1. If needed, create a new text box.

[How?](#)

1. On the **Objects** toolbar, click **Text Box** .
2. In your publication, point to where you want one corner of the text to appear, and then drag diagonally until you have the box size you want.

2. Click in the text box you want as the first text box in the story.
3. On the **Connect Text Boxes** toolbar, click **Create Text Box Link** .

The mouse pointer changes to a pitcher .

4. Click in the text box you want as the next in the story.

This text box is now connected to the first box and any text in [overflow](#) now appears in the next box.

5. To connect more text boxes to the story, repeat steps 3 and 4.

[Show All](#)

Change how text flows between connected text boxes

Do one of the following:

[Start a paragraph in the next connected text box](#)

1. Select the paragraph you want to start in a new text box.
2. On the **Format** menu, click **Paragraph**, and then click the **Line and Paragraph Breaks** tab.
3. Select the **Start in next text box** check box.

[Insert a section break that starts the text following it in the next connected text box](#)

You can insert a section break anywhere in a text box. The section break causes the text following it to start in the next connected text box.

1. Click where you want to insert the section break.
2. Press CTRL+ENTER.

[Remove a section break](#)

To remove a section break, you must delete the section break special character.

1. On the **Standard** toolbar, click **Special Characters** .
2. Select the section break  that you want to delete.
3. Press DELETE.

[Disconnect text boxes from each other](#)

1. Select the first box.
2. On the **Connect Text Boxes** toolbar, click **Break Forward Link** .

Note Disconnecting two connected boxes is like breaking a link in a chain. The text in the broken-off part of the chain disappears from the disconnected boxes and [overflows](#) the selected box.

[Show All](#)

Change the margins around text in a text box or a shape

1. Right-click the [selection rectangle](#) of the shape or [text box](#) you want to change.
2. On the shortcut menu, click **Format <object type>**.
3. In the **Format <object type>** dialog box, click the **Text Box** tab.
4. Under **Text Box Margins**, adjust the measurements to increase or decrease the distance between the text and the outer border of the text box or a shape.
5. Click **OK**.

[Show All](#)

Connect text boxes

When you connect [text boxes](#), text that won't fit into the first text box flows into the next text box. A chain of connected text boxes, also known as a story, can span multiple pages.

Use connected boxes to:

- Continue a story in another text box
- Create columns of different widths
- Move text from the [overflow](#) into another box

1. If needed, create a new text box.

[How?](#)

1. On the **Objects** toolbar, click **Text Box** .
2. In your publication, point to where you want one corner of the text to appear, and then drag diagonally until you have the box size you want.
2. Click in the text box you want as the first text box in the story.
3. On the **Connect Text Boxes** toolbar, click **Create Text Box Link** .

The mouse pointer changes to a pitcher .

4. Click in the text box you want as the next in the story.

This text box is now connected to the first box and any text in the overflow now appears in the next box.

5. To connect more text boxes to the story, repeat steps 3 and 4.

[Show All](#)

Create columns within a text box

1. Right-click the text box that you want to change, and then click **Format Text Box**.
2. In the **Format Text Box** dialog box, click the **Text Box** tab, and then click **Columns**.
3. In the **Columns** dialog box, type or select the number of columns you want in the **Numbers** box, and then type or select the spacing value ([gutter amount](#)) you want in the **Spacing** box.
4. Click **OK** twice.

Delete a text box in a series of connected text boxes

When you connect text boxes, text that won't fit into the first text box flows into the next text box. A chain of connected text boxes, also known as a story, can span multiple pages.

1. Select the text box.
2. On the **Edit** menu, click **Delete Object**.

[Show All](#)

Delete text in connected text boxes

1. Click anywhere in one of the text boxes that contains the text you want to delete.
2. Do one of the following:

[Delete all of the text and leave the connected text box](#)

1. Press CTRL+A to select the entire story.
2. Press DELETE.

Note Be sure to click in the text box. If you click the edge of the text box and then press CTRL+A, you might select everything on the page.

[Delete an entire story and all its connected boxes](#)

- On the **Edit** menu, click **Delete Object**. Repeat to delete additional text boxes.

[Show All](#)

Move between connected text boxes

 [Select an entire story](#)

1. Click in one of the boxes in the [story](#).
2. Press CTRL+A.

 [Move from one text box to another](#)

1. Click in the text box.
2. To move to the next or previous connected text box, click **Next Text Box**  or **Previous Text Box**  on the **Connect Text Boxes** toolbar.

[Show All](#)

Troubleshoot connecting text boxes

 [Text is missing.](#)

- If you delete a text box from the beginning or middle of a [story](#), any text that was in the deleted box is added to the box that followed it, and all other text is pushed down into other boxes in the chain.
- If you delete the text box at the end of a chain of boxes, any text that was in the deleted box goes into the [overflow](#) of the previous box.
- If you delete all the boxes in a chain of connected boxes, you delete all the text as well.

 [The text I thought I deleted shows up on another page.](#)

The page you deleted probably contained a text box that was part of a [story](#). When you deleted that page, the text was moved to a connected box on another page. Do one of the following:

- Delete the text before you delete the page it's on.
- If you've already deleted that page, delete the text from the page it now appears on.

 [I can't see all the text in the text box.](#)

If the box isn't connected to any other boxes and text is missing from the box, the text has [overflowed](#) the text box.

A text box with text in overflow will have a **Text in Overflow** indicator  on the lower right-hand corner of the box. You cannot see text that is in overflow.

If the box is connected to other boxes, the text will be displayed in the next connected box in the [story](#). A text box connected to another box will have a **Go to Previous Box** button  on the top left corner of the box or **Go to Next Box** button  on the bottom right corner of the box.

 [I adjusted the margins and now text is missing.](#)

The size of the text box doesn't change when you adjust its margins. Therefore, if you increase the size of the margins, the text may not fit in the smaller space. Some of the text may move into a connected text box or [overflow](#) the current box. Try the following:

- Reduce the size of the text.
- Increase the size of the text box.

 [There is more text than appears in the text box.](#)

If there is more text than the text box can hold, Publisher stores the extra text in [overflow](#) where you can't see it. If there is text in overflow, a **Text In Overflow** indicator appears at the lower-right corner of the text box .

Here are some ways to get your text out of overflow and back into your publication.

- Turn on automatic [copyfitting](#).

 [How?](#)

1. Click the text box.
 2. On the **Format** menu, point to **AutoFit Text**.
 3. Do one of the following:
 - To shrink or expand text to fit in the text box when you resize the box, click **Best Fit**.
 - To reduce the point size of text until there is no text in [overflow](#), click **Shrink Text On Overflow**.
- Make the text box larger.
 - Make the margins in the text box smaller.
 - Connect the filled text box to another box so any extra text is displayed in the other box.

 [How?](#)

When you connect text boxes, text that won't fit into the first text box flows into the next text box. A chain of connected text boxes containing a story can span multiple pages.

Use connected boxes to:

- Continue a story in another text box.
 - Create columns of different widths.
 - Move text in [overflow](#) into another box.
1. If needed, create a new text box.

[How?](#)

1. On the **Objects** toolbar, click **Text Box** .
2. In your publication, point to where you want one corner of the text to appear, and then drag diagonally until you have the box size you want.
2. Click in the text box you want as the first text box in the story.
3. On the **Connect Text Boxes** toolbar, click **Create Text Box Link** .

The mouse pointer changes to a pitcher .

4. Click in the text box you want as the next in the story.

This text box is now connected to the first box and any text in [overflow](#) now appears in the next box.

5. To connect more text boxes to the story, repeat steps 3 and 4.

[I can't figure out which boxes are connected.](#)

1. Click anywhere in the text box.
2. On the **Edit** menu, click **Select All**.

All the text in a box or all text in a [story](#) is highlighted.

Note To move among boxes, click **Go to Next Box**  and **Go to Previous Box** .

[The Continued notice doesn't appear at all.](#)

[Continued notices](#) do not appear if:

- They haven't yet been added to the [story](#). To add Continued notices, use the **Text Box** tab of the **Format Text Box** dialog box (**Format** menu, **Text Box** command).
- The next text box in a story doesn't contain text.
- The next connected box is on the same page.
- The current box is on a master page.
- The current box isn't connected to another box.

Or the text box may not be big enough to fit a Continued notice. In that case, you can make the box bigger.

If the Continued notice still doesn't appear, you can:

- Reword the notice.

[How?](#)

- In the text box, make any changes you want to the Continued notice.
- To insert a missing page number, click **Page Numbers** on the **Insert** menu.

Repeat for every notice you want to change.

- Reduce its font size.

[I tried to select the whole story, but selected everything on the page instead.](#)

You probably clicked on the edge of the text box instead of clicking in the box. Click in the text box. When you see the insertion point, press CTRL+A.

[The text still overflows the text box \(or flows into a connected text box\) even though I've resized the text box to be larger.](#)

You may have selected **Start in next text box** on the **Line and Paragraph Breaks** tab of the **Paragraph** dialog box (on the **Format** menu, click **Paragraph**). How to resolve this problem depends on whether the paragraph starts in a connected text box or whether the paragraph [overflows](#) the text box.

- Clear the **Start in next text box** option for a paragraph that starts in a connected text box.

[How?](#)

1. Go to the next connected text box.
 2. Select the first paragraph in the text box.
 3. On the **Format** menu, click **Paragraph**, and then click the **Line and Paragraph Breaks** tab.
 4. Clear the **Start in next text box** check box.
- Clear the **Start in next text box** option for a paragraph that overflows the text box.

[How?](#)

1. Create a new text box in the [scratch area](#).
2. Click on the first text box to select it.
3. Click **Create Text Box Link**  on the toolbar.

The mouse pointer changes to a pitcher .

4. Click in the text box you created in the scratch area.
5. Select the first paragraph in the text box.
6. On the **Format** menu, click **Paragraph**, and then click the **Line and Paragraph Breaks** tab.
7. Clear the **Start in next text box** check box.
8. Do one of the following:
 - Delete the text box you created in the scratch area.
 - Drag the text box from the scratch area to a page where you want to use it.
 - Unlink the text boxes.

Note Once you create a linked text box, text will always flow into it unless you delete or unlink the text box.

[Show All](#)

Add or change a Continued notice

[Continued notices](#) guide a reader through a [story](#).

[Add a notice to a story](#)

1. Right-click a connected text box.
2. On the shortcut menu, click **Format Text Box**.
3. In the **Format Text Box** dialog box, click the **Text Box** tab.
4. Under **Text autofitting**, select the check box for the **Continued** notice you want to add.
5. Click **OK**.
6. Repeat steps 1 through 5 for each connected box in the chain.

[Remove a notice from a text box](#)

1. Right-click a connected text box.
2. On the shortcut menu, click **Format Text Box**.
3. In the **Format Text Box** dialog box, click the **Text Box** tab.
4. Under **Text autofitting**, clear the check box for the **Continued** notice you want to remove.

[Reword or reformat a notice](#)

- In the text box, make any changes you want to the Continued notice.
- To insert a missing page number, click **Page Numbers** on the **Insert** menu.

Repeat for every notice you want to change.

[Format all of the notices in a publication](#)

1. Select the text in a Continued notice.
2. Make the formatting changes you want.
3. On the **Format** menu, click **Styles and Formatting**.
4. In the **Styles and Formatting** task pane, point to **Continued-On Text** or **Continued-From Text**, and then click the down arrow that appears next to

the style name.

5. Click **Update to match selection**.

Reword or reformat a Continued notice

- In the text box, make any changes you want to the Continued notice.
- To insert a missing page number, click **Page Numbers** on the **Insert** menu.

Repeat for every notice you want to change.

Apply vertical text flow

The feature or some of the options described in this Help topic are only available if support for Japanese, Simplified Chinese, Traditional Chinese, or Korean is enabled through Microsoft Office Language Settings.

Do one of the following:

- To create a new text box that is set up for vertical text flow, on the **Objects** toolbar, click **Vertical Text Box** , and then click in your publication.
- To change the text in an existing text box to vertical text flow, click the text box, and then on the **Standard** toolbar, click **Text Direction** .
- Select the text to which you want to apply vertical text flow. Then, on the **Format** menu, click **Text Box**, and then click the **Text Box** tab. Select the **Rotate text within AutoShape by 90°** check box.

[Show All](#)

Get text out of overflow

When a text box or [AutoShape](#) contains more text than it can display, Publisher stores the extra text in [overflow](#). You can move your text out of overflow and back into your publication by fitting text automatically, enlarging the text box, changing the text size, changing the margins within the text box, or deleting some of the text in the text box.

[Fit text automatically](#)

1. Click anywhere in the text.
2. On the **Format** menu, point to **AutoFit Text**, and do one of the following:
 - To reduce the point size of text until there is no text in overflow, click **Shrink Text on Overflow**.
 - To shrink or expand text to fit in the text box when you resize the box, click **Best Fit**.

[Make the text box or AutoShape larger](#)

1. Click the object to select it.
2. Position the mouse pointer over one of the [handles](#) until you see the Resize pointer $\updownarrow \leftrightarrow$.
3. Do one of the following:
 - To resize the object proportionally, select a corner handle, and hold down SHIFT, and then proceed to step 4.
 - To stretch the object, select a top, bottom, or side handle, and then proceed to step 4.
4. Hold down the mouse button and drag the handle to change the object.

[Change the text size](#)

1. Do one of the following:
 - To change the text size for a single word, place the insertion point within that word.
 - To change the text size for several words or a few characters, highlight the text to select it.

2. On the **Formatting** toolbar, enter a size in the **Font Size** box .

Note You can type font sizes that are different from those listed in the **Font Size** box, to a precision of 0.1 pt. For example, you can type a font size of 9.3 pt.

[Change the margins within a text box or AutoShape](#)

1. Right-click the text box or [AutoShape](#).
2. On the shortcut menu, click **Format <object type>**.
3. Click the **Text Box** tab.
4. Under **Text Box Margins**, enter the settings for the left, right, top, and bottom margins.

[Delete some of the text](#)

1. Select the text.
2. Press DELETE.

[Show All](#)

Set defaults for new text boxes

You can set the formats of an existing text box as the [default](#) for new text boxes in the current publication. The formats and settings that will be applied to new text boxes include fill color, line weight and color, text wrapping options, text box margins, alignment, and column settings. BorderArt cannot be applied as a default for new text boxes.

1. Right-click the text box that has the formats you want to use as the default.
2. On the shortcut menu, click **Format Text Box**, and then click the **Colors and Lines** tab.
3. Select the **Apply settings to new text boxes** check box.
4. Click **OK**.

[Show All](#)

Fit text in a shape

1. Right-click the shape that contains the text that does not fit.
2. On the shortcut menu, click **Format AutoShape**.
3. In the **Format AutoShape** dialog, click the **Text Box** tab.
4. Under **Text autofitting**, select the option you want.

Note You can also reduce the size of the margin between the text and the border of the shape.



1. Right-click the selection rectangle of the shape you want to change.
2. On the shortcut menu, click **Format AutoShape**.
3. In the **Format AutoShape** dialog box, click the **Text Box** tab.
4. Under **Text Box Margins**, adjust the measurements to increase or decrease the distance between the text and the outer border of the shape.

[Show All](#)

Add text to a shape

1. In your publication, select an [AutoShape](#).
2. Type the text you want.

Note Some AutoShapes such as lines, connectors, and some freeform drawings, have no room for text. While you can't add text to the shape, you can place it near the shape. Just add a text box, place it close to the shape, and then type your text in the text box.

[How?](#)

1. On the **Objects** toolbar, click **Text Box**  .
2. Click in or near the [AutoShape](#) in which you want to add text, and start typing.

Note The text box will not move when you move the shape unless you group the text box and shape.

[How?](#)

[Group objects](#)

1. Click the **Select Objects** tool , hold down the SHIFT key, and then click each of the objects that you want in the group.
2. Click the **Group Objects** button .

[Ungroup objects](#)

1. Select the grouped objects you want to ungroup.
2. Click the **Ungroup Objects** button .

[Tip](#)

You can select one object in a grouped object without ungrouping it. Hold down the SHIFT key while clicking on the object you want to select.

[Show All](#)

Troubleshoot text in shapes

 [Text won't move, flip, or rotate with its shape.](#)

The text is probably in a text box. Text created with the **Text Box** tool  and placed on top of an object isn't attached to the object. It won't move or rotate with the object.

- To attach text so that it becomes part of the shape, click the shape and type or paste the text.
- To group the text box and object so that they move as a single unit, hold down SHIFT as you select the text box and the object, and then click the **Group Objects** button .

Note Text cannot be flipped, even when it is attached to the shape. If you want to flip text, for example, to create a mirror-image effect, use **WordArt** and then flip it.

 [When I select a text box and start typing, the existing text isn't replaced with what I type.](#)

To replace text in the text box, select the text— not the border of the text box — before you start typing.

[Show All](#)

Troubleshoot deleting items in tables

[When I delete an object in a table, the entire table disappears.](#)

The table and object probably need to be ungrouped.

- Select the table, and then click **Ungroup** on the **Arrange** menu.

[I can't recover an item I deleted.](#)

- On the **Standard** toolbar, click **Undo** .

[Show All](#)

Troubleshoot formatting tables

Formatting and layout

[My table needs a heading.](#)

You can create a table heading by merging table cells.

1. Select two or more adjacent cells that you want to combine.
2. On the **Table** menu, click **Merge Cells**.

If the cells contain text, the content of each cell appears in the merged cell.

Note To split merged cells, select the cells, and then click **Split Cells** on the **Table** menu.

[I can't add bullets to columns.](#)

1. Select the column you want to change.
2. On the **Format** menu, click **Bullets and Numbering**, and then click the **Bullets** tab.
3. Click the bullet style you want, and then click **OK**.

[The text I copied lost its formatting.](#)

1. Select the text you want to copy, and then press CTRL+C to copy the text.
2. In Microsoft Publisher, click **Insert Table**  on the **Objects** toolbar.
3. Click inside your publication.
4. In the **Create Table** dialog box, select the options you want, and then click **OK**.
5. In the table, position the insertion point where you want the upper-left cell of the copied text to appear.
6. On the **Edit** menu, click **Paste Special**.
7. Under **As**, click **Table Cells With Cell Formatting**, and then click **OK**.

[I can't change the table formatting or style.](#)

1. Select the table.
2. On the **Table** menu, click **Table AutoFormat**.
3. Select the formatting options you want.

[I cannot move a table within a text box.](#)

The table might be positioned as an [inline object](#). To move the table, change it to an exact (fixed) position.

[How?](#)

1. Select the table that you want to change.
2. On the **Format** menu, click **Table**.
3. In the **Format Table** dialog, click the **Layout** tab.
4. In the **Object position** list, click **Exact**.

Converting from print to Web

[My table changed position on the page.](#)

You can rotate tables only if you are working on a print publication. If you convert a print publication that contains a rotated table into a Web publication, the table will be returned to its original position in the new Web publication.

[The cell diagonals in my tables do not appear.](#)

Cell diagonals in table cells are available only if you are working on a print publication. If you convert a print publication that contains a table with cell diagonals to a Web publication, the cell diagonals will not appear.

[The pattern, texture, or gradient fills in my table cells do not appear.](#)

Non-solid fills are available for table cells only if you are working on a print publication. If you convert a print publication with a table that contains non-solid fills in the table cells, all of these cells will be converted to a solid fill.

[Patterned borders for my table cells do not appear.](#)

Patterned borders are available for tables only if you are working on a print publication. If you convert a print publication with a table that has patterned cell borders to a Web publication, these patterned borders will be converted to solid lines.

[Show All](#)

Troubleshoot gridlines in tables

[The gridlines aren't printing.](#)

To create gridlines that print, you need to add a border around every cell in the table.

1. Select the table or cells where you want to add a grid.
2. Right-click the selected cells, click **Format Table**, and then click the **Colors and Lines** tab.
3. Under **Preview**, select the borders you want to change, and then select the color and line styles you want.

[I created a table, but no lines appear.](#)

- To show the gridlines, click **Boundaries and Guides** on the **View** menu.

[I cannot divide a table cell diagonally.](#)

Diagonal divisions in table cells are available only when you are working on a print publication. If you convert a print publication that contains a table with cell diagonals to a Web publication, the cell diagonals will disappear.

[Show All](#)

Troubleshoot objects in tables

[I added an object, but now I can't select it.](#)

- If the object you want to select is grouped with the table, you need to ungroup them by selecting the table and then clicking **Ungroup** on the **Arrange** menu.

[I added an object, but I can't resize or move it with my table.](#)

- Select both the table and the object, and then click **Group** on the **Arrange** menu.

[The object I added disappeared.](#)

The object might have moved behind the table.

1. Select the table.
2. On the **Arrange** menu, point to **Order**, and then click **Send to Back**.

[Show All](#)

Troubleshoot text in tables

[I can't see all my text.](#)

You need to unlock the table's size so that the cells expand to fit your text. Do one or both of the following:

- On the **Table** menu, select **Grow to Fit Text**.
- For diagonally divided cells, position the mouse pointer over the row or column boundary until you see the **Adjust** pointer, and then drag the boundary.

[My text won't fit into the table cell.](#)

You can adjust the cell margins or the size of the text.

[Decrease the width of cell margins](#)

1. Select the cells you want to change.
2. Right-click the table, and then click **Format Table**.
3. In the **Format Table** dialog box, click the **Cell Properties** tab.
4. Under **Text Box Margins**, enter the measurements for the margins you want.

[Decrease the font size](#)

1. Select the text you want to change.
2. On the **Formatting** toolbar, enter a smaller size in the **Font Size** box.

[My table gets bigger when I add text.](#)

The **Grow to Fit Text** check box, which unlocks the table's size, is selected on the **Table** menu. To adjust the existing table, you can use one of the following methods.

[Resize the entire table](#)

1. Select the table.
2. Position the mouse pointer over a selection handle until you see the **Resize** icon, and then drag to resize.

[Resize columns or rows](#)

1. Select the rows or columns you want to change.
2. Position the mouse pointer over the row or the column boundary until you see the **Adjust** pointer.



3. Drag the boundary of the row or column to a new position.

[Resize cell margins](#)

1. Select the cells you want to change.
2. Right-click the table, and then click **Format Table**.
3. In the **Format Table** dialog box, click the **Cell Properties** tab.
4. Under **Text Box Margins**, enter the measurements for the margins you want.

[Show All](#)

Create a table

[Create a table and type text into it](#)

1. On the **Objects** toolbar, click the **Insert Table** .
2. Click inside your publication.

The **Create Table** dialog box will appear.

3. Select the options you want, and then click **OK**.
4. Size your table.

[How?](#)

Select the table, position the mouse pointer over a selection handle until you see the **Resizer** icon, and then drag to resize the table.

5. In the table, click the cell where you want to add text, and then start typing.

To add text to another cell, click inside that cell.

Each cell expands to fit your text, unless you lock the table size by clearing the check mark next to **Grow to Fit Text** on the **Table** menu.

[Create a table from existing Microsoft Publisher text](#)

1. If the text is in a table, select the cells you want.

If the text is in a text box, make sure there's a tab or comma between each entry in a row, and a paragraph mark at the end of each row.

2. Highlight the text.
3. Right-click the highlighted text, and then click **Copy**.
4. On the **Edit** menu, click **Paste Special**.

5. In the **As** list, click **New Table**.

6. Click **OK**.

 [Create a table by using text from another program](#)

1. Open the program that contains the text you want.

If the text isn't already in a table, press TAB between each entry within a row of text, and press ENTER at the end of each row.

2. Select the text, and then press CTRL+C to copy it.

3. Open your Publisher publication and go to the page you want to change.

4. On the **Edit** menu, click **Paste Special**.

5. In the **As** list, click **New Table**.

6. Click **OK**.

Note Depending on how your text was formatted in the other program, you might want to reformat the text after it becomes a Publisher table.

[Show All](#)

Add an object to a table

It's best to add pictures, [WordArt](#), or other objects after you've created your table and sized the cell that will contain the object.

1. On the **Objects** toolbar, click the tool for the object you want to add.
2. Create the object, and then drag it so that the object [frame](#) covers the table cell you want to contain the object.

To resize either the table cell or the object you've added, select the item you want to change and use the **Resize** pointer that appears when you move the pointer over the frame boundary.



Note To keep the object and table together when you move them, select both the object and the table, and then click **Group** on the **Arrange** menu.

Format a table's size, layout, and cell properties

1. Select the cells you want to change.
2. Right-click the table, and then click **Format Table**.
3. In the **Format Table** dialog box, click the tabs along the top to find the options you want, and then enter your formatting changes.

For example, to change the margins in a cell, click the **Cell Properties** tab, and then select the options you want under **Text Box Margins**.

[Show All](#)

Resize a table

1. Select the table.
2. Position the mouse pointer over one of the selection [handles](#) until you see the **Resize** icon.



3. Do one of the following:

[Resize a table proportionally](#)

- Select a corner handle, hold down SHIFT, and then drag the handle to change the table size.

[Make the table wider or narrower](#)

- Select a top, bottom, or side handle, and then drag the handle to change the table size.

[Show All](#)

Copy a table or table text from another program

[Copy a table or spreadsheet from Microsoft Word or Microsoft Excel](#)

1. Open the table or spreadsheet you want to copy.
2. Select the cells you want, and then press CTRL+C to copy them.
3. Open Microsoft Publisher.
4. On the **Edit** menu, click **Paste**.

The copied table or spreadsheet appears in Publisher as a table.

[Copy table text from any Microsoft Windows-based program](#)

1. Open the program that contains the text you want.

If the text isn't already in a table, press TAB between each entry in a row, and ENTER at the end of each row.

2. Select the text, and then press CTRL+C to copy it.
3. In Microsoft Publisher, click **Insert Table**  on the **Objects** toolbar.
4. In your publication, click where you want the table to appear.

The **Create Table** dialog box will appear.

5. Select the options you want, and then click **OK**.
6. Click inside the table where you want the upper-left cell of the copied text to appear.
7. On the **Edit** menu, click **Paste Special**.
8. In the **As** list, click **Table Cells Without Cell Formatting**, and then click **OK**.

[Show All](#)

Change cells in a table

[Change the margins in a cell](#)

1. Select the cells you want to change.
2. Right-click the table, and then click **Format Table**.
3. In the **Format Table** dialog box, click the **Cell Properties** tab.
4. Under **Text Box Margins**, enter the margins you want.

[Insert a tab in a cell](#)

1. Click inside the table cell where you want to insert the tab.
2. Press CTRL+TAB.

[Lock or unlock the size of cells](#)

1. Select the cells you want to change.
2. On the **Table** menu, do one of the following:
 - To lock the cell size, clear the **Grow to Fit Text** check box.
 - To unlock the cell size, select the **Grow to fit Text** check box.

Note Diagonally divided cells will not grow to fit text.

[Merge cells](#)

1. Select two or more adjacent cells that you want to combine.



2. On the **Table** menu, click **Merge Cells**.

If the cells contain text, the content of each cell appears in the merged cell.

Note To split merged cells, select the cell, and then click **Split Cells** on the **Table** menu.

[Diagonally divide table cells](#)

You can divide table cells diagonally only if you are working on a print publication.

1. Select the cells you want to change.
2. On the **Table** menu, click **Cell Diagonals**.
3. Click either **Divide down** or **Divide up**.

Remove all text formatting

1. On the **Format** menu, click **Styles and Formatting**.
2. In the **Styles and Formatting** task pane, click **Clear Formatting**.

[Show All](#)

Change the color of text

1. Select the text you want to change.
2. On the **Formatting** toolbar, click the arrow next to the **Font Color** button .
3. Do one of the following:

[Apply a color from the palette](#)

- Click the color you want in the **Font Color** palette.

[Apply a new color that is not in the palette.](#)

1. Click **More Colors**.
2. In the **Colors** dialog box, select the color you want from either the **Standard** or **Custom** tab.
3. Click **OK**.

Publisher will apply the color to the selected text and add it to the **Font Color** and **Fill Color** palettes.

[Apply a shade or tint](#)

1. Click **Fill Effects**.
2. In the **Base Color** list, click the color you want to use as the base color for the tint or shade.
3. Under **Tint/Shade**, click the tint or shade you want.
4. Click **OK**.

Publisher will apply the tint or shade to the selected text and add it to the **Font Color** and **Fill Color** palettes.

Note Although you can change the color of text and modify it with [tinting](#) and [shading](#), you cannot fill it with [patterns](#), textures, or [gradients](#).

[Show All](#)

Add a shadow to text

Do one of the following:

[Add a shadow to or remove a shadow from text in a text box](#)

1. Select the text you want to change.
2. On the **Format** menu, click **Font**.
3. Under **Effects**, click **Shadow**.

[Add a shadow to or remove a shadow from all of the text in a text box](#)

1. Click in the text box that you want to change.
2. Press CTRL+A.
3. On the **Format** menu, click **Font**.
4. Under **Effects**, click **Shadow**.

[Insert WordArt with a shadow](#)

1. On the **Object toolbar**, click **Insert WordArt** .
2. In the **WordArt Gallery**, click the [WordArt](#) with the shadow effect that you want, and then click **OK**.
3. In the **Edit WordArt Text** dialog box, type the text you want, and then select any options you want.

Note You can also add a shadow to WordArt by selecting the WordArt that you want to change, and then clicking **Shadow Style**  on the **Formatting** toolbar.

Add a dropped capital letter

Also called a drop cap, this formatting style is often used to mark the opening paragraph of a publication.

1. Click anywhere in the paragraph you want to change.
2. On the **Format** menu, click **Drop Cap**.
3. Click the **Drop Cap** or **Custom Drop Cap** tab, and then select the options you want.

Note When you create a custom drop cap, the custom style is added to the **Available drop caps** list on the **Drop Cap** tab. You can use this style to create other drop caps in the current publication.

[Show All](#)

Add a table of contents with leaders

Leaders are the dots, dashes, or lines that follow the chapter or section titles in a table of contents and link those titles to page numbers.

1. On the **Objects** toolbar, click **Text Box** .
2. In your publication, point to where you want one corner of the text to appear, and then drag diagonally until you have the box size you want.
3. Type the title of your table of contents, and then press ENTER.
4. Double-click the horizontal ruler where you want the page number to appear.
5. In the **Tabs** dialog box, under **Alignment**, click **Right**.

Note If support for a [right-to-left](#) language is enabled through Microsoft Office Language Settings and you are typing text in a right-to-left language, click **Trailing** instead of **Right**.

6. Under **Leader**, click the option you want, and then click **OK**.
7. In your table of contents, type the name of the first entry, and then press TAB.
8. Type the page number for that entry, and then press ENTER.
9. Repeat steps 7 and 8 until you complete the table of contents.

Add or replace a symbol or fraction

1. In your publication, do one of the following:
 - Click inside a text box or table cell where you want to add a symbol.
 - Select the symbol or fraction you want to replace.
2. On the **Insert** menu, click **Symbol**.
3. Select the settings you want from the **Font** and **Subset** lists.
4. Click the symbol you want, click **Insert**, and then click **Close**.

[Show All](#)

Troubleshoot text formatting and fonts

[The tops of letters are cut off on screen.](#)

Try increasing the line spacing.

[How?](#)

[Change the space between paragraphs](#)

1. Select the text you want to change.
2. On the **Format** menu, click **Paragraph**, and then click the **Indents and Spacing** tab.
3. Under **Line spacing**, in either the **Before paragraphs** or the **After paragraphs** box, enter the new spacing. For example, type **1** to add one point of space before or after a paragraph.

[Set automatic spacing between lines of text](#)

1. Select the text you want to change.
2. On the **Format** menu, click **Paragraph**, and then click the **Indents and Spacing** tab.
3. Under **Line spacing**, in the **Between lines** box, enter the new spacing. For example, type **2** for double-spaced lines.

[I can't create text columns of different widths.](#)

All columns within a single text box are the same size. To create columns of different widths within the same story, do the following:

- Create a separate text box for each column.

[How?](#)

1. On the **Objects** toolbar, click **Text Box** .
 2. In your publication, point to where you want one corner of the text box to appear, and then drag diagonally until you have the box size you want.
- Connect the text boxes.

 [How?](#)

When you connect [text boxes](#), text that won't fit into the first text box flows into the next text box. A chain of connected text boxes, also known as a story, can span multiple pages.

Use connected boxes to:

- Continue a story in another text box
 - Create columns of different widths
 - Move text from [overflow](#) into another box
1. If needed, create a new text box.

 [How?](#)

1. On the **Objects** toolbar, click **Text Box** .
2. In your publication, point to where you want one corner of the text box to appear, and then drag diagonally until you have the box size you want.
2. Click in the text box you want as the first text box in the story.
3. On the **Connect Text Boxes** toolbar, click **Create Text Box Link** .

The mouse pointer changes to a pitcher .

4. Click in the text box you want as the next in the story.

This text box is now connected to the first box and any text in [overflow](#) now appears in the next box.

5. To connect more text boxes to the story, repeat steps 3 and 4.

 [I gave someone else my publication, and the fonts are wrong.](#)

The person opening your publication does not have the same fonts that were used when you created the publication. When they opened the publication, Publisher substituted similar fonts.

You can do one or more of the following:

- Save the fonts with the publication.

[How?](#)

Save all or part of a font with a publication so that you can open it on any computer, and the publication will display as you designed it.

1. On the **Tools** menu, point to **Commercial Printing Tools**, and then click **Fonts**.
2. In the **Fonts** dialog box, do one of the following:

[Specify how you want fonts to be treated generally in your publication](#)

- To save the entire font set, select the **Embed TrueType fonts when saving publication** check box.
- To only save the specific letters used in the document, select the **Subset fonts when embedding** check box.
- To save fonts that commonly are installed on many computers, clear the **Do not embed common system fonts** check box.

[Specify whether to save specific fonts with the publication](#)

1. Select the font.
 2. Click **Embed** or **Don't Embed**.
- Change the fonts in the publication to fonts installed on the other computer.

[Show All](#)

Automatically synchronize formatting

When you create a publication from a Publisher wizard or by using Publisher Design Gallery Objects, the individual objects that make up that publication are synchronized. This synchronization means that any formatting changes that you apply to an individual element within an object will automatically apply to the similar elements in that object. For example, if you change the color of one shape in an Accessory Bar that you insert from the Design Gallery, all of the related shapes in that Accessory Bar will be updated with the same color automatically.

[Turn off formatting synchronization](#)

If Publisher applies a formatting change that you make to one element in an object to all of the similar elements in an object, you can turn off the synchronization and limit the change to the element that you initially selected.

- On **Edit** menu, click **Undo Synchronize**.

[Automatically synchronize formatting](#)

The automatic formatting synchronization for an object will be turned off if you click **Undo Synchronize** immediately after Publisher synchronizes a formatting change that you have applied to an element in an object. You can reset the automatic formatting synchronization for that object so that Publisher will once more synchronize any changes that you make to elements of the object.

1. On the **Tools** menu, click **Options**, and then click the **User Assistance** tab.
2. Click **Automatically synchronize formatting**.

[Show All](#)

Hyphenate text automatically

1. Click in the text box or table frame that contains the text you want to hyphenate.
2. On the **Tools** menu, point to **Language**, and then click **Hyphenation**.
3. Click the **Automatically hyphenate this story** check box.

Note If you select a text box that is part of a [story](#), the text in all the connected text boxes becomes hyphenated as well.

[Show All](#)

Hyphenate text manually

[Change where hyphens occur in a word](#)

You may want to control where hyphens occur in a word, especially if the word is long.

1. Select the word that contains the hyphen you want to change.
2. On the **Tools** menu, point to **Language**, and then click **Hyphenation**.
3. Clear the **Automatically hyphenate this story** box.
4. Click **Manual**.
5. In the **Hyphenate at:** box, do one of the following:
 - To add a hyphen, click where you want to place the hyphen, and then click **Yes**.
 - To remove a hyphen, select the hyphen, and then click **No**.

[Change the number of hyphens that Microsoft Publisher adds](#)

You might want to change the frequency of hyphens in your publication for layout or aesthetic reasons.

1. On the **Tools** menu, point to **Language**, and then click **Hyphenation**.
2. In the **Hyphenation zone** box, do one of the following:

	For	Make the zone
A more even right edge		Smaller
Fewer white gaps in text		Smaller
Fewer hyphens		Larger
Fewer short syllables before or after the hyphen		Larger

[Add hyphens for words that can and cannot be separated](#)

You might want finer control over hyphenation in some instances, such as in hyphenated names or technical terms. For this fine control, place the insertion point where you want to insert a hyphen, and then do one of the following:

- For a word that is always hyphenated and can be separated onto two lines, such as "two-thirds," press hyphen (-).
- For a word that is always hyphenated and can't be separated on two lines, such as "Lydia Brown-Smith," press CTRL+SHIFT+hyphen (-).
- For a word that can be hyphenated, but only when it's necessary to split the word onto two lines, press CTRL+hyphen (-).

[Show All](#)

Troubleshoot hyphenation

[I can't see the optional hyphens I inserted.](#)

- To view [optional hyphens](#), click **Special Characters** on the **View** menu.

[Publisher is leaving hyphens in the middle of words.](#)

Microsoft Publisher only repositions or removes the hyphens that it inserts automatically. If you've hyphenated words manually by pressing hyphen (-) or CTRL+hyphen (-) on the keyboard, Publisher won't find those hyphens.

- To see hyphens that you inserted by pressing CTRL+hyphen (-), you must first click **Special Characters** on the **View** menu.
- To remove a hyphen that you inserted manually, highlight the hyphen, and then press DELETE.

[I want to remove a hyphen, but I can't delete it.](#)

If Publisher has automatically inserted hyphens, you can only remove them by turning off automatic hyphenation.

[How?](#)

1. Click in the text box, table, or story that is automatically hyphenated.
2. On the **Tools** menu, point to **Language**, and then click **Hyphenation**.
3. Clear the **Automatically hyphenate this story** check box.

[Publisher will not hyphenate my text automatically.](#)

- Automatic hyphenation might be turned off. Turn automatic hyphenation back on.

[How?](#)

1. Click the text box, table, or story that you want to hyphenate.

2. On the **Tools** menu, point to **Language**, and then click **Hyphenation**.
 3. Select the **Automatically hyphenate this story** check box.
- You might be working on a Web publication. Automatic hyphenation is available only if you are working on a print publication.

[Show All](#)

Keep text or paragraphs together

You can control how Publisher breaks paragraphs between connected text boxes or columns.

[Keep lines of a paragraph together in a text box or column](#)

1. Select the paragraphs that contain the lines you want to keep together.
2. On the **Format** menu, click **Paragraph**, and then click the **Line and Paragraph Breaks** tab.
3. Select the **Keep lines together** check box.

[Keep paragraphs together in a text box or column](#)

1. Select the paragraph you want to keep with the next one in a text box.
2. On the **Format** menu, click **Paragraph**, and then click the **Line and Paragraph Breaks** tab.
3. Select the **Keep with next** check box.

[Make a paragraph start in the next text box](#)

1. Select the paragraphs you want to start in the next text box.
2. On the **Format** menu, click **Paragraph**, and then click the **Line and Paragraph Breaks** tab.
3. Select the **Start in next text box** check box.

[Control widow and orphan lines](#)

Widows and orphans are single lines of text in a paragraph that print at the top or bottom of a text box or column. You can choose to avoid separating these lines from the rest of the paragraph.

1. Select the paragraphs for which you want to prevent widows and orphans.
2. On the **Format** menu, click **Paragraph**, and then click the **Line and Paragraph Breaks** tab.
3. Select the **Widow/Orphan control** check box.

[Show All](#)

Troubleshoot keeping text or paragraphs together

[I chose to start a paragraph in the next text box, and then some of my text disappeared.](#)

The text you selected was probably in the last text box of a [story](#). If you select text in the last text box of a story and then choose **Start in next text box** on the **Line and Paragraph Breaks** tab of the **Paragraph** dialog box (**Format** menu), Publisher puts the text into [overflow](#).

To make the text visible again, do one of the following:

- Add a new text box to the end of the story

[How?](#)

1. On the **Objects** toolbar, click **Text Box** .
2. In your publication, point to where you want one corner of the text to appear, and then drag diagonally until you have the box size you want.
3. Click in the text box that was formerly the last one in the chain of connected boxes.
4. On the **Connect Text Boxes** toolbar, click **Create Text Box Link**

The mouse pointer changes to a pitcher .

5. Click the new text box.

This text box is now connected to the previous box, and the text that had been in [overflow](#) appears in it.

- Keep all of the text in the original text box

How?

To do this, you must first create a new text box, and then clear the **Start in next text box** option.

1. On the **Objects** toolbar, click **Text Box** .
2. In the [scratch area](#), point to where you want one corner of the text to appear, and then drag diagonally until you have the box size you want.
3. Click in the text box that was formerly the last one in the chain of connected boxes.
4. On the **Connect Text Boxes** toolbar, click **Create Text Box Link** .

The mouse pointer changes to a pitcher .

5. Click the new text box.

This text box is now connected to the previous box, and the text that had been in [overflow](#) appears in it.

6. Select the first paragraph in the new text box.
7. On the **Format** menu, click **Paragraph**, and then click the **Line and Paragraph Breaks** tab.
8. Clear the **Start in next text box** check box.
9. Click **OK**.

The text reappears in its original text box.

10. Do one of the following:
 - Delete the text box you created in the scratch area.
 - Drag the text box from the scratch area to a page where you want to use it.
 - Unlink the text boxes.

Note Once you create a linked text box, text will always flow into it unless you delete or unlink the text box.

[Show All](#)

Create or modify a paragraph indent

[Automatically indent the first line of paragraphs](#)

1. Select the paragraphs you want to change.
2. On the **Format** menu, click **Paragraph**, and then click the **Indents and Spacing** tab.
3. Under **Indentation**, in the **Preset** list, click **1st Line Indent**.

[Create custom indents](#)

1. Select the paragraphs you want to change.
2. On the **Format** menu, click **Paragraph**, and then click the **Indents and Spacing** tab.
3. Under **Indentation**, type or select the amount of indentation you want.

[Tip](#)

The default measurement units for indents are displayed in inches. You can specify other measurement units by typing the abbreviation for them after the numerical value: inches (in), centimeters (cm), picas (pi), points (pt), or pixels (px). When you specify a unit other than inches, Microsoft Publisher converts the measurement to its equivalent in inches.

[Create a hanging indent](#)

In a hanging indent, the second and subsequent lines of a paragraph are indented more than the first line. Common uses for the hanging indent are resumes and bulleted and numbered lists.

1. Select the paragraphs you want to change.
2. On the **Format** menu, click **Paragraph**, and then click the **Indents and Spacing** tab.
3. Under **Indentation**, in the **Preset** list, click **Hanging Indent**.

[Remove an indent](#)

1. Select the paragraphs you want to change.
2. On the **Format** menu, click **Paragraph**, and then click the **Indents and Spacing** tab.
3. Under **Indentation**, in the **Preset** list, click **Flush Left**.

Automatically add bullets to a list

1. On the **Tools** menu, click **AutoCorrect Options**.
2. Click the **AutoFormat As You Type** tab.
3. Select the **Automatic bulleted lists** box.

[Show All](#)

Change bullets or numbers in a list

[Change the look of bullets](#)

1. Select the entire list.
2. On the **Format** menu, click **Bullets and Numbering**, and then click the **Bullets** tab.
3. Click **Character**.
4. Click the character you want, and then click **OK**.

If you don't see the character you want, select a different font from the **Font** list, and then click a character.

[Change the look of numbers](#)

1. Select the entire list.
2. On the **Format** menu, click **Bullets and Numbering**, and then click the **Numbering** tab.
3. Click the arrow to the right of the **Format** box, and then click a format.
4. In the **Separator** box, click a separator.
5. In the **Start at** box, enter the number you want to begin the list.
6. Click **OK**.

[Change the color of a number or a bullet](#)

1. If you cannot see the paragraph marker at the end of each line in the list, on the **View** menu, click **Special Characters**.
2. Select the paragraph marker  at the end of the line for which you want to change the bullet or number.
3. On the **Format** menu, click **Font**.
4. Under **General**, click the arrow next to **Color**.
5. Click the color you want.

To see more choices, click **More Colors**, and then click the color you want.

6. Click **OK**.

[Change the color of all the numbers or bullets](#)

It may be faster to retype your list using this procedure rather than changing the color for each number or bullet, as above.

1. In the text box, type a space at the beginning of a new line, and then press ENTER.
2. If you cannot see the paragraph marker  you just created by pressing ENTER, on the **View** menu, click **Special Characters**.
3. Select the paragraph marker.
4. On the **Format** menu, click **Font**.
5. Under **General**, click the arrow next to **Color**.
6. Click the color you want for all the bullets or numbers in the list.

To see more choices, click **More Colors**, and then click the color you want.

7. Click **OK**.
8. Click at the beginning of the line, just to the left of the space you typed, so that no character is selected.
9. On the **Formatting** toolbar, click **Bullets**  or **Numbering** .
10. Type your list, pressing ENTER at the end of each bulleted or numbered item.

The bullets and numbers will be the color you chose, while the other text retains its original color.

[Change list indents](#)

1. Select the list.
2. On the **Format** menu, click **Bullets and Numbering**, and then click the **Bullets** or **Numbering** tab.
3. In the **Indent list by** box, type or select the amount of indentation you want.
4. Click **OK**.

[Show All](#)

Remove bullets or numbers from a list

 [Remove a number or bullet from a single line in a list](#)

1. Select the line you want to change.
2. On the **Formatting** toolbar, click **Bullets**  or **Numbering**  .

 [Delete all bullets or numbers from a list](#)

1. Select the entire list.
2. On the **Formatting** toolbar, click **Bullets**  or **Numbering**  to remove all bullets or numbers.

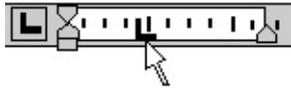
 [Tip](#)

To indent a line without a bullet or number in a list, press SHIFT+ENTER at the end of the preceding line, and then type the text.

[Show All](#)

Create or modify a tab stop

In Microsoft Publisher, tab stop markers appear on the ruler at the top of the workspace.



[Change default tab stops](#)

You can change the default tab stops for all text boxes in a single publication.

1. On the **Format** menu, click **Tabs**.
2. In the **Default tab stops** box, enter the distance you want between tab stops.

[Create a new tab stop](#)

1. Select the paragraphs you want to change.
2. On the horizontal ruler, click where you want the tab stop.

A tab stop marker appears on the ruler.

3. Click the text where you want to insert the tab, and then press TAB.

Note In a table frame, click where you want to insert a tab, and then press CTRL+TAB.

[Remove a tab stop](#)

1. Select the paragraphs you want to change.
2. Drag the tab-stop marker off the horizontal ruler.

[Add dashes, dots, or lines before a tab stop](#)

1. Click in a paragraph that contains the tab stop you want to change.
2. On the horizontal ruler, double-click the tab-stop marker.

3. Under **Leader**, click the option you want, and then click **OK**.



[Set one or more tab stops at specified measurements](#)

1. Select the paragraphs you want to change.
2. On the **Format** menu, click **Tabs**.
3. For each tab stop you want to insert, under **Tab stop position**, type the position for the tab stop, and then click **Set**.
4. Under **Alignment and Leader**, select the options you want, and then click **OK**.

[Show All](#)

Create a bulleted or numbered list

To create a list in Publisher, you need to work inside a text box.

[Create a text box](#)

On the **Objects** toolbar, click the **Text Box** tool , and then click inside your publication.

[Create a bulleted list](#)

1. On the **Format** menu, click **Bullets and Numbering**, and then click the **Bullets** tab.
2. Select the options you want, and then click **OK**.
3. Type the first item in your list, and then do one of the following:

To start a new line with a bullet, press ENTER.

To start a new line without a bullet, press SHIFT+ENTER.

4. To end a bulleted list, press ENTER twice.

[Create a numbered list](#)

1. On the **Format** menu, click **Bullets and Numbering**, and then click the **Numbering** tab.
2. Select the formatting options you want, and then click **OK**.
3. Type the first item in your list, and then do one of the following:

To start a new line with a number, press ENTER.

To start a new line without a number, press SHIFT+ENTER.

To end a numbered list, press ENTER twice.

Note Publisher will automatically number the paragraphs in your list. If you add or delete paragraphs, Publisher will update the numbers.

[Show All](#)

Troubleshoot bulleted and numbered lists

[I can't change the font of the numbers in the list.](#)

The number's font is determined by the formatting of the paragraph marker at the end of the line.

- To change a number's font, select the paragraph marker , and then make the formatting changes.

If you don't see the paragraph marker, click **Special Characters** on the **View** menu.

[I can't change the list indents.](#)

1. Select the entire list.
2. On the **Format** menu, click **Bullets and Numbering**, and then click the **Bullets** or **Numbering** tab.
3. In the **Indent list by** box, enter the amount of indentation you want.
4. Click **OK**.

[My bullets or numbers are the wrong shape, color, or size.](#)

Do any of the following:

[Change the look of bullets](#)

1. Select the entire list.
2. On the **Format** menu, click **Bullets and Numbering**, and then click the **Bullets** tab.
3. Click **Character**.
4. Click the character you want, and then click **OK**.

If you don't see one you want, select a different font from the **Font** list, and

then click a character.

[Change the look of numbers](#)

1. Select the entire list.
2. On the **Format** menu, click **Bullets and Numbering**, and then click the **Numbering** tab.
3. Click the arrow to the right of the **Format** box, and then click a format.
4. In the **Separator** box, click a separator.
5. In the **Start at** box, enter the number you want to begin the list.
6. Click **OK**.

[Change the color of a number or a bullet](#)

1. If you cannot see the paragraph marker at the end of each line in the list, on the **View** menu, click **Special Characters**.
2. Select the paragraph marker ¶ at the end of the line for which you want to change the bullet or number.
3. On the **Format** menu, click **Font**.
4. Under **General**, click the arrow next to **Color**.
5. Click the color you want.

To see more choices, click **More Colors**, and then click the color you want.

6. Click **OK**.

[Change list indents](#)

1. Select the list.
2. On the **Format** menu, click **Bullets and Numbering**, and then click the **Bullets** or **Numbering** tab.
3. In the **Indent list by** box, enter the amount of indentation you want.
4. Click **OK**.

[Show All](#)

Adjust leading

To change the amount of empty space between lines of text, you can adjust the type leading.

1. Select the text you want to change.
2. On the **Format** menu, click **Paragraph**, and then click the **Indents and Spacing** tab.
3. Under **Line Spacing**, in the **Between lines** box, type or select the [line spacing](#) and measurement unit you want.

[Set a fixed amount of line spacing](#)

To set a fixed amount of line spacing between lines or paragraphs, specify the amount of space in one of the following units:

- For inches, type *in*.
- For centimeters, type *cm*.
- For [points](#), type *pt*.
- For [picas](#), type *pi*.

Line spacing is added above each line or paragraph with these units.

[Set a variable amount of line spacing](#)

To set an amount of line spacing that varies depending on the font size, type *sp* as the measurement unit. Line spacing for each line will accommodate the largest font in that line, plus the amount of extra space that you specify.

Line spacing is added below each line or paragraph with this unit.

Note If you type a number without specifying a unit, Microsoft Publisher will interpret numbers less than five as spaces (*sp*). Numbers five or greater will be interpreted as points (*pt*).

[Show All](#)

Adjust tracking and kerning

[Adjust tracking](#)

To change the spacing between all text characters, you need to adjust tracking. Tracking is available only if you are working on a print publication.

1. Select the paragraphs you want to change.
2. On the **Format** menu, click **Character Spacing**.
3. Under **Tracking**, do one of the following:
 - To adjust tracking automatically, click one of the preset spacing options.
 - To adjust tracking manually, click **Custom**, and then enter a percentage between 0.1% and 600% in the **By this amount** box.

[Adjust kerning](#)

To change the spacing between two specific text characters, you need to adjust [kerning](#).

1. Select the two characters you want to change.
2. On the **Format** menu, click **Character Spacing**.
3. Under **Kerning**, click **Expand** or **Condense** to adjust spacing, and then enter a percentage between 0.1% and 600% in the **By this amount** box.

[Change the point size at which automatic kerning begins](#)

By [default](#), Microsoft Publisher automatically kerns text pairs sized at 14 points or higher. Text below 12 points usually doesn't need to be kerned.

1. On the **Format** menu, click **Character Spacing**.
2. Under **Automatic pair kerning**, enter a size from .5 to 999.9 points.

Publisher will kern text pairs in any font size equal to or greater than the size you type.

Shrink or stretch the width of text characters (scaling)

Scaling is available only if you are working on a print publication.

1. Select the text characters you want to change.
2. On the **Format** menu, click **Character Spacing**.
3. Under **Scaling**, enter the percentage amount that you want to shrink or stretch your text.

You can view an example in the **Sample** box at the bottom of the dialog box.

[Show All](#)

Change line or paragraph spacing

[Change the space between paragraphs](#)

1. Select the text you want to change.
2. On the **Format** menu, click **Paragraph**, and then click the **Indents and Spacing** tab.
3. Under **Line spacing**, do either of the following:
 - In the **Before paragraphs** box, type or select the amount of spacing you want above the paragraph.
 - In the **After paragraphs** box, type or select the amount of spacing you want below the paragraph.

[Tip](#)

The default value for space before or after paragraphs is displayed in points. You can specify other measurement units by typing the abbreviation for them after the numerical value: inches (in), centimeters (cm), picas (pi), points (pt), or pixels (px). When you specify a unit other than points, Publisher converts the measurement to points.

[Set automatic spacing between lines of text](#)

1. Select the text you want to change.
2. On the **Format** menu, click **Paragraph**, and then click the **Indents and Spacing** tab.
3. Under **Line spacing**, in the **Between lines** box, type or select the amount of spacing you want between lines of text.

[Tip](#)

The default value for space between lines is displayed in spaces (sp). If you type a whole number, Publisher interprets it as a number of spaces. You can specify other measurement units by typing the abbreviation for them after

the numerical value: inches (in), centimeters (cm), picas (pi), points (pt), or pixels (px). When you specify a unit other than spaces, Publisher converts the measurement to points.

Raise or lower text in a line

1. Select the text you want to change.
2. On the **Format** menu, click **Font**.
3. Under **Effects**, click **Superscript** to raise the text above the regular line of text, or click **Subscript** to lower it.

Find and delete extra spaces after punctuation marks

If you prefer to have only one space after punctuation marks, you can search a publication for extra spaces and delete them by replacing them with one space.

1. On the **Edit** menu, click **Replace**.
2. In the **Find what** box, type two spaces.
3. In the **Replace with** box, type one space.
4. Click **Find Next** to find the next occurrence of two spaces in a row.
5. Do one of the following:
 - Click **Replace** if you want to change it.
 - Click **Replace All** to replace all occurrences.
 - Click **Find Next** to continue searching.
6. Repeat steps 4 and 5 until Publisher displays a message that you have reached the end of the text.

[Show All](#)

Select fonts that work well together

Selecting fonts that look good together makes your publication look professional. Using font schemes is an easy way to achieve this goal.

Do one of the following:

[Select a font scheme](#)

1. On the **Format** menu, click **Font Schemes**.
2. In the **Font Schemes** task pane, click a font scheme.

[Select a font scheme for a Web page](#)

1. On the **Format** menu, click **Font Schemes**.
2. In the **Font Schemes** task pane, click one of the following font schemes that work well with Web pages:
 - Archival
 - Basis
 - Binary
 - Casual
 - Data
 - Foundation
 - Impact
 - Online
 - Versatile
 - Virtual

[Work with only Web fonts](#)

When you work on Web publications, you can limit the selection of available fonts to Web fonts, which are Latin text fonts that have been selected or designed for easy screen readability.

1. On the **Format** menu, click **Font**.
2. In the **Font** dialog box, click **Show only Web fonts**.

See which fonts are used in a publication

- On the **Tools** menu, point to **Commercial Printing Tools**, and then click **Fonts**.

The **Fonts** dialog box displays all fonts used in the publication.

[Show All](#)

Troubleshoot fonts and subsetting

[When I type text in my publication, squares appear instead of letters](#)

This happens when you have saved a publication with a subset of a total font set. Turn off [font subsetting](#) to restore the entire font set in your publication.

1. On the **Tools** menu, point to **Commercial Printing Tools**, and then click **Fonts**.
2. Clear the **Subset fonts when embedding** box.

[Show All](#)

About resolving font duplication in Publisher

If a font that is [embedded](#) in a publication has the same name as a font installed on your computer, its status will display as **Duplicate** in the **Load Fonts** dialog box. You can then choose whether or not to load the embedded font.

If you load the embedded font, the Windows operating system temporarily installs it on your computer so that Microsoft Publisher can use it to display and print the publication. Loading the embedded font ensures that the text and line spacing in the publication remain as when it was created.

If you do not load the embedded font, Publisher uses the font that is installed on your computer, which could change how the publication looks. Publisher determines whether an embedded font is a duplicate by the font's name. However, two fonts with the same name may be different. For example, if the font on your computer is a [PostScript font](#), it may have different [font metrics](#) than the embedded [TrueType font](#). This could result in different text and line spacing than when the publication was created.

[Show All](#)

Turn font previews on or off

1. On the **Tools** menu, click **Customize**.
2. Do one of the following:
 - To show font names in the actual font style, click the **Options** tab, and then select the **List font names in their font** box.
 - To show font names in plain text, click the **Options** tab, and then clear the **List font names in their font** box.

Note You can preview fonts for text but not for [WordArt](#).

[Show All](#)

About font license restrictions

Fonts installed on your computer are licensed by their manufacturers for specific uses. For example, a font license might allow you to use the font to display on your monitor and print on your desktop printer; however, the license might restrict you from embedding the font when you save your publication.

When you take your Microsoft Publisher file to a commercial printing service, the printing service needs to have the fonts that you used in your publication so that they can print your publication correctly. If you use a non-embeddable font, your printing service cannot load the font to print your publication. Instead, they must purchase the font or substitute another font.

Fonts that come with Publisher do not have license restrictions, which means that they can be embedded in your publication. Fonts that do not come with Publisher, however, might be restricted.

The following table lists license restrictions and how they affect working with your publication on another computer or at a commercial printing service.

Font license	What the font license description means	How the license affects your printing service
Preview-only	You can embed this font, but if you edit the publication on another computer, you cannot save those changes.	Your printing service can open your Microsoft Publisher file and make changes to your publication, but they cannot save the changes. Consider changing this font to one that is not restricted.
May embed	You can embed this font. For best results, use fonts with this license description.	Your printing service can load this font, make changes to your publication by using this font, and then save the changes.

May not embed
You cannot embed
this font.

If the font is not installed on your printing service's computer, Microsoft Windows will display the text by using another font. To use the font you chose, your printing service must either purchase the font or substitute another font. Consider changing this font to one that is not restricted.

Publisher only embeds [TrueType fonts](#). You can check the license restrictions on the TrueType fonts that you've used in your publication by using Publisher's **Fonts** dialog box (**Tools** menu, **Commercial Printing Tools**). If you used a restricted font, you can either change to an unrestricted font or ask your printing service for advice.

About font schemes

A font scheme is a defined set of fonts that is associated with a publication. Within each font scheme both a major font and a minor font are specified. Generally, a major font is used for titles and headings, and a minor font is used for body text.

Font schemes make it easy to change all the fonts in a publication to give it a consistent, professional appearance.

[Show All](#)

Troubleshoot font schemes

[Text that I don't want to change changes when I apply a font scheme.](#)

You have selected Font Scheme options that dictate the changing of all text. To maintain manual formatting, you need to turn off these options.

1. On the **Format** menu, click **Font Schemes**.
2. In the **Font Schemes** task pane, click **Fonts Scheme Options**.
3. Clear the options you want.

[Not all my fonts are formatted when I use a font scheme.](#)

You have text that was formatted manually. You can ensure this text is also formatted by a font scheme.

1. On the **Format** menu, click **Font Schemes**.
2. In the **Font Schemes** task pane, click **Font Scheme Options**.
3. Select the options you want.

[My text changes size when I use a font scheme.](#)

Text size is one of the characteristics that is stored in a font scheme. (To ensure that text size is not affected by a font scheme, next time, format it manually before you apply the font scheme.) To return your text to the desired size after you've applied a font scheme, you'll need to reformat the font.

1. On the **Standard toolbar**, click **Undo**  until your text returns to the desired size.
2. Select the text that you want to remain the same size.
3. On the **Format** menu, click **Font**.
4. From the **Size** list , select a size.
5. Click **OK**.

[Show All](#)

Load embedded fonts and print a font report

You must load [embedded fonts](#) onto your computer before you can use them. When you open a publication that has embedded fonts, the **Load Fonts** dialog box will appear. Do any of the following:

- To load all embedded fonts, click **OK**.

Publisher temporarily installs the fonts on your computer, and uninstalls them when you close the publication.

- To load only some embedded fonts, do the following:
 1. Click the name of an embedded font you don't want to load.
 2. Click **Don't Load**.

Note If you choose not to load an embedded font and then change your mind later, close the publication and then reopen it to display the **Load Fonts** dialog box again.

- To print a font report, click **Print**.

Publisher prints the font report to your default printer. The report lists the following:

- Embedded fonts
- Embedded fonts with license restrictions
- Fonts neither on the operating system nor embedded

Find out if a font can be embedded

1. On the **Tools** menu, point to **Commercial Printing Tools**, and then click **Fonts**.
2. Under **License Restrictions** and **Embed Font**, check the font license details and whether the font can be embedded.

If the license restriction says **May embed**, the font can be embedded. If the license restriction says **Preview-only** or **May not embed**, consider changing this font in your publication.

[Show All](#)

Embed only part of a font in your publication

When you embed only part of a font, a process known as [subsetting](#), you create a smaller file to hand off to your commercial printing service than if you embed the entire font.

1. On the **Tools** menu, point to **Commercial Printing Tools**, and then click **Fonts**.
2. Select **Embed TrueType fonts when saving publication**.
3. Select **Subset fonts when embedding**.
4. Click **OK**.

Note Do not subset fonts if you expect to edit the text in your publication. A subsetted font only contains the characters that are used in the publication. Other characters are unavailable, which limits your ability to make changes or additions to the text.

[Show All](#)

Embed fonts in a publication

1. On the **Tools** menu, point to **Commercial Printing Tools**, and then click **Fonts**.
2. In the **Fonts** dialog box, do one of the following:

[Set embedding options for all fonts in your publication](#)

- To [embed](#) the entire font, select **Embed TrueType fonts when saving publication**.
- To embed fonts that are commonly installed on many computers, clear **Do not embed common system fonts**.
- To embed only a [subset](#) of the font, select **Subset fonts when embedding**.

[Set embedding options for individual fonts in your publication](#)

1. Select the font.
2. Click **Embed** or **Don't Embed**.

[Show All](#)

Change embedding status for individual TrueType fonts

1. On the **Tools** menu, point to **Commercial Printing Tools**, and then click **Fonts**.
2. Click the name of the font whose [embedding](#) status you want to change.
3. Do one of the following:
 - Click **Embed** to embed a font that is currently marked **No** under **Embed Font**.
 - Click **Don't Embed** to prevent embedding a font that is marked **Yes** under **Embed Font**.

[Show All](#)

About embedding fonts in your publication

Embedding fonts in your publication is one of the best ways to ensure that a font used in a publication is always available, even if you move the publication to a new computer or take it to a commercial printing service.

Only [TrueType fonts](#) can be embedded, and then only if their licensing allows embedding.

To embed all TrueType fonts in your publication when you save it, select **Embed TrueType fonts when saving publication** in the **Fonts** dialog box (**Commercial Printing Tools** command, **Tools** menu).

When you embed fonts, you have the option to [subset](#) them rather than embed the whole font. This may be useful if you need to keep the file size of your publication small. However, subsetting fonts will limit your ability to edit text and make any needed corrections. If you expect to edit your publication later, don't subset fonts when embedding.

You can set the embedding status for individual fonts. If you know that some TrueType fonts are available on the computer or at the commercial printing service you're taking your publication to but that others are unavailable, you can embed only those fonts you'll need.

Publisher embeds TrueType fonts by default when you use the **Pack and Go Wizard** to prepare your publication to take to a commercial printing service. You do not need this set in the **Fonts** dialog box before you run the wizard.

When you open a publication with embedded fonts, you can load all or just some of them. The fonts you load are installed for use with the current publication only; they cannot be used with other publications or programs. When you close the publication, Publisher removes the fonts from your computer.

[Show All](#)

About Microsoft Publisher font embedding for commercial printing

Publisher embeds [TrueType](#) fonts that have licenses that allow [embedding](#).

By default, fonts are automatically embedded when a publication creator uses the **Pack and Go Wizard** to save files in Publisher format to give to a printing service.

In process- and spot-color publications in which text is trapped, Publisher automatically turns off printer font substitution for printer fonts. The user may choose not to embed one or more fonts, or choose to turn off font embedding altogether.

Publisher embeds only TrueType fonts. All the TrueType fonts that are included in Publisher provide full embedding rights.

Publisher's font report When you open a publication that contains embedded fonts, Publisher's **Load Fonts** dialog box lists embedded fonts, fonts with license restrictions, and missing fonts. It also identifies duplicate font names installed on the Windows operating system, and any [subsetted](#) fonts. You can print a font report for the publication.

You can install all or some of the embedded fonts that are listed. The fonts you load are installed for use with the current publication only; they cannot be used with other publications or programs. When you close the publication, Publisher removes the fonts from your computer.

If you open a publication that has preview-only embedded fonts, you can make changes to the publication, but you can't save the publication with the changes. In this case, you can work with the customer to get the missing font or substitute another font.

Font compression and subsetting Publisher does not provide font compression, but it does allow font subsetting if the publication creator turned on font subsetting. When subsetting is turned on, only those characters used in the

publication are embedded.

[Show All](#)

Substitute missing fonts

When font substitution is turned on and you or your printing service opens your file on another computer that does not have the same fonts that you used, Microsoft Windows will substitute fonts so that you can read the text in your publication.

1. On the **Tools** menu, point to **Commercial Printing Tools**, and then click **Fonts**.
2. In the **Fonts** dialog box, click **Font substitution**.
3. In the **Font Substitution** dialog box, select a missing font from the list of fonts.
4. Do one or more of the following:

[Use the suggested choice of substitute fonts for this session only](#)

- Click **Temporarily substitute this font for display and printing**.

[Replacing missing fonts with the suggested choice of substitute fonts](#)

- Click **Permanently substitute font for display and printing**.

Note This is a permanent change and cannot be undone once you click **OK**.

[Assign fonts to be substituted](#)

1. In the **Substituted Font** list box, select a different font.
2. Click either **Temporarily substitute this font for display and printing** or **Permanently substitute font in the publication**.

Note Fonts that are listed as temporary are not saved with the publication.

[Show All](#)

Turn off font substitution when printing

When you print a publication to a [PostScript](#) printer, the printer substitutes [PostScript fonts](#) that are at the printer for any [TrueType fonts](#) with the same name that are used in your publication. This may cause your text to reflow, resulting in unexpected line breaks, hyphenation, and [overflow](#) that may change how your publication looks. To turn off font substitution when printing and use only the fonts downloaded with your publication, do the following:

1. On the **File** menu, click **Print**.
2. Under **Printer**, in the **Name** box, select the PostScript printer that you will use to print your final output.
3. Click **Advanced Print Settings**, and then click the **Graphics and Fonts** tab.
4. Under **Fonts**, select **Use only publication fonts**.

[Show All](#)

About substituting for missing fonts

If a publication contains fonts that are neither on your computer nor [embedded](#) in the publication, the Windows operating system provides default substitutes for the missing fonts. In Publisher, you can then set options to temporarily or permanently substitute other fonts on your computer for the missing fonts used in the publication.

When you substitute a font in Publisher, all the text in that font is replaced by text in the substitute font. In most cases, this will cause the text to flow differently. Line breaks, column breaks, page breaks, line spacing, and hyphenation will likely change, even if the substitute font is similar to the missing font. This may significantly affect the layout of your publication.

For best results, you should avoid font substitution.

 [How?](#)

To avoid font substitution, do one or more of the following:

- Embed [TrueType fonts](#) in your publication. When you embed TrueType fonts, they are saved within your publication. Publications with embedded fonts can display and print text in the original fonts even if those fonts are not normally installed on the computer you are using.

Note Only TrueType fonts can be embedded and only if they are licensed for embedding.

- If you're taking your publication to another computer, verify that it has the same fonts installed that you used in your publication.
- If you used [PostScript fonts](#) in your publication and you are taking it to a commercial printer, ask them if they have the fonts you used or if they will purchase them.

[Show All](#)

About font substitution for missing East Asian characters

The feature or some of the options described in this Help topic are only available if support for Japanese, Simplified Chinese, Traditional Chinese, or Korean is enabled through Microsoft Office Language Settings.

If the [font](#) you are using does not contain a particular character, and you have cleared the **Automatically substitute font for missing East Asian characters** option (**Tools** menu, **Options** command, **Edit** tab), you will see a small box in place of the missing character wherever that character occurs in your text.

When you turn on this type of font substitution (also called font linking), Microsoft Publisher automatically applies a substitute font to the missing East Asian character. By default, the **Automatically substitute font for missing East Asian characters** option is turned on. It is recommended that you leave this option turned on if you are going to print your publication from your own computer.

If you plan to take your publication to another computer or to a commercial printer, however, it is best to turn off automatic font substitution before you type any text into the publication. Then, whenever you see the small box instead of the missing character, you can manually substitute the small box with another font that contains the character you want. To prevent a commercial printer or any other user from applying [font substitution](#) to the characters in your publication, you should [embed](#) the fonts in your publication before sending it out to be printed.

[Show All](#)

Troubleshoot copyfitting

[The font size changes every time I resize the text box.](#)

Automatic copyfitting might be turned on. To turn it off:

1. Click the text box.
2. On the **Format** menu, point to **AutoFit Text**, and then click **Do Not AutoFit**.

[I turn on copyfitting but the **Text in Overflow** indicator still shows.](#)

The Best Fit feature cannot make the text smaller than 0.1 pt. Here are some ways to fit your text:

- Enlarge the text box
- Reduce the margins within the text
- Adjust the amount of spacing between characters
- Delete text

[Show All](#)

Turn on and off automatic copyfitting

You can have Publisher automatically resize your text to fit in a text box.

[Turn copyfitting on](#)

1. Click the text box.
2. On the **Format** menu, point to **AutoFit Text**.
3. Do one of the following:
 - To shrink or expand text to fit in the text box when you resize the box or type, click **Best Fit**.
 - To reduce the point size of text until there is no text in [overflow](#), click **Shrink Text On Overflow**.

[Turn copyfitting off](#)

If your text is changing size as you type or when you resize a text box, you have **AutoFit Text** turned on. Here's how to turn it off so that the text stays the same size.

1. Click the text box.
2. On the **Format** menu, point to **AutoFit Text**, and then click **Do Not AutoFit**.

With automatic copyfitting turned off, the font size remains the same whenever you resize the text box.

[Show All](#)

Wrap text around a picture

You can wrap text around [graphics](#) only if you are working on a print publication.

1. Select the picture [frame](#).
2. On the **Picture toolbar**, click **Text Wrapping** , and then click the option you want.

Note Text in a table cannot be wrapped around a picture or [WordArt](#).

[Show All](#)

Wrap text around an entire frame

You can wrap text around picture [frames](#) or [graphics](#) only if you are working on a print publication.

1. Select the picture frame.
2. On the **Picture [toolbar](#)**, click **Text Wrapping** .
3. Click **Square**.

[Show All](#)

Change how text wraps around a picture

You can wrap text around pictures or other [graphics](#) only if you are working on a print publication. To change how text wraps, do one or more of the following:

[Wrap text around the picture's frame](#)

1. Select the picture [frame](#).
2. On the **Picture toolbar**, click **Text Wrapping** .
3. Click **Square**.

[Change the shape of the picture's outline](#)

1. Select the picture frame.
2. On the **Arrange** menu, point to **Text Wrapping** , and make sure that the **Square** option is not selected.
3. On the **Arrange** menu, point to **Text Wrapping**, and then click **Edit Wrap Points** .
4. If necessary, zoom in to see the adjust handles.

[How?](#)

Do one of the following:

- To zoom in or out, click the **Zoom In**  or **Zoom Out**  button next to the **Zoom** box.



- To zoom to a specific percentage of the original size of an object or area, enter the percentage in the **Zoom** box, or click the arrow next to the **Zoom** box and choose it from the list.
- To switch between the current view and the actual size, press F9.
- To fill the workspace with only objects that you select, select the

objects, click the arrow next to the **Zoom** box, and then click **Selected Objects**.

- To fill the workspace with the width of your publication, click the arrow next to the **Zoom** box, and then click **Page Width**.
 - To fill the workspace with the entire page, click the arrow next to the **Zoom** box, and then click **Whole Page**.
 - If you have a mouse with five buttons, you can fill the workspace with a particular part of your page. Point to a corner of the area you want to zoom in on, and then hold down the fifth mouse button while dragging diagonally until the rectangle surrounds the area. To return to the previous zoom level, click the fifth mouse button again.
5. Position the mouse pointer over the handle that you want to move until you see the Adjust pointer .
 6. Drag the pointer to change the outline of the picture.

Note The text in a table cannot be wrapped around a picture.

 [Change how tightly the text wraps around a picture](#)

Try one of the following:

- Print the publication. The text wrap might appear tighter on the printed page.
- Reduce the font size.
- Enlarge the picture.
- Reduce the text box margins.

 [How?](#)

1. Right-click the text box.
2. On the shortcut menu, click **Format Text Box**.
3. In the **Format Text Box** dialog box, click the **Text Box** tab.
4. Under **Text Box Margins**, enter the settings for the left, right, top, and bottom margins.

[Show All](#)

Troubleshoot how text wraps

 [The text doesn't wrap tightly enough.](#)

Try one of the following:

- Print the publication to see if the text wraps tighter on the printed page.
- Reduce the font size.
- Make the picture or **WordArt** bigger.
- Reduce the text box margins.

 [How?](#)

1. Right-click the text box that contains the text, and then click **Format Text Box**.
 2. In the **Format Text Box** dialog box, click the **Text Box** tab.
 3. Under **Text Box Margins**, adjust the measurements to decrease the distance between the text and the outer borders of the text box.
- Manually adjust the outline of the picture or **WordArt**.

 [How?](#)

1. Select the picture.
2. On the **Arrange** menu, point to **Text Wrapping**, and then click **Edit Wrap Points**.
3. On the outline of the picture, position the mouse pointer where you want to add the new [handle](#).
4. Hold down CTRL and then click where you want to add a new handle.
5. To change the outline of the picture, drag any of the handles.

Note To delete a handle, hold down CTRL+SHIFT and click the handle.

 [The text doesn't wrap around the shape.](#)

- You might be working on a Web publication. Text wrapping is available only if you are working on a print publication.

- The **Text Wrapping** option might be turned off. Turn it back on.

[How?](#)

1. Select the Picture.
2. On the **Picture** toolbar, point to **Text Wrapping** , and then select one of the options.

[The text wraps around the frame, not the outline of the picture.](#)

- Make sure that the **Text Wrapping** option **Square** is not selected.

[How?](#)

1. Right-click the picture.
 2. On the shortcut menu, click **Format Picture**, and then click the **Layout** tab..
 3. Under **Wrapping Style**, if **Square** is selected, select another option.
- If the picture frame is surrounded by **BorderArt**, text wraps around the **BorderArt**. If you want text to follow the shape of the picture, remove the **BorderArt**.

[Text appears on top of my picture in or its margins.](#)

Make sure that the **Text Wrapping** option **None** or **Through** is not selected.

[How?](#)

1. Right-click the text box.
2. On the shortcut menu, click **Format Text Box**, and then click the **Layout** tab.
3. Under **Wrapping Style**, if **None** or **Through** is selected, select another option.

[I can't select the adjust handle.](#)

Try zooming in for a better look.

- On the **Standard** toolbar, click **Zoom in** .

Get the text as close to the picture as possible

1. Right-click the picture that the text wraps around.
2. On the shortcut menu, click **Format Picture**.
3. In the **Format Picture** dialog, click the **Layout** tab.
4. Under **Distance from text**, clear the **Automatic** check box, and then enter the amounts you want.

[Show All](#)

Select a way to edit text

You can edit text directly in Microsoft Publisher or in Microsoft Word. If you only need to edit a few words, it is faster to stay in Publisher. If you need to edit a long [story](#) that appears on different pages in a publication, it might be easier to edit the story in Word. Or you might be more accustomed to working in Word and want to take advantage of available Word features, such as grammar checking and revision tracking.

[Edit in Publisher](#)

- Place the insertion point where you want to make your changes, and then edit the text.

[Edit in Word](#)

Microsoft Word version 6.0 or later must be installed on your computer for this procedure to work.

1. Right-click the text box, point to **Change Text**, and then click **Edit Story in Microsoft Word**.
2. Edit the text.
3. Do one of the following:
 - To close the Word document and update your publication, click **Close and Return** on the **File** menu in Word.
 - To exit Word and update your publication, click **Exit** on the **File** menu in Word.

Notes

- While you are editing in Word, the text box in Publisher is not available.
- A few text colors that are available in Publisher are not available in Word. If your Publisher text is formatted in colors other than black, you may lose some of these colors when you edit in Word.
- You may lose other formatting or objects when you edit in Word and return to Publisher. It's best to adjust formatting and add objects in Publisher.

Count the words in your publication with Microsoft Word

If you have Microsoft Word 6.0 or later installed, then you can count words in your Microsoft Publisher publication. Microsoft Word counts the words in a text box or in a series of connected text boxes.

1. In your publication, click the text box that contains the words you want to count. If the text box is connected to other text boxes, all the words in the connected text boxes are counted.
2. On the **Edit** menu, click **Edit Story in Microsoft Word**.
3. On the **Tools** menu in **Word**, click **Word Count**.
4. Click **Close**.
5. On the Microsoft Word **File** menu, click **Close & Return to <publication name>**.

[Show All](#)

Troubleshoot using Word to edit text

 [An object doesn't appear in the right place when I return to Microsoft Publisher.](#)

If you add any pictures, shapes, tables, or drawing objects to a document in Microsoft Word, they will be converted to Publisher objects, and placed in your publication. You might need to re-position them.

In general, it's best to import a Word document that does not include special formatting or objects, and then adjust the formatting and add objects in Publisher.

Or, instead of importing a Word document, you can copy the text from the Word document and paste it into your publication. This might preserve your formatting better than importing.

 [There is more text than appears in the text box.](#)

If there is more text than the text box can hold, Publisher stores the extra text in [overflow](#), where you can't see it. If there is text in overflow, a **Text in Overflow** indicator appears at the lower-right corner of the text box.



Here are some ways to get your text out of overflow and back into your publication.

- Enlarge the text box.
- Reduce the margins.

 [How?](#)

1. Click the text box to select it.
2. On the **Format** menu, click **Text Box**.
3. In the **Format Text Box** dialog box, click the **Text Box** tab.
4. Under **Text Box Margins**, enter the settings for the left, right, top, and

bottom margins.

- Connect the filled text box to another text box. Any extra text is displayed in the other text box.

[How?](#)

When you connect [text boxes](#), text that won't fit into the first text box flows into the next text box. A chain of connected text boxes, also known as a story, can span multiple pages.

Use connected boxes to:

- Continue a story in another text box.
 - Create columns of different widths.
 - Move text from [overflow](#) into another box.
1. If needed, create a new text box.

[How?](#)

1. On the **Objects** toolbar, click **Text Box** .
2. In your publication, point to where you want one corner of the text box to appear, and then drag diagonally until you have the box size you want.
2. Click in the text box you want as the first text box in the story.
3. On the **Connect Text Boxes** toolbar, click **Create Text Box Link** .

The mouse pointer changes to a pitcher .

4. Click in the text box you want as the next in the story.

This text box is now connected to the first box and any text in [overflow](#) now appears in the next box.

5. To connect more text boxes to the story, repeat steps 3 and 4.
- Turn on automatic [copyfitting](#).

[How?](#)

1. Click the [text box](#).
2. On the **Format** menu, point to **AutoFit Text**.
3. Do one of the following:
 - To shrink or expand text to fit in the text box when you resize the box, click **Best Fit**.
 - To reduce the point size of text until there is no text in [overflow](#), click **Shrink Text On Overflow**. With this option, the text will not get any larger than its original size if the text box is made larger, but if the text box is made smaller, the text will shrink.

Turn Drag-and-drop text editing on or off

1. On the **Tools** menu, click **Options**.
2. Click the **Edit** tab.
3. Under **Text editing**, select or clear the **Drag-and-drop text editing** box.

[Show All](#)

Work with text styles

[Create a new text style](#)

1. Select the text that contains the formatting you want to include in your style.
2. On the **Formatting toolbar**, click the **Style** box .
3. Type over the existing style name to create the name for the new style.
4. Press ENTER.
5. In the **Create Style By Example** dialog box, make sure that the name and formatting are correct.

[Apply a text style to a paragraph](#)

1. Click anywhere in the paragraph that you want to apply the text style to.
2. On the **Formatting toolbar**, select a style from the **Style** box .

Note Publisher applies the style to the paragraph, but any formatting, such as bold or italic, that was manually added to text within the paragraph might remain and need to be changed manually.

[Change a text style](#)

1. On the **Format** menu, click **Style and Formatting**.
2. In the **Styles and Formatting** task pane, point to the style you want to change, and then click the down arrow.
3. Click **Modify**.
4. In the **Modify Style** dialog box, make the changes you want.

[Rename a text style](#)

You can rename most styles. Some styles, such as Normal, cannot be renamed, in which case the **Rename** command will be unavailable.

1. On the **Format** menu, click **Styles and Formatting**.
2. In the **Styles and Formatting** task pane, point to the style you want to

rename, and then click the down arrow that appears next to the style name.

3. Click **Rename**.
4. In the **To** box, enter the new name.
5. Click **OK**.

[Delete a text style from your publication](#)

You can delete any text style except Normal from your publication.

1. On the **Format** menu, click **Styles and Formatting**.
2. In the **Styles and Formatting** task pane, point to the style you want to delete, and then click the down arrow that appears next to the style name.
3. Click **Delete**.

The style is deleted from your publication, and Publisher automatically applies the Normal style to all paragraphs that had that style. However, the text keeps any character formatting that was manually applied.

[Import all text styles from another publication or program](#)

You can import styles you've used in another publication or in a Microsoft Word document. This helps related publications maintain a common look and feel.

1. On the **Format** menu, click **Styles and Formatting**.
2. In the **Styles and Formatting** task pane, click **Import styles**.
3. Click the publication or document that contains the styles you want to import.
4. Click **OK**.

Every style is imported from the other publication or document.

Note If you imported styles from a file created with Publisher 2000 or earlier, the style known as **no style** is converted to **Normal** style.

[Show All](#)

Troubleshoot text styles

[After I apply the style, some text still doesn't look right.](#)

You might have made some formatting changes that must be overridden manually. For instance, if you formatted a word as bold before applying the style, Microsoft Publisher might leave the word bold after changing the style.

- To remove character formatting, select the text and type CTRL+SPACEBAR.
- To remove paragraph formatting, select the text and type CTRL+Q.

[Text changed that I didn't select.](#)

Even if you select only some of the text in the paragraph, the style is applied to the entire paragraph.

To apply formatting to certain characters or words in a paragraph, don't use a text style. Instead, select the text, and then use the **Format** menu to apply the formatting you want.

[My formatting changes don't appear in other publications.](#)

When you change a text style in one publication, Publisher doesn't update the style in other publications. But you can open another publication and import the updated style into the first publication.

[The text styles that I applied in my publication disappear when I convert it from print to Web.](#)

Certain font effects, such as **Outline**, **Shadow**, **Emboss**, and **Engrave**, are available only if you are working on a print publication. If you convert a print publication that contains any of these font effects into a Web publication, the text that contains this formatting will revert to normal.

[Show All](#)

About text styles

A text style is a set of formatting characteristics that you can apply to text on a paragraph-by-paragraph basis. A style contains all text formatting information: font and font size, font color, indents, character and line spacing, tabs, and special formatting, such as numbered lists.

Once you've created a style, you can apply it in one step to a paragraph in either a [text box](#) or a table. The formatting changes affect the entire paragraph.

Microsoft Publisher also installs font schemes, which are pre-defined font groupings that help you to achieve a cohesive style and look to your publication.

[Show All](#)

Find and replace text

You can search your entire publication for specific text.

[Find text](#)

1. On the **Edit** menu, click **Find**.
2. In the **Find what** box, do one of the following:
 - Type the text you want to find. If you have recently searched for a character, word, or phrase and want to search for it again, click the down arrow and choose it from the list.
 - If you want to find a special character, such as a tab or an end-of-paragraph mark, type the appropriate character combination listed in the table below.

	To find	Type
	Any character	?
	A question mark	^?
	An optional hyphen	^-
	A nonbreaking hyphen (a hyphen in a word that is always hyphenated and can't be separated at the end of the line)	^~
	A line break	^N
	The end of a paragraph	^P
	A nonbreaking space (a space used in place of a normal space when you want to prevent a line break between two words)	^S
	A tab stop	^T
	A white space (a tab character or a space between words)	^W

3. Under **Find options**, click the options you want.
4. Click **Find Next**.

[Find and replace text](#)

1. On the **Edit** menu, click **Replace**.
2. In the **Find what** box, type the text or punctuation you want to find.

3. In the **Replace with** box, type the replacement text. To delete the text you're searching for, leave the box empty.
4. Under **Find options**, click the options you want.
5. Click **Find Next** to find the next occurrence of the text.
6. Do one of the following:
 - Click **Replace** if you want to change it.
 - Click **Replace All** to replace all occurrences.
 - Click **Find Next** to continue searching.
7. Repeat steps 5 and 6 until Publisher displays a message that you have reached the end of the text.

Notes

- If you want to find a specific word, such as "pub," and you want to ignore the word when it occurs as part of another word, such as "publication," select the **Match whole word only** box.
- If you want to find text that matches the exact combination of capital and lower case letters you typed in the **Find what** box, select the **Match case** box.
- The default **Search** option is **All**, which means that Publisher first searches the current [story](#), and then continues with all other stories in the publication, beginning on page one and ending on the last master page. To begin searching from the current location upwards to the beginning of the story, click the arrow next to **Search**, and then click **Up**. (This option is only available for **Find**, not **Replace**.) To begin searching from the current location downwards to the end of the story, click **Down**.
- Publisher cannot find the following: text in [Continued notices](#) in connected text boxes; text in data fields; text with phonetic guides; or horizontal text in vertical text flow.
- Publisher can find text in only two types of Web form controls: radio buttons and check boxes.
- Publisher can find text in [overflow](#), but cannot display it.

[Show All](#)

Troubleshoot finding text

[Publisher can't find the text.](#)

- The text might be spelled or phrased differently than you remember. Try searching for a single word or a part of a word.
- The text might be in the [overflow](#) of the text box. Microsoft Publisher can find text in overflow, but cannot display it. If there's text in overflow, the **Text in Overflow** indicator appears at the bottom of the selected text box:



- The text might be in a [Continued notice](#) in a connected text box. Publisher can't find text in these notices.
- The text might be in a Web form control that does not have a text box. Publisher can find text in only two types of Web form controls: radio buttons and check boxes.
- The text might be in a data field, or in text with phonetic guides, or in horizontal text in vertical text flow. Publisher cannot find text in these situations.

[I want to find a special character.](#)

To find a special character, such as a tab or an end-of-paragraph mark, in the **Find what** box, type the appropriate character combination listed in the table below.

	To find	Type
	Any character	?
	A question mark	^?
	An optional hyphen	^-
	A nonbreaking hyphen (a hyphen in a word that is always hyphenated and can't be separated at the end of a line.)	^~
	A line break	^N
	The end of a paragraph	^P
	A nonbreaking space (a space used in place of a normal space when you	

want to prevent a line break between two words)

^S

A tab stop

^T

A white space (a tab character or a space between words)

^W

Turn whole word selection on

You can customize your options so that you can select an entire word with a single click.

1. On the **Tools** menu, click **Options**.
2. Click the **Edit** tab.
3. Click the **When selecting, automatically select entire word** box.

Automatically number a list

1. On the **Tools** menu, click **AutoCorrect Options**.
2. Click the **AutoFormat As You Type** tab.
3. Select the **Automatic numbered lists** box.

[Show All](#)

Automatically check spelling as you type

- On the **Tools** menu, point to **Spelling**, and then click **Show Spelling Errors**.

Wavy red underlines in your text indicate possible spelling errors. To correct an error, right-click a word that has a wavy red underline, and then click the option you want on the [shortcut menu](#).

Automatically replace straight quotes with smart (curly) quotes

1. On the **Tools** menu, click **AutoCorrect Options**.
2. Click the **AutoFormat As You Type** tab.
3. Under **Replace as you type**, select the "Straight quotes" with "smart quotes" box.

[Show All](#)

Add an em (—) or en (–) dash

[Insert an em dash](#)

1. On the **Insert** menu, click **Symbol**.
2. Click the **Special Characters** tab.
3. Select [em dash](#) (—).
4. Click **Insert**.

[Insert an en dash](#)

1. On the **Insert** menu, click **Symbol**.
2. Click the **Special Characters** tab.
3. Select [en dash](#) (–).
4. Click **Insert**.

[Show All](#)

Troubleshoot spelling and AutoCorrect

[Microsoft Publisher keeps listing spellings that I don't want to change.](#)

To prevent a particular word or abbreviation from being listed each time it occurs in this or other publications, add the word to the dictionary. In the **Check Spelling** dialog box, click **Add** when the word appears in the **Not in dictionary** box.

To mark a word as one to be ignored during the spelling check without adding it to the dictionary, click **Ignore All**. The word will be ignored for the rest of the current spelling check only.

To ignore words in all capital letters, such as acronyms, during a spelling check, point to **Spelling** on the **Tools** menu, click **Spelling Options**, and then select the **Ignore words in UPPERCASE** box.

[The Check Spelling command is unavailable.](#)

Make sure that you have clicked a [text box](#).

If you have clicked the text and selection [handles](#) appear around the text but the **Check Spelling** command is unavailable, you might have selected WordArt rather than a table box or text box. You cannot use the **Check Spelling** command with WordArt.

[The Show Spelling Errors command is unavailable.](#)

You might have turned off the automatic spelling checker, and will need to turn it on again.

1. On the **Tools** menu, point to **Spelling**, and then click **Spelling Options**.
2. Select the **Check spelling as you type** box.
3. Click **OK**.

[AutoCorrect is correcting things that I don't want corrected.](#)

1. On the **Tools** menu, click **AutoCorrect Options**.
2. Click the **AutoCorrect** tab.
3. Click **Exceptions**.
4. Do one of the following:
 - To prevent automatic capitalization of a word that is typed after an abbreviation, click the **First Letter** tab, and type the abbreviation — including the period— in the **Don't capitalize after** box.
 - To prevent correction of a word that contains mixed capital and lowercase letters, click the **INitial CAls** tab, and type the word in the **Don't correct** box.
 - To prevent correction of other words, click the **Other Corrections** tab, and type the word in the **Don't correct** box.
5. Click **Add**.
6. Click **OK**.

[I want to turn off the wavy red underlines.](#)

- On the **Tools** menu, point to **Spelling**, and then click **Hide Spelling Errors**.

Note Wavy red underlines in your text indicate possible spelling errors.

[Show All](#)

Troubleshoot em or en dashes

[The em dash \(—\) or en dash \(–\) doesn't appear.](#)

The automatic insertion of special marks might be turned off.

1. On the **Tools** menu, click **AutoCorrect Options**.
2. Click the **AutoFormat As You Type** tab.
3. Under **Replace as you type**, select the **Hyphens (--)** with dash (—) box.

[Show All](#)

Insert a date or time

[Insert a date or time that will be automatically updated](#)

1. Click in the text box or table cell where you want to insert the date or time.
2. On the **Insert** menu, click **Date and Time**.
3. In the **Language** list, click a language.
4. Under **Available formats**, click a date or time format.
5. Select the **Update automatically** check box.

Notes

- Publisher updates the date and time when you open or print the publication.
- In the **Language** list, Publisher displays only the languages for which you have enabled support through Microsoft Office Language Settings.

[Insert a date or time that will not change](#)

1. Click in the text box or table cell where you want to insert the date or time.
2. On the **Insert** menu, click **Date and Time**.
3. In the **Language** list, click a language.
4. Under **Available formats**, click a date or time format.

Note In the **Language** list, Publisher displays only the languages for which you have enabled support through Microsoft Office Language Settings.

Make sure a word is automatically corrected

1. On the **Tools** menu, click **AutoCorrect Options**.
2. Click the **AutoCorrect** tab.
3. Under **Replace**, type the word that is incorrectly typed.
4. Under **With**, type the word it should be replaced with.

Automatically select or format an entire word

1. On the **Tools** menu, click **Options**.
2. In the **Options** dialog box, click the **Edit** tab.
3. Do one or both of the following:
 - To automatically select an entire word, under **Text editing**, select the **When selecting, automatically select entire word** check box.
 - To automatically format a word without selecting the entire word, select the **When formatting, automatically format entire word** check box.

About Spelling and AutoCorrect

You can use the **Spelling** feature to check your publication. For example, if you type wram, **Spelling** will suggest the word "warm" so that you can correct the mistake.

You can use the **AutoCorrect** feature to automatically detect and correct typos, misspelled words, grammatical errors, and incorrect capitalization. For example, if you type teh, **AutoCorrect** replaces what you have typed with "the." You can also use **AutoCorrect** to insert text, graphics, or symbols. For example, type **(c)** to insert ©, or type ac to insert "Acme Corporation."

[Show All](#)

Check a publication for misspellings

[Check a publication for misspellings](#)

1. Click the [text box](#), table [frame](#), or [AutoShape](#) that you want to check.
2. On the **Tools** menu, point to **Spelling**, and then click **Spelling**.
3. In the **Check Spelling** dialog box, click the option you want for each word that appears in the **Not in dictionary** box.

You can leave the spelling of the word as it is, change it, or add the word to the dictionary so that Publisher ignores it when you use the **Spelling** feature again. You can ignore or delete repeated words.

4. To check the spelling in every text box, table frame, and AutoShape in the current publication, select the **Check all stories** check box.
5. To stop the spelling checker before it has finished, click **Close**.

Note Publisher can check for misspelled or repeated words in text boxes, table frames, and AutoShapes, but cannot check **Mail Merge** fields or **WordArt**. For form controls, Publisher can check text in option button and check box labels but cannot check the [default text](#) for command buttons, text boxes, or list boxes.

[Select Spelling options](#)

1. Click the [text box](#), table [frame](#), or [AutoShape](#) you want to check.
2. On the **Tools** menu, point to **Spelling**, and then click **Spelling Options**.
3. Make sure that any of the spelling options you want are selected.
4. Click **OK**.

[Omit words when using the Spelling feature](#)

If your publication contains words in another language, you might want to skip those words when you check spelling.

1. Select the text you want to skip.
2. On the **Tools** menu, point to **Language**, then click **Set Language**.

3. In the **Mark selected text as** list, click **(no proofing)**.
4. Click **OK**.

[Automatically check spelling as you type](#)

- On the **Tools** menu, point to **Spelling**, and then click **Show Spelling Errors**.

Wavy red underlines in your text indicate possible spelling errors. To correct an error, right-click a word that has a wavy red underline, and then click the option you want on the [shortcut menu](#).

Omit words when using the Spelling feature

If your document contains words in another language, you might want to skip those words when you check spelling.

1. Select the text you want to skip.
2. On the **Tools** menu, point to **Language**, then click **Set Language**.
3. Under **Mark selected text as**, click **(no proofing)**.
4. Click **OK**.

[Show All](#)

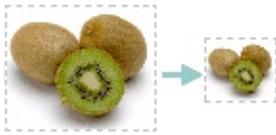
Insert WordArt

1. On the **Objects [toolbar](#)**, click **Insert WordArt** .
2. In the **WordArt Gallery**, click the [WordArt](#) effect you want, and then click **OK**.
3. In the **Edit WordArt Text** dialog box, type the text you want, and then select any options you want.

About resizing and cropping an object

There are two ways that you can change the size of a picture—resizing and cropping.

Resizing changes the dimensions of the picture by stretching or shrinking it.



Cropping reduces the size of the picture by removing the vertical or horizontal edges. Cropping is often used to hide or trim a part of a picture, either for emphasis or to remove unwanted portions.



You can also outcrop, which adds a margin around a picture. You can always restore a resized or a cropped picture to its original size.

[Show All](#)

Change the way pictures, WordArt, and OLE objects are displayed

1. On the **View** menu, click **Pictures**.
2. In the **Picture Display** dialog box, select the option you want.
3. Click **OK**.

Note If you print your publication while **Fast resize and zoom** is selected, Microsoft Publisher prints the [pictures](#), [WordArt](#), or [OLE objects](#) at their original resolution. If you print your publication while **Hide pictures** is selected, Publisher asks if you want to print the pictures. Click **Yes** to continue.

[Show All](#)

Check the status of all pictures in a publication

You can check the status of each [picture](#) in your publication. For example, you can determine whether a picture is linked or embedded, whether it has been modified, or whether a link to an external picture is missing.

1. On the **Tools** menu, click **Graphics Manager**.
2. Under **Display options**, in the **Sort by** list, click **Status**.

Note Graphics Manager does not display [AutoShapes](#), pictures used as fills in AutoShapes, [WordArt](#), BorderArt, pattern fills, or [OLE](#) objects.

[Show All](#)

Graphic file formats and filters

You can import the following types of [graphics](#) into Microsoft Publisher:

- Encapsulated PostScript (.eps)
- Graphics Interchange Format, CompuServe format (.gif or .gfa)
- JPEG File Interchange Format (.jpeg, .jpg, .jfif, or .jpe)
- Portable Network Graphics (.png)
- TIFF, Tagged Image File Format (.tif or .tiff)
- Microsoft Windows Bitmap (.bmp)
- Windows Metafile (.wmf)
- Compressed Windows Metafile (.wmz)
- Windows Enhanced Metafile (.emf)
- Compressed Windows Enhanced Metafile (.emz)
- Macintosh PICT (.pct or .pict)
- Compressed Macintosh PICT (.pcz)
- Word Perfect Graphics (.wpg)
- CorelDraw (.cdr)
- Computer Graphics Metafile (.cgm)

Note Publisher does not support Open Prepress Interface (OPI) for either importing or exporting [linked pictures](#).

[Show All](#)

Copy and paste objects

[Copy one object](#)

1. Right-click the object you want to copy, and then click **Copy**.
2. Right-click where you want to copy the object, and then click **Paste**.

[Copy just the attributes of an object](#)

You can copy formatting attributes, such as color or fill, from one object to another.

1. Click the object whose attributes you want to copy.
2. On the **Standard** toolbar, click **Format Painter**  and then click the object you want to copy the attributes to.

[Copy multiple objects](#)

1. Hold down SHIFT and click the objects you want to copy.
2. Right-click the objects, and then click **Copy**.
3. Right-click where you want to copy the objects, and then click **Paste**.

[Copy a whole page](#)

1. Go to the page in your publication where you want to insert the page.
2. On the **Insert** menu, click **Page**.
3. In the **Insert Page** dialog box, click **Duplicate all objects on page**, and then type the number of the page you want to copy.
4. Click **OK**.

Note To copy and paste items from other Microsoft Office programs, use the Office Clipboard.

Apply the same height and width to different objects

1. Select the objects that you want to size.
2. On the **Format** menu, click **Object**.
3. In the dialog box, click the **Size** tab.
4. In the **Height and Width** boxes, type in the dimensions you want.

[Show All](#)

Resize an object

After selecting an object, you can resize it in a number of ways.

[By dragging](#)

- Position the mouse pointer over one of the [handles](#) and then drag the mouse.

[Keeping the center in the same place](#)

1. Hold down CTRL.
2. Position the mouse pointer over one of the [handles](#) and then drag the mouse.
3. Release the mouse button before you release CTRL.

[Maintaining the object's proportions](#)

1. Hold down SHIFT.
2. Position the mouse pointer over one of the corner [handles](#) and then drag the mouse.
3. Release the mouse button before you release SHIFT.

[Maintaining the proportions and keeping the center in the same place](#)

1. Hold down CTRL+SHIFT
2. Position the mouse pointer over one of the corner [handles](#) and then drag the mouse.
3. Release the mouse before you release CTRL+SHIFT.

[To a specific height and width](#)

1. Right-click the picture or AutoShape.
2. On the shortcut menu, click **Format<object type>**.
3. In the dialog box, click the **Size** tab.
4. Under **Size and rotate**, enter measurements for the height and width of the

object.

 [By a specific proportion](#)

1. Right-click the picture or AutoShape.
2. On the shortcut menu, click **Format<object type>**.
3. In the dialog box, click the **Size** tab.
4. Under **Scale**, enter the percentage of the original height or width you want the object resized to.

Note You can override the settings to snap to ruler marks, guides, and objects by holding down ALT while you drag the mouse.

[Show All](#)

About the scratch area

You can use the [scratch area](#) as a place to create or hold objects that you don't currently want on any page. The scratch area is the same for all pages in your publication. When you place an object in the scratch area while you are viewing one page, you can see it and access it when you view any other page in the publication. This makes the scratch area a useful holding place for objects that you don't want to delete but can't immediately use.

For example, if you have an object on one page (such as a text box or picture) that you want to use on another page, you can move it into the scratch area while you continue to work on the current page. Later, you can go to the page you want to move the object to and drag the object onto the page from the scratch area.

[Show All](#)

Save a graphic

Select the [graphic](#) that you want to save, then do one of the following:

[Save your graphic as a file](#)

1. Right-click the [picture](#), [WordArt](#), [AutoShape](#), or [group](#) of objects you want to save as a graphic, and then select **Save as Picture**.
2. In the **Save As** dialog box, select a format, or use the default format.
3. Click **Save**.

Note For drawing objects (such as AutoShapes), select **Windows Metafile** in the **Save as type** list if you want to edit it later.

[Store your graphic in the Design Gallery](#)

1. Select the [picture](#), [WordArt](#), [AutoShape](#), or [group](#) of objects you want.
2. On the **Insert** menu, click **Add Selection to Design Gallery**.
3. In the **Object name** box, type a name for the object.
4. In the **Category** box, do one of the following:
 - Type a new category name.
 - Click the category name you want.
5. Click **OK**.

Note Changes that you make to the Design Gallery are saved when you save your publication.

[Show All](#)

Select and deselect an object

Sizing [handles](#) indicate that the object or group of objects has been selected.

[Select one object](#)

1. On the **Objects** toolbar, click **Select Objects** .
2. Do one of the following:
 - To select a single object, click it. When an object is selected, a [selection rectangle](#) appears around it.
 - To select an object that is part of a group, first select the group, and then click the object you want.
 - To select an object that is under other objects, first select the object on top, and then press the TAB key to cycle forward (or SHIFT+TAB to cycle backward) through the objects.
 - To select an object that is under other objects that cannot be selected by pressing the TAB key, on the **View** menu, click **Master Page**, and then click the object.

[Select multiple objects](#)

- To select one object at a time, hold down SHIFT while you click to select each object.
- To select objects that are close together, click **Select Objects**  on the **Objects** toolbar, click beside one object and then drag the [selection rectangle](#) over the rest of the objects.
- To select objects that are part of a group, select the group, and then hold down SHIFT while you click the objects you want.
- To select all of the objects on a page, on the **Edit** menu, click **Select All**.

Note To select objects from the Master Page, first press CTRL+M to switch to Master Page view.

[Deselect one or more objects](#)

- To deselect all of the objects, click anyplace but on the objects.

- To deselect one object at a time, hold down SHIFT and click the object.



Tip

If you are having difficulty selecting a specific object, click the arrow next to the **Zoom** box and select the percentage by which you want to magnify the view.

[Show All](#)

Align objects

You can arrange text boxes, [pictures](#), [AutoShapes](#), and [drawing objects](#) so that they line up with a grid line or a [ruler mark](#). Or you can line up objects relative to each other so that the placement of the objects is based on the placement of another object, group of objects, or the margins.

[Align objects in a row](#)

1. Select the objects you want to align.
2. On the **Arrange** menu, point to **Align or Distribute**, and then select the option you want.

[Tip](#)

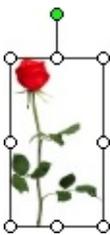
To align objects down the center of a page, click **Relative to Margin Guides**, and then click **Align Center**.

[Align an object to another object, a grid line, or ruler mark](#)

The **Snap** commands set objects to exert a magnet-like pull on nearby objects.

1. On the **Arrange** menu, point to **Snap**, and then select an option.
2. Select the object you want to move.

Selection handles will appear around the object.



3. Position the mouse pointer over the object until you see the **Move** pointer \leftrightarrow .
4. Drag the object until its edge snaps to the [guide](#), object, or [ruler mark](#) that

you want the object to align with.

Notes

- If the guides are hidden, objects will still snap to the guides.
- If you have turned on all of the **Snap** options, Microsoft Publisher tries to snap objects first to a nearby guide. If there's no guide nearby, Publisher snaps to the nearest object. If there are no objects nearby, Publisher snaps to the closest ruler mark.

[Align objects relative to the margin](#)

1. Select the objects you want to align.
2. On the **Arrange** menu, point to **Align or Distribute**, and then click **Relative to Margin Guides** .
3. Select another **Align or Distribute** option.

[Tip](#)

To align objects down the center of a page, select both **Relative to Margin Guides** and **Align Center**.

[Show All](#)

Align or distribute objects

You can align or distribute objects either in relation to each other or in relation to the [margin guides](#).



[Align or distribute objects in relation to each other](#)

1. Hold down SHIFT as you click everything you want to line up.
2. On the **Arrange** menu, point to **Align or Distribute**, and then select one of the following options:
 - **Align Left** to line up the left borders of the objects.
 - **Align Center** to line up the centers of the objects vertically.
 - **Align Right** to line up the right borders of the objects.
 - **Align Top** to line up the top borders of the objects.
 - **Align Middle** to line up the middles of the objects horizontally.
 - **Align Bottom** to line up the bottom borders of the objects.
 - **Distribute Horizontally** to evenly arrange the objects horizontally.
 - **Distribute Vertically** to evenly arrange the objects vertically.



[Align or distribute objects in relation to the margin guides](#)

1. Hold down SHIFT as you click everything you want to line up.
2. On the **Arrange** menu, point to **Align or Distribute**, and then click **Relative to Margin Guides**.
3. On the **Arrange** menu, point to **Align or Distribute**, and then select one of the following options:
 - **Align Left** to line up the left border of each object with the left margin guide.
 - **Align Center** to line up the center of each object vertically in the center of the margin guides.
 - **Align Right** to line up the right border of each object with the right margin guide.
 - **Align Top** to line up the top border of each object with the top margin guide.
 - **Align Middle** to line up the middle of each object horizontally in the center of the margin guides.

- **Align Bottom** to line up the bottom borders of the objects with the bottom margin guide.
- **Distribute Horizontally** to evenly arrange the objects horizontally in relation to the right and left margin guides.
- **Distribute Vertically** to evenly arrange the objects vertically in relation to the top and bottom margin guides.

Arrange objects an equal distance from one another

1. Select the objects you want to arrange.
2. On the **Arrange** menu, point to **Align or Distribute**, and then click one of the following options:
 - **Distribute Horizontally** 
 - **Distribute Vertically** 

[Show All](#)

Rotate or flip objects

1. Select the object that you want to rotate or flip.
2. Do one of the following:

[Rotate objects freely](#)

1. Point to the green rotation handle.



2. Drag the mouse in the direction you want the object to rotate.

Note To rotate in 15-degree increments, hold down SHIFT while dragging the handle.

[Rotate objects by 90 degrees](#)

- On the **Arrange** menu, point to **Rotate or Flip**, and then select the option you want.

[Rotate an object an exact number of degrees](#)

1. Right-click the object.
2. On the shortcut menu, click **Format <object type>**, and then click the **Size** tab.
3. Under **Size and rotate**, type or select the number of degrees to rotate the object in the **Rotation** box.

[Rotate an object on its base](#)

- Hold down CTRL and drag the green rotation handle.

The object will rotate in a circle by pivoting around the [handle](#) that is located directly across from the green rotation handle.

[Flip an object](#)

1. On the **Arrange** menu, point to **Rotate or Flip**.
2. Do one of the following:
 - To flip an object horizontally, click **Flip Horizontal**.
 - To flip an object vertically, click **Flip Vertical**.

Change the nudge distance

1. On the **Tools** menu, click **Options**.
2. In the **Options** dialog box, click the **Edit** tab.
3. Select the **Arrow keys nudge objects by** check box and type the distance you want objects to move when you nudge them.

Send an object to the back

- On the **Arrange** menu, point to **Order**, and then click **Send to Back**  .

Turn on and off the Snap To commands

- On the **Arrange** menu, point to **Snap**, and then either select or clear the commands you want.

[Show All](#)

Move an object

You can move any object, including a picture, Design Gallery object, shape, or table.

1. Click the object or grouped objects that you want to move.
2. Do one of the following:

[Drag the object to a new position](#)

1. Position the mouse pointer over the object until the pointer changes to the **Move** pointer \leftrightarrow .
2. Drag the object to the new position. To drag the object in a straight line, hold down SHIFT while dragging the object.

Note If one of the **Snap** commands is turned on, the object might snap to the nearest [guide](#), object, or ruler mark when you release the mouse button.

[Nudge an object](#)

- o Press one of the arrow keys to move the object in the direction you want.

The object moves a set distance each time you press an arrow key. The default nudge distance is 0.13" (or its equivalent if you are using another measurement unit). However, you can change the nudge distance.

[How?](#)

1. On the **Tools** menu, click **Options**.
2. In the **Options** dialog box, click the **Edit** tab.
3. Click the **Arrow keys nudge objects by** check box and type the distance you want objects to move when you nudge them.

[Position an object precisely on the page](#)

1. Right-click the object or grouped objects.
2. On the shortcut menu, click **Format <object type>**.
3. In the **Format <object type>** dialog box, click the **Layout** tab.
4. Under **Position on page**, enter the positive measurements for the horizontal and vertical placement of the object or object group.
5. Click **OK**.

[Tip](#)

You can see an object's exact position in the status line at the bottom of the screen.

[Show All](#)

Move an inline object

When you move an [inline object](#) to a different place in the same text box or to a different text box, it remains an inline object in its new location. If you move it to a location other than a text box, it becomes an object with exact position (its position is fixed, and it is no longer an inline object).

1. Position the mouse pointer over the inline object until it changes to the Move pointer \oplus .
2. Drag the inline object to the new location.

Note If one of the **Snap** commands is turned on, the inline object might snap to the nearest guide, object, or ruler mark when you release the mouse button.

[Show All](#)

Move an object forward or backward

1. Select the object you want to move.

If the object is hidden, select any object, and then press TAB or SHIFT+TAB until the object you want is selected.

2. Do one of the following:

[Bring an object one step closer to the front](#)

- On the **Arrange** menu, point to **Order**, and then click **Bring Forward**.

[Bring an object to the front of the stack](#)

- On the **Arrange** menu, point to **Order**, and then click **Bring to Front**.

[Send an object one step toward the back](#)

- On the **Arrange** menu, point to **Order**, and then click **Send Backward**.

[Send an object to the back of the stack](#)

- On the **Arrange** menu, point to **Order**, and then click **Send to Back**.

[Tip](#)

To move more than one object at once, hold down SHIFT and click everything you want to select, and then release SHIFT.

[Show All](#)

Troubleshoot moving objects

 [I moved a picture over the text box but can't see or select it.](#)

The picture frame might be beneath the text box in the publication.

1. Click the text box.
2. On the **Arrange** menu, point to **Order**, and then click **Send Backward** until the picture frame appears.

 [I used the Nudge command to move my picture, but my picture moved farther than I wanted it to.](#)

The Nudge command's default distance may have been changed. Reset the nudge distance.

1. On the **Tools** menu, click **Options**.
2. In the **Options** dialog box, click the **Edit** tab.
3. Select the **Arrow keys nudge objects by** check box and type the distance you want objects to move when you nudge them.

[Show All](#)

Group and ungroup objects

[Group objects](#)

1. Click the **Select Objects** tool , and then drag the selection box around the objects that you want in the group.
2. In the lower-right corner of the selection box, click **Group** .

[Ungroup objects](#)

1. Select the grouped objects you want to ungroup.
2. In the lower-right corner of the selection box, click **Ungroup** .

[Tip](#)

You can select one object in a grouped object without ungrouping it. Hold down the SHIFT key while clicking on the object you want to select.

[Show All](#)

Insert an inline object

You can position an object, such as a picture or shape, in a line of text so that as you add or delete text, causing the line of text to move, the object moves with it. You can also choose to have an object stay to the left or right side of a text box. It will then move up or down as text is added, but will not move horizontally. These types of objects are called [inline objects](#). Objects that are not inline have an exact (fixed) position.

1. Add an object on top of the text box you want to add it to.

[How?](#)

[Add a picture](#)

[A picture from the Clip Art task pane](#)

1. Find the clip art you want to insert.

[How?](#)

1. On the **Insert** menu, point to **Picture**, and then click **Clip Art**.
2. In the **Search for** text box, type a word or phrase that describes the clip you want.
3. To narrow your search, do one or both of the following:
 - To limit search results to a specific collection of clips, in the **Search in** box, select the collection you want to search.
 - To limit search results to a specific type of media file, in the **Results should be** box, select the check box next to the types of clips you want to find.
4. Click **Go**.
2. In the **Results** list, click the clip to insert it.

[From a file](#)

1. On the **Objects** toolbar, click **Picture Frame** , and then click

Picture from File.

2. In your publication, point to where you want one corner of the picture to appear, and then drag diagonally until you have the picture frame the size you want.
3. In the **Insert Picture** dialog box, locate the folder that contains the picture you want to insert, and then click the picture file.
4. Do one of the following:
 - To [embed](#) the picture, click **Insert**.
 - To [link](#) the picture to the picture file on your hard disk, click the arrow next to **Insert**, and then click **Link to File**.

 [A picture directly from a scanner or digital camera](#)

Before you begin, make sure that your device is [TWAIN](#) or [WIA](#)-compatible and is connected to your computer. You should also make sure that you have installed the device software that supports TWAIN or WIA.

Some devices come with more than one software program. If you are not sure what software is TWAIN or WIA-compatible, check the device documentation or contact the manufacturer of the device.

1. Set up the picture in the scanning device.
2. On the **Insert** menu, point to **Picture**, and then click **From Scanner or Camera**.
3. If you have more than one device attached to your computer, select the device you want to use.
4. Do one of the following:
 - If the selected device is a scanner and you want to use default settings for scanning the image, click **Web Quality** if you are going to display the picture on a screen, or **Print Quality** if you are going to print it, and then click **Insert** to scan your picture.
 - If the selected device is not a scanner (for example, if it's a digital camera), or if you want to customize any settings before you scan the picture, click **Custom Insert**, then follow the instructions that come with the device you're using.

Note The **Insert** button might be unavailable with some scanners because

the scanner software doesn't support an automatic scan. Use the **Custom Insert** button instead.

[A picture from the Design Gallery](#)

1. On the **Objects** toolbar, click **Design Gallery Object** .
2. In the **Design Gallery** dialog box, do one of the following:
 - Click the **Objects by Category** tab, and then select a category under **Categories**.
 - Click the **Objects by Design** tab, and then select a design set under **Design Sets**.
3. In the right pane, double-click the object you want.

[Tip](#)

One of the easiest ways to use a picture from another application is to use the copy and paste feature. It may have unexpected results, but it may be the best way to use a picture from an application that is not in Microsoft Office.

[Add a text box](#)

1. On the **Objects** toolbar, click **Text Box** .
2. In your publication, point to where you want one corner of the text box to appear, and then drag diagonally until you have the box size you want.

[Add a table](#)

[Create a table and type text into it](#)

1. On the **Objects** toolbar, click **Insert Table** .
2. Click inside your publication.

The **Create Table** dialog box will appear.

3. Select the options you want, and then click **OK**.
4. Size your table.

[How?](#)

1. Select the table.
 2. Position the mouse pointer over a selection [handle](#) until you see the Resize pointer $\updownarrow \leftrightarrow$.
 3. Drag to resize the table.
5. In the table, click the cell where you want to add text, and then start typing.

To add text to another cell, click inside that cell.

Each cell expands to fit your text, unless you lock the table size by clicking **Grow to Fit Text** on the **Table** menu to remove the check mark next to it.

[Create a table from existing Microsoft Publisher text](#)

1. If the text is in a table, select the cells you want.

If the text is in a text box, make sure there's a tab or comma between each entry in a row, and a paragraph mark at the end of each row.

2. Highlight the text.
3. Right-click the highlighted text, and then click **Copy**.
4. On the **Edit** menu, click **Paste Special**.
5. In the **As** list, click **New Table**.
6. Click **OK**.

[Create a table by using text from another program](#)

1. Open the program that contains the text you want.

If the text isn't already in a table, press TAB between each entry within a row of text, and press ENTER at the end of each row.

2. Select the text, and then press CTRL + C to copy it.
3. Open your Publisher publication and go to the page you want to change.
4. On the **Edit** menu, click **Paste Special**.
5. In the **As** list, click **New Table**.
6. Click **OK**.

Note Depending on how your text was formatted in the other program, you might want to reformat the text after it becomes a Publisher table.

[Add an object](#)

Use a [linked object](#) or an [embedded object](#) to add all or part of a file created in an Office program, or in any program that supports linked and embedded objects, to a file.

[Create a new embedded object](#)

1. Click in the publication where you want to place the embedded object.
2. On the **Insert** menu, click **Object**.
3. Click **Create New**.
4. In the **Object Type** box, click the type of object you want to create.
5. To display the embedded object as an icon, select the **Display As Icon** check box.

Notes

- Only installed programs that support linked and embedded objects appear in the **Object Type** box.
- If you want to send an object in a message, or meeting or task request, and want the recipients to be able to edit it, you need to store the source file on a server.

[Create a linked object or embedded object from part of an existing file](#)

1. Open the file that contains the information you want to create a [linked object](#) or [embedded object](#) from, and then select the information.
2. Click **Copy**  or **Cut** .
3. Switch to the publication that you want to place the information in, and then click where you want the information to appear.
4. On the **Edit** menu, click **Paste Special**.
5. To create a linked object, click **Paste Link**.

To create an embedded object, click **Paste**. In the **As** box, click the entry with the file format you want to use.

[Create a linked object or embedded object from an entire existing file](#)

1. Click in the file where you want to place the [linked object](#) or [embedded object](#).
2. On the **Insert** menu, click **Object**.
3. Click **Create from File**.
4. In the **File** box, type the name of the file you want to create a linked object or embedded object from, or click **Browse** to select from a list.
5. To create a linked object, select the **Link** check box.

An embedded object is created if you don't select the **Link** check box.

6. To display the linked object or embedded object as an icon, for example, if others are going to view the file online, select the **Display As Icon** check box.

Notes

- If you want to send an object in a message, or meeting or task request, and want the recipients to be able to edit it, you need to store the source file on a server.
- If you create a linked object from a Microsoft Office file and you want others to be able to edit the linked or embedded object, the source file must be saved on a network server, the recipients of the message must

have access to the network share the file is stored on, your network must support [UNC addresses](#), and you must type the UNC address for the network share that has the file in the **File** box. For example, in a message, click in the text box, then on the **Insert** menu, click **Object**. Then click **Create from File**, and, in the **File** box, type the path for the file, such as `\\Data\Spreadsheets\File.xls`.

Note When you create an embedded object from an existing Microsoft Excel workbook, the entire workbook is inserted into your file. The file displays only one worksheet at a time. To display a different worksheet, double-click the Excel object, and then click a different worksheet.

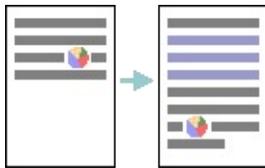
2. Right-click the object.
3. On the shortcut menu, point to **Format <object type>**.
4. In the dialog box, click the **Layout** tab.
5. In the **Object Position** list, click **Inline**.
6. Under **Horizontal alignment**, do one of the following:
 - For an object that stays in the same place in a sentence, click **Move object with text**.
 - For an object that stays next to the left margin, click **Left**.
 - For an object that stays next to the right margin, click **Right**.

[Show All](#)

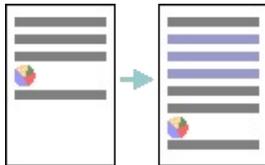
About inline objects

You can position an object, such as a picture or Design Gallery object, at a specific point in a line of text and have the object move with the text. Once you do this, the object is called an [inline object](#). Objects that are not inline have an exact (fixed) position.

This inline picture moves both horizontally and vertically with the text as text is added or deleted.



You can also choose to have an inline object stay to the left or right side of a text box. It will then move up or down as text is added or deleted, but will not move horizontally.



[Show All](#)

Change an inline object to an exact position

1. Right-click the [inline object](#).
2. On the [shortcut menu](#), click **Format <object type>** .
3. In the dialog box, click the **Layout** tab.
4. In the **Object Position** list, select **Exact**.

The object's position is now fixed until you move it.

[Show All](#)

Troubleshoot clips

Finding Clips

[I don't see the pictures I imported.](#)

- The [clips](#) might be in the **Unclassified Clips** collection. To learn about adding keywords or moving clips, click **Organize Clips** on the **Clip Art** task pane to open **Clip Organizer**. Then, click **Clip Organizer Help** on the **Help** menu.
- If you can't find a clip that was imported by another user to the computer you're using, it's because the clips you import or change are only visible to you when personal [user profiles](#) are enabled. If you do not have profiles enabled, all clips are shared among all of the users of the computer. For more information about user profiles, see Windows Help.

[Clip Organizer says it can't find a clip.](#)

When **Clip Organizer** cannot locate a file that you have requested, it usually means that the location of the file has changed. You might have moved or deleted the file, or changed your hardware configuration (for example, added a new disk drive or changed the drive volume to a different letter designation).

[I can't see animations in the Clip Organizer task pane.](#)

The thumbnails in the Results pane show only the first frame of the animation. To view the entire animation, open the clip in the **Preview** window.

1. Click the arrow next to the media clip you want to preview.
2. Click **Preview/Properties**.

Adding clips to documents



[I see a checkered flag icon instead of a clip.](#)

When you insert or drag a picture or motion [clip](#) into your document, and you do not have a graphics filter installed for that clip, you may get an image of a checkered flag instead.

Please make note of the information in the accompanying dialog box, which will explain why your request was not processed and will point you to solving the problem.

Editing clips

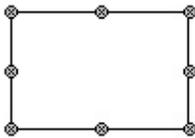
[I ungrouped my clip and I can't select all the pieces.](#)

If you want to edit part of a [group](#)— change the color of a shape, for example — it's best to [subselect](#) the part you want to edit instead of ungrouping the entire clip into individual [drawing objects](#).

[How?](#)

1. Click on the grouped object to select it.
2. Click again on the individual object within the group to subselect it.

The selection [handles](#) of the item will show as gray circles.



3. Edit the object as you want.

If you do ungroup a clip into individual drawing objects, you can restore the individual objects to one clip by selecting all the pieces and then [grouping](#) them.

To do this, on the **Object** toolbar, click **Select Objects** . To select all the clip's pieces, hold down the mouse button and draw a square around the entire clip. On the lower right corner of the object border, click **Group** .

[Show All](#)

Troubleshoot corrupted graphics

[I can't print a publication that contains graphics.](#)

You may have a corrupted graphic on one or more pages that is causing your print job to fail.

[Check your publication for corrupted graphics](#)

1. On the **File** menu, click **Print**.
2. Click **Advanced Print Settings**.
3. Click the **Graphics and Fonts** tab.
4. Under **Graphics**, select **Do not print any graphics**, and then click **OK**.

If you can print your publication successfully except for the graphics, you may have a damaged graphic in your publication.

[Test each page to find corrupted graphics](#)

You can isolate corrupted graphics in your publication by testing each page in your publication that has graphics.

1. On the **File** menu, click **Print**.
2. Click **Advanced Print Settings**.
3. Click the **Graphics and Fonts** tab.
4. Under **Graphics**, clear **Do not print any graphics**, and then click **OK**.
5. Under **Print Range**, click **Pages**, and then type **1** in both the **From** and **To** boxes.
6. Click **OK** to print the page.

If you can print the page successfully, the graphics on that page are probably fine.

If you cannot print the page correctly, try removing and then re-importing the graphics on that page one at a time.

Note You need to do this procedure for each page in your publication that has graphics. To change the print range to print only page two of your publication, type **2** in both the **From** and **To** boxes. To print only page three, type **3** in both the **From** and **To** boxes, and so on.

[Show All](#)

Troubleshoot editing pictures

[The Undo command is not available on the Edit menu.](#)

- You can undo the last 20 changes you made to your publication. After that, the **Undo** command is no longer available.
- Some actions cannot be undone, and the last action you performed might have been one of them.

[I can't select something.](#)

- It might be that what you're trying to select is on the background. On the **View** menu, click **Master Page**, and then try to select the object again.
- The object might be hidden behind a transparent text box, table frame, or picture frame. Select the frame or text box. On the **Arrange** menu, point to **Order**, and then click **Send to Back**. Try again to select the object.

[My picture is distorted.](#)

If you have resized your picture and don't like the way it looks, you can restore the picture's size.

[How?](#)

1. Select the picture you want to restore.
2. On the **Picture** toolbar, click **Reset Picture** .

[The picture's colors don't look the way I expect them to.](#)

The way a picture's colors look on a screen depends on the monitor, and the way the colors look when printed depends on the printer.

If your monitor and printer support color matching, make sure that you are using it. This will improve the matching of on-screen colors with colors the printer prints.

[Show All](#)

Troubleshoot filling objects with color

[I can't see the color or pattern I just chose.](#)

The object you changed might be behind an opaque text box or [WordArt](#) object. Select the text box or WordArt, and then press CTRL + T to make it transparent.

[An object changes color when I paste it into a publication.](#)

Your object is filled with a [scheme color](#), and you are pasting it into a publication with a different [color scheme](#). The object is automatically filled with the corresponding color in the new publication's color scheme.

If you want the object's color to remain unchanged, you need to fill it with a non-scheme color before you paste it into another publication.

[I want to work with individual colors and fill effects, not with color schemes.](#)

1. Click the object to select it.
2. On the **Formatting** toolbar, click the arrow next to **Fill Color** , and then click **More Fill Colors** or **Fill Effects**. Choose a color or effect.

[I can't find non-scheme colors when I click the arrow next to the Fill Color button.](#)

To add non-scheme colors to the **Fill Color** palette and use them, do the following:

1. On the **Tools** menu, click **Options**.
2. On the **General** tab, select the **Show basic colors in color palette** check box.
3. Click **OK**.
4. On the **Formatting** toolbar, click the arrow next to **Fill Color**



5. Click the color you want.

To see more colors, click **More Fill Colors**. To see [tints](#), [shades](#), and [gradients](#), click **Fill Effects**.



[I can't recolor a picture or photograph.](#)

1. Right-click the picture or photograph that you want to recolor, and then click **Format Picture**.
2. In the **Format Picture** dialog box, click the **Picture** tab.
3. Under **Image control**, click **Recolor**.
4. Select the options you want, click **Apply**, and then click **OK** twice.

Note If your picture is an [animated GIF](#) picture, you cannot use this procedure to recolor it. Recolor the picture in an animated GIF editing program instead, and then insert the picture file again.



[I can't remove a color fill.](#)

1. Select the object you want to change.
2. On the **Formatting** toolbar, click the arrow next to **Fill Color** .
3. Click **No Fill**.



[The text goes all the way to the edge of the color in the text box.](#)

You need to change the text box margins to be greater than 0 inches.



[How?](#)

1. Right-click the text box.
2. On the shortcut menu, click **Format Text Box**, and then click the **Text Box** tab.
3. Under **Text Box Margins**, type or select the margins you want for each side of the text box.
4. Click **OK**.

[Show All](#)

Troubleshoot layering objects

 [I can't see or select a picture that I moved over a text box.](#)

The picture frame might be beneath the text box in the publication.

1. Click the text box to select it.
2. On the **Arrange** menu, point to **Order**, and then click **Send Backward** until the picture frame appears.

 [Something on the master page is covered up.](#)

If you want to see everything on the master page, you'll need to reposition or make transparent whatever is covering the objects on the master page, or move things on the master page to a new position.

 [Make an object transparent](#)

1. Select the object.
2. Press CTRL+T.

 [Make an object's color semi-transparent](#)

1. Right-click the object you wish to make semi-transparent, and then click **Format <object type>**.
2. In the **Format <object type>** dialog box, click the **Colors and Lines** tab.
3. In the **Color** list, make sure that something other than **No Fill** is selected.
4. Under **Fill**, move the **Transparency** slider to get the percentage of transparency you want.

 [Tip](#)

If a picture does not have a transparent area, you can make one.

 [How?](#)

You can create a transparent area in most pictures except in [animated GIF](#) pictures. Make these changes in an animated GIF editing program, and then insert the file again.

1. Select the picture you want to create transparent areas in.
2. On the **Picture** toolbar, click **Set Transparent Color** .
3. In the picture, click the color you want to make transparent.

Note The **Set Transparent Color** option is available for bitmap pictures that don't already have transparency information. It's also available for some, but not all, clip art.

[Move an object on the master page](#)

1. On the **View** menu, click **Master Page**.
2. In the **Edit Master Pages** [task pane](#), click the arrow next to the master page you want to change, and then click **Edit**.
3. On the master page, move the object or objects.
4. Click **View publication pages** to return to a publication page.

[Watermarks don't show through.](#)

The watermark is probably covered up by an opaque object. To see it, you'll need to reposition or make transparent whatever is covering the watermark.

[Make an object transparent](#)

1. Select the object.
2. Press CTRL+T.

[Make an object's color semi-transparent](#)

1. Right-click the object you wish to make semi-transparent, and then click **Format <object type>**.
2. In the **Format <object type>** dialog box, click the **Colors and Lines** tab.
3. In the **Color** list, make sure that something other than **No Fill** is selected.
4. Under **Fill**, move the **Transparency** slider to get the percentage of transparency you want.

 [Tip](#)

If a picture does not have a transparent area, you can make one.

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1. Select the picture you want to create transparent areas in.
2. On the **Picture** toolbar, click **Set Transparent Color** .
3. In the picture, click the color you want to make transparent.

Note The **Set Transparent Color** option is available for bitmap pictures that don't already have transparency information. It's also available for some, but not all, clip art.

 [The pictures in my table don't move or resize with the table.](#)

You need to group the table and the pictures you added to it before moving or resizing them.

 [How?](#)

1. On the **Objects** toolbar, click the **Select Objects** tool , and then drag the selection box around the objects that you want in the group.
2. Click the **Group Objects** button .

[Show All](#)

Troubleshoot watermarks

 [I can't see my watermark.](#)

Opaque objects cover up the watermark; transparent objects don't.

To make an object transparent or opaque:

1. Click the object to select it. For a table, highlight the entire table.
2. Press CTRL+T.

If the object is opaque, it becomes transparent. If the object is transparent, it becomes opaque.

[Show All](#)

Troubleshoot working with frames and pictures

Pictures

[I can't see the background behind the picture.](#)

You might be trying to change the shading of a picture that was imported from another program. Microsoft Publisher cannot do this.

You can, however, adjust the shape of the picture frame so that it wraps more tightly around the picture itself. This way you can see more of the objects beneath the picture.

[How?](#)

Do one or more of the following:

[Switch from wrapping text around the picture frame to wrapping it around the picture's outline](#)

1. Select the picture frame.
2. On the **Picture** toolbar, click **Text Wrapping** .
3. Click **Square**.

[Change the shape of the picture's outline](#)

1. Select the picture frame.
2. On the **Arrange** menu, point to **Text Wrapping**  and make sure that the **Square** option is not selected.
3. On the **Arrange** menu, point to **Text Wrapping**, and then click **Edit Wrap Points** .
4. If necessary, zoom in to see the adjust handles.

[How?](#)

Do one of the following:

- To zoom in or out, click **Zoom In**  or **Zoom Out**  next to the **Zoom** box .
 - To zoom to a specific percentage of the original size of a picture or area, enter the percentage in the **Zoom** box, or click the arrow next to the **Zoom** box and choose it from the list.
 - To switch between the current view and the actual size, press F9.
 - To fill the workspace with only objects that you select, click the arrow next to the **Zoom** box, and then click **Selected Objects**. This option is only available after you have selected at least one object.
 - To fill the workspace with the width of your publication, click the arrow next to the **Zoom** box, and then click **Page Width**.
 - To fill the workspace with the entire page, click the arrow next to the **Zoom** box, and then click **Whole Page**.
 - If you have a mouse with five buttons, you can zoom in on a particular part of the page. Point to a corner of the area you want to zoom in on, and then hold down the fifth mouse button while dragging diagonally until the rectangle surrounds the area. To return to the previous zoom level, click the fifth mouse button again.
5. Position the mouse pointer over the handle that you want to move until you see the Adjust pointer .
 6. Drag the pointer to change the outline of the picture.

Note The text in a table cannot be wrapped around a picture.

[Change how tightly the text wraps around a picture](#)

Try one of the following:

- Print the publication. The text wrap might appear tighter on the printed page.
- Reduce the font size.
- Enlarge the picture.
- Reduce the text box margins.

[How?](#)

1. Right-click the text box.
2. On the shortcut menu, click **Format Text Box**.
3. In the **Format Text Box** dialog box, click the **Text Box** tab.
4. Under **Text Box Margins**, enter the settings for the left, right, top, and bottom margins.

[My shape doesn't print.](#)

If you remove the border from a transparent shape, it won't appear on the printed page. Add a pattern or color to make it visible again.

[How?](#)

You can use the **Fill Color** tool to add a fill to any picture except an animated GIF picture. Make these changes in an animated GIF editing program, and then insert the picture file again.

1. Select the picture, AutoShape, text box, or WordArt you want to change.
2. On the **Formatting** toolbar, click the arrow next to **Fill Color** .
3. Do one or more of the following:

[Add or change a fill color](#)

Do one of the following:

- To change to a color in the color scheme, click one of the eight scheme colors below **No Fill**.
- To change to a color that isn't in the color scheme, click **More Fill Colors**. On the **Standard** tab, click the color you want, or click the **Custom** tab to create your own color.

[Add or change a gradient, pattern, texture, or picture fill](#)

1. Click **Fill Effects**, and then click the **Gradient**, **Texture**, **Picture**, or **Pattern** tab.
2. Select the options you want.

[Remove a fill](#)

- Click **No Fill**.

[I tried to move a picture and other pictures moved with it.](#)

The picture might be grouped. To ungroup the pictures, select the picture, and then click **Ungroup**  in the bottom right corner of the frame.

[I can't add a border or fill to my picture.](#)

Your picture is probably an [animated GIF](#) file. Publisher cannot modify animated GIF files by changing their fill color, adding a border, or adjusting their transparency.

Animated GIF files are always embedded pictures. If you don't need your picture to be an animated GIF, you can convert it to an ordinary [GIF](#) file, or another graphic type, by saving it as a linked picture.

[How?](#)

1. On the **Tools** menu, click **Graphics Manager**.
2. In the **Graphics Manager** task pane, under **Select a picture**, click the arrow next to the animated GIF you want to save as a link, and then click **Save as Linked Picture**.
3. In the **Save As** dialog box, browse to the directory where you want to save the linked picture.
4. For **File name**, type a name for the linked graphic.
5. For **Save as type**, select the graphic file format in which you want to save the linked picture.
6. Click **Save**.

Once you convert the picture from an animated GIF to an ordinary GIF or other graphic type, you can modify it as desired.

Text and pictures

[My text moved when I added a picture.](#)

When you place a picture, WordArt, a table, a shape with shading, or another text box on top of a text box, the underlying text wraps around the object. To keep the text from moving, you can prevent the text from wrapping around an object.

[How?](#)

1. Click the picture.
2. On the **Picture** toolbar, click **Text Wrapping** , and then click **None**.

[My picture is moving as I type.](#)

The picture is currently an [inline object](#). You need to change it to an object with exact position.

[How?](#)

1. Right-click the object.
2. On the shortcut menu, point to **Format <object type>**.
3. In the dialog box, click the **Layout** tab.
4. In the **Object Position** list, select **Exact**.

[Text in a text box appears on top of my picture or WordArt or in its margins.](#)

- The **Wrapping Style** option on the **Layout** tab in the **Format <object type>** dialog box might be set to **Through** or **Tight**. If so, change it to **Square**.

[How?](#)

1. Click the object to select it.
 2. On the **Arrange** menu, point to **Text Wrapping**, and then click **Square**.
- If a transparent text box is on top of the picture or WordArt frame, remove the transparent formatting and send the text box to the back.

[How?](#)

1. Click the text box to select it.
2. On the **Formatting** toolbar, click the arrow next to **Fill Color** .
3. Click the color white.
4. On the **Arrange** menu, point to **Order**, and then click **Send Backward** repeatedly until the text wraps around the picture or WordArt frame.

[Show All](#)

Print full-resolution linked pictures

To ensure that Microsoft Publisher prints your full-resolution linked [graphics](#) and not the low-resolution graphics that are used as placeholders in the publication, do the following:

1. On the **File** menu, click **Print**.
2. In the **Print** dialog box, click **Advanced Print Settings**, and then click the **Graphics and Fonts** tab.
3. Under **Graphics**, select **Print full-resolution linked graphics**, and then click **OK**.
4. In the **Print** dialog box, click **OK**.

View details on linked pictures

1. On the **Tools** menu, click **Graphics Manager**.
2. In the **Graphics Manager** task pane, under **Select a picture**, click the arrow next to the picture whose information you want to view, and then click **Details**.

[Show All](#)

Add a picture

[From the Clip Organizer](#)

1. Find the media clip you want to insert.

[How?](#)

1. On the **Insert** menu, point to **Picture**, and then click **Clip Art**.
2. In the **Search for** box, type a word or phrase that describes the clip you want.
3. To narrow your search, do one or both of the following:
 - To limit search results to a specific collection of clips, in the **Search in** box, select the collection you want to search.
 - To limit search results to a specific type of media file, in the **Results should be** box, select the check box next to the types of clips you want to find.
4. Click **Go**.
2. In the **Results** list, click the clip to insert it.

[From a file](#)

1. On the **Objects** toolbar, click **Picture Frame** , and then click **Picture from File**.
2. Drag the mouse diagonally until you have the size picture frame you want.
3. In the **Insert Picture** dialog box, locate the folder that contains the picture you want to insert, and then click the picture file.
4. Do one of the following:
 - To [embed](#) the picture, click **Insert**.
 - To [link](#) the picture to the picture file on your hard disk, click the arrow next to **Insert**, and then click **Link to File**.

[Directly from a scanner or digital camera](#)

Before you begin, make sure that your device is [TWAIN](#) or [WIA](#)-compatible and is connected to your computer. You should also make sure that you have

installed the device software that supports TWAIN or WIA.

Some devices come with more than one software program. If you are not sure what software is TWAIN or WIA-compatible, check the device documentation or contact the manufacturer of the device.

1. Set up the picture in the scanning device.
2. On the **Insert** menu, point to **Picture**, and then click **From Scanner or Camera**.
3. If you have more than one device attached to your computer, select the device you want to use.
4. Do one of the following:
 - If the selected device is a scanner and you want to use default settings for scanning the image, click **Web Quality** if you are going to display the picture on a screen, or **Print Quality** if you are going to print it, and then click **Insert** to scan your picture.
 - If the selected device is not a scanner (for example, if it is a digital camera), or if you want to customize any settings before you scan the picture, click **Custom Insert**, then follow the instructions that come with the device you're using.

Note The **Insert** button might be unavailable with some scanners because the scanner software doesn't support an automatic scan. Use the **Custom Insert** button instead.

 [From the Design Gallery](#)

1. On the **Objects** toolbar, click **Design Gallery Object** .
2. In the **Design Gallery** dialog box, click the **Objects by Category** tab, the **Objects by Design** tab, or the **My Objects** tab.
3. Select a category or design.
4. In the right pane, double-click the object you want.

 [Tip](#)

One of the easiest ways to use a picture from another application is to use the copy and paste feature. It can have unexpected results, but it may be the best way to use a picture from an application that is not in Microsoft Office.

[Show All](#)

Add a line of pictures

1. On the **Objects** toolbar, click **Rectangle** .
2. Click on the page and drag the mouse to draw the rectangle.
3. Select the rectangle.
4. On the **Formatting** toolbar, point to **Line/Border Style** , and then click **More Lines**.
5. In the **Format AutoShape** dialog box, on the **Colors and Lines** tab, click **BorderArt** under **Line**.
6. In the **BorderArt** dialog box, select the options you want.
7. Click **OK**, and then click **OK** on the **Format AutoShape** dialog box.
8. Resize the rectangle until you can see only one row of pictures.

[How?](#)

After selecting an object, you can resize it in a number of ways.

[By dragging](#)

- Position the mouse pointer over one of the [handles](#), and then drag the mouse.

[Keeping the center in the same place](#)

1. Hold down CTRL.
2. Position the mouse pointer over one of the [handles](#), and then drag the mouse.
3. Release the mouse button before you release CTRL.

[Maintaining the object's proportions](#)

1. Hold down SHIFT.
2. Position the mouse pointer over one of the corner [handles](#), and then drag the mouse.

3. Release the mouse button before you release SHIFT.

[Maintaining the proportions and keeping the center in the same place](#)

1. Hold down CTRL+ SHIFT.
2. Position the mouse pointer over one of the corner [handles](#), and then drag the mouse.
3. Release the mouse before you release CTRL+ SHIFT.

[To a specific height and width](#)

1. Right-click the picture or AutoShape.
2. On the shortcut menu, click **Format <object type>**.
3. In the dialog box, click the **Size** tab.
4. Under **Size and rotate**, enter measurements for the height and width of the object.

[By a specific proportion](#)

1. Right-click the picture or AutoShape.
2. On the shortcut menu, click **Format <object type>**.
3. In the dialog box, click the **Size** tab.
4. Under **Scale**, enter the percentage of the original height or width you want the object resized to.

Note You can override the **Snap** settings by holding down the ALT button while you drag the mouse.

Replace a picture with a different picture

1. On the **Tools** menu, click **Graphics Manager**.
2. In the **Graphics Manager** task pane, under **Select a picture**, click the arrow next to the picture you want to replace, and then click **Replace this Picture**.
3. In the **Insert Picture** dialog box, click the picture you want.

If you don't see the picture you want, switch to the drive or folder it's in.

4. Do one of the following:
 - To insert the picture as an embedded picture, click **Insert**.
 - To insert the picture as a linked file, click the arrow next to **Insert**, and then click **Link to File**.

[Show All](#)

Add a picture directly from your digital camera

Before you begin, make sure that your digital camera is compatible with [TWAIN](#) or [WIA](#) and is connected to your computer. You should also make sure that you have installed the digital camera software that supports TWAIN or WIA.

1. On the **Insert** menu, point to **Picture**, and then click **From Scanner or Camera**.
2. In the **Insert Picture from Scanner or Camera** dialog box, select your digital camera from the **Device** list.
3. Click **Custom Insert**.
4. In the **Get Pictures from *camera name*** dialog box, select the picture you want to insert, and then click **Get Pictures**.

Microsoft Publisher will insert the picture on the current page of your publication where you can crop, resize, or modify it as desired.

[Show All](#)

Add a picture directly from your scanner

Before you begin, make sure that your scanner is compatible with [TWAIN](#) or [WIA](#) and is connected to your computer. You should also make sure that you have installed the scanner software that supports TWAIN or WIA.

1. Set up your scanner to scan your picture.
2. On the **Insert** menu, point to **Picture**, and then click **From Scanner or Camera**.
3. In the **Insert Picture from Scanner or Camera** dialog box, select your scanner from the **Device** list.
4. Click **Add Pictures to Clip Organizer** to save a copy of the picture to your Microsoft Clip Organizer.
5. Do one of the following:

[Insert a picture automatically](#)

1. Under Resolution, do one of the following:
 - Click **Web Quality** to scan a 96 [dpi](#) picture that is suitable for viewing on the Web.
 - Click **Print Quality** to scan a picture at a higher resolution that is suitable for printing.
2. Click **Insert**.

The scanner software will scan the entire picture, and then Microsoft Publisher will insert the scanned picture on the current page of your publication where you can crop, resize, or modify it as desired.

[Insert a customized scanned picture](#)

1. Click **Custom Insert**.
2. Using the scanning program, start the scanning process and make any adjustments you want to the scanned image.
3. Click **Scan**.

Note The options that are available when you use **Custom Insert** depend on the scanner and scanning program you are using.

The scanner software will scan the area of the picture you have selected, and then Publisher will insert the scanned picture on the current page of your publication where you can crop, resize, or modify it as desired.

Notes

- If you're printing your publication at a commercial printing service, it's best to have your printing service scan images for you. They have the equipment and expertise to create and modify production-quality scanned images. You may want to include the images you scan on your scanner in your publication as "For Positioning Only" (FPO), in other words, as placeholders to show where the final image is to be placed. But be sure to ask your printing service whether they want you to include FPO images.
- If you scan your own images, make sure to ask your commercial printing service for the correct effective resolution for the pictures in your publication.

[Show All](#)

Add or delete Adjust handles so you can change the shape of a picture's outline

You can add or delete Adjust [handles](#) only if you are working on a print publication.

1. Select the picture.
2. On the **Arrange** menu, point to **Text Wrapping** and make sure that the **Square** option is not selected.
3. On the **Arrange** menu, point to **Text Wrapping**, and then click **Edit Wrap Points**.
4. On the outline of the picture, position the mouse pointer where you want to add the new handle.
5. Hold down CTRL and then click where you want to add a new handle.

Note To delete a handle, hold down CTRL+SHIFT and click the handle.

[Show All](#)

Add a margin without changing the size of a picture

You can add margins around a picture, increasing the size of the frame and keep the picture the same size.

[By dragging](#)

1. Select the picture frame.
2. On the **Picture toolbar**, click **Crop** , and then drag one of the [handles](#) outward.

Notes

- To add a margin to one side, drag the center handle on that side.
- To add a margin equally to two sides at once, hold down CTRL as you drag a center handle.
- To add a margin equally to all four sides at once, hold down CTRL as you drag a corner handle.

[By a specific measurement](#)

1. Right-click the picture frame.
2. On the [shortcut menu](#), click **Format Picture**.
3. In the **Format Picture** dialog box, click the **Picture** tab.
4. Under **Crop from**, enter the exact measurements you want as a negative number.

Note You need to enter a negative number. If you enter a positive number, that much of the picture will be hidden.

[Show All](#)

Undo changes to a picture

You can undo changes that you make to a picture's contrast, color, or brightness. You can also restore a cropped or resized picture to its original size.

1. Select the picture in which you want to undo changes.
2. On the **Picture** [toolbar](#), click **Reset Picture** .

Note If you recolored the picture, you can restore the picture's original color by clicking **Restore Original Colors** in the **Recolor Picture** dialog (**Format** menu, **Picture** tab, **Recolor** option).

[Show All](#)

Crop a picture

To crop an [animated GIF](#), use an animated GIF editing program, then insert the file again.

1. Select the [picture](#).
2. On the **Picture** toolbar, click **Crop** .
3. Position the **Cropping** tool over a cropping handle.



1 cropping handle

4. Do one of the following:
 - To crop one side, drag the center handle on that side.
 - To crop evenly on two sides at once, hold down CTRL as you drag a center handle.
 - To crop evenly on all four sides at once, hold down CTRL as you drag a corner handle.
5. On the **Picture** toolbar, click **Crop**  to turn off the **Crop Picture** command.

Restore a picture to its original size or proportions

1. Right-click the picture that you want to restore.
2. Click **Format Picture**.
3. In the **Format Picture** dialog box, click the **Size** tab.
4. Under **Original size**, click **Reset**.

[Show All](#)

Convert a picture to a watermark

To convert text, [WordArt](#), or drawing objects to [watermarks](#), you need to first save them as pictures and then reinsert them into your document as pictures.



Right-click the object, click **Save as Picture**, and then select the options you want. Delete the object and then insert the picture that you saved.

1. Right-click the picture you want to change.
2. Click **Format Picture**.
3. In the **Format Picture** dialog box, click the **Picture** tab.
4. Under **Image control**, click **Washout** in the **Color** list, and then click **Recolor**.
5. In the **Recolor Picture** dialog box, select the color you want for the watermark.
6. Click **Apply**, and then click **OK**.
7. In the **Format Picture** dialog box, select any other options you want, and then click **OK**.
8. On the **Arrange** menu, point to **Order**, and then click **Send to Back**.

[Show All](#)

Make a picture's background transparent or opaque

If a picture has transparent areas, you can change them to opaque (white fill) or from opaque back to transparent again.

1. Select the picture.
2. Press CTRL+T.



If the picture does not have a transparent area, you can make one.



You can create a transparent area in most pictures except in [animated GIF](#) pictures. Make these changes in an animated GIF editing program, and then insert the file again.

1. Select the picture you want to create transparent areas in.
2. On the **Picture toolbar**, click **Set Transparent Color** .
3. In the picture, click the color you want to make transparent.

Note The **Set Transparent Color** option is available for [bitmap](#) pictures that don't already have transparency information. It's also available for some, but not all, [clip art](#).

[Show All](#)

Insert an empty picture frame

1. On the **Objects** [toolbar](#), click **Picture Frame** , and then click **Empty Picture Frame**.
2. In your publication, drag the mouse diagonally until you have the size picture frame you want.

[Show All](#)

Replace an empty picture frame with a picture

You can replace an empty picture frame with a picture that you insert from a number of possible sources.

[With Clip Art](#)

1. Right-click the empty picture frame, point to **Change Picture**, and then click **Clip Art**.
2. In the Search for box, type a word or phrase that describes the clip you want.
3. To narrow your search, do one or both of the following:
 - To limit search results to a specific collection of clips, in the **Search in** box, select the collection you want to search.
 - To limit search results to a specific type of media file, in the **Results should be** box, select the check box next to the types of clips you want to find.
 - Click **Go**.
4. In the search results window of the **Clip Art** task pane, click the clip art you want.

[With a picture from a file](#)

1. Right-click the empty picture frame, point to **Change Picture**, and then click **From File**.
2. In the **Insert Picture** dialog box, locate the folder that contains the picture you want to insert, and then click the picture file.
3. Do one of the following:
 - To [embed](#) the picture, click **Insert**.
 - To [link](#) the picture to the picture file on your hard disk, click the arrow next to **Insert**, and then click **Link to File**.

[With a picture directly from a scanner or digital camera](#)

Before you begin, make sure that your device is [TWAIN](#)-compatible or [WIA](#)-compatible and is connected to your computer. You should also make sure that you have installed the device software that supports TWAIN or WIA.

Some devices come with more than one software program. If you are not sure what software is TWAIN-compatible or WIA-compatible, check the device documentation or contact the manufacturer of the device.

1. Right-click the empty picture frame, point to **Change Picture**, and then click **From Scanner or Camera**.
2. If you have more than one device attached to your computer, select the device you want to use.
3. Do one of the following:
 - If the selected device is a scanner and you want to use default settings for scanning the image, click **Web Quality** if you are going to display the picture on a screen, or **Print Quality** if you are going to print it, and then click **Insert** to scan your picture.
 - If the selected device is not a scanner (for example, if it is a digital camera), or if you want to customize any settings before you scan the picture, click **Custom Insert**, then follow the instructions that come with the device you're using.

Note The **Insert** button might be unavailable with some scanners because the scanner software doesn't support an automatic scan. Use the **Custom Insert** button instead.



[With a picture using the Graphics Manager](#)

1. Right-click the empty picture frame, point to **Change Picture**, and then click **Graphics Manager**.
2. In the **Graphics Manager** task pane, under **Select a picture**, click the arrow next to the empty picture frame you want to replace, and then click **Insert Picture in This Frame**.
3. In the **Insert Picture** dialog box, click the picture you want.

If you don't see the picture you want, switch to the drive or folder it's in.

4. Do one of the following:
 - To [embed](#) the picture, click **Insert**.

- To [link](#) the picture to the picture file on your hard disk, click the arrow next to **Insert**, and then click **Link to File**.

Add a Publisher-designed object from the Design Gallery to your publication

1. On the **Objects** toolbar, click **Design Gallery Object** .
2. Click the **Objects by Category** or the **Objects by Design** tab.
3. In the left pane, click a category or design set to select it.
4. In the right pane, double-click the object you want.

[Show All](#)

Change the graphic in a Design Gallery logo

You must have already inserted a **Design Gallery** logo to perform this task.

1. Click the graphic in the **Design Gallery** logo you that you want to change.
2. Right-click the graphic, point to **Change Picture**, and then do one of the following:

 [Insert a graphic from the **Clip Organizer**](#)

1. Click **Clip Art**.
2. In the **Search for** text box, type a word or phrase that describes the clip you want.
3. To narrow your search, do one or both of the following:
 - To limit search results to a specific collection of clips, select the collection you want to search from the **Search in** list.
 - To limit search results to a specific type of media file, in the **Results should be** list, select the check box next to the types of clips you want to find.
4. Click **Go**.
5. In the Results list, click the clip to insert it.

 [Insert a graphic file](#)

1. Click **From File**.
2. Locate the folder that contains the picture that you want to insert, then click the picture file.
3. Do one of the following:
 - To embed the picture, click **Insert**.
 - To link the picture to the picture file on your hard disk, click the arrow next to **Insert**, and then click **Link to File**.

[Show All](#)

Create a logo by using the Design Gallery

1. On the **Objects** toolbar, click **Design Gallery Object** .
2. Click the **Objects by Category** tab.
3. Under **Categories**, click **Logos**.
4. Under **Logos**, double-click the logo design you want.
5. To replace the placeholder text in the logo, click the text box in the logo, and then type the text you want.
6. To replace the placeholder picture in the logo, click the picture frame in the logo, right-click the picture, click **Change Picture**, and then select the option that you want.
7. To make design changes to the logo at any time, click the wizard button , and then select the options you want .

Note Logos that are created using the Design Gallery cannot be associated with a [personal information](#) set.

[Show All](#)

Troubleshoot the Design Gallery

[Where did the Extra Content tab come from?](#)

When you use a wizard to change to a new design for your publication, some elements in the first design may not be included in the new design. Publisher automatically moves any objects that you modified or that are not appropriate for the new design to the **Extra Content** tab of the **Design Gallery** dialog box.

To view objects on the **Extra Content** tab, click **Extra Content**.

[My current publication's design set is empty.](#)

You must first create a design set for your current publication by adding objects from your publication to the Design Gallery.

[Show All](#)

Add, rename, or delete a category in the current publication's design set

A design set is made up of objects that you have created and then added to the Design Gallery. Each object you've added to a design set exists within a category.

[Add a new category to the current publication's design set](#)

1. Click the object to which you want to add to a new category.
2. On the **Objects** toolbar, click **Design Gallery Object** .
3. Click the **My Objects** tab.
4. Click **Options**, and then click **Add Selection To Design Gallery**.
5. Under **Object name**, type the name you want.
6. Under **Category**, type the name of the new category.
7. Click **OK**.
8. Click **Close**.

[Rename a category in the current publication's design set](#)

1. On the **Objects** toolbar, click **Design Gallery Object** .
2. Click the **My Objects** tab.
3. Click **Options**, and then click **Edit Categories**.
4. In the **Click a category to change it** box, click the category you want to rename.
5. Click **Rename**, and then type the new name of the category.
6. Click **OK**.
7. Click **Close**.

[Delete a category from the current publication's design set](#)

1. On the **Objects** toolbar, click **Design Gallery Object** .
2. Click the **My Objects** tab.
3. Click **Options**, and then click **Edit Categories**.

4. Under **Click a category to change it**, click the category you want to delete.
5. Click **Delete**, and then click **Yes** to confirm the deletion.
6. Click **Close**.

Changes that you make to the Design Gallery are saved when you save your publication.

[Show All](#)

Troubleshoot shadow, 3-D, and embossed effects

[I can't see the border around an object.](#)

Borders might seem to disappear in the following circumstances:

- The border has been turned off, or it's the same color as the background. Select the object. On the **Formatting** toolbar, click the arrow next to **Line Color** , and then click a border color.
- A 3-D effect has been applied to the object. Applying this effect to an object automatically turns off its border. If you remove the 3-D effect, the border returns.

[I changed the fill, border, shadow, or 3-D effect, but, when I draw an object, I get the old settings.](#)

The default style is being applied to the new object. To change the default settings for new objects, select an object that has the attributes you want. Double-click the shape. In the **Format AutoShape** dialog box, click the **Colors and Lines** tab, and then select the **Apply settings to new AutoShapes** check box.

[I can't add a shadow to my text.](#)

You might be working on a Web publication. You can apply a shadow effect to text only if you are working on a print publication.

When you want to add a shadow to specific text in a print publication -- for example, a heading in a table -- select the text, and then, on the **Format** menu, click **Font**. In the **Font** dialog, click **Shadow** under **Effects**.

[I added a 3-D effect to my object and the object shadow disappeared.](#)

You can't apply both a shadow and a 3-D effect to the same object.

[When I change the fill color of an object with a shadow or 3-D effect, the shadow or 3-D effect doesn't change color.](#)

Changing the fill color only affects the face of the object. You can also change the color of the shadow or the 3-D effect.

[How?](#)

1. Select the object that you want to change.
2. On the Formatting toolbar, click **Shadow Style**  or **3-D Style** , and then do one of the following:
 - To change the color of the shadow, click **Shadow Settings**, and then click **Shadow Color** on the **Shadow Settings** toolbar.
 - To change the color of the 3-D effect, click **3-D Settings**, and then click **3-D Color** on the **3-D Settings** toolbar.

[The shadow I added to the text box is touching the text.](#)

You need to change the text box margins to be greater than 0 inches.

[How?](#)

1. Right-click the text box.
2. On the shortcut menu, click **Format Text Box**, and then click the **Text Box** tab.
3. Under **Text Box Margins**, type or select the margins you want for each side of the text box.
4. Click **OK**.

[Show All](#)

Add a shadow to an object

1. Select the [picture](#), [AutoShape](#), [WordArt](#), or [text box](#) that you want to change.
2. On the **Formatting** toolbar, click **Shadow Style** , and do one of the following:

[Add or remove a shadow](#)

- To add a shadow, click the shadow style you want.
- To remove a shadow, click **No Shadow**.

[Change the direction of the shadow](#)

- To change the direction of a shadow, click a shadow that goes the direction you want.

[Change the distance of the shadow from the object](#)

- Click **Shadow Settings**, then click any of the four **Nudge Shadow** buttons. Each time you click **Nudge Shadow**, the shadow moves 1 point farther from the object.

[Change the color of a shadow](#)

Click **Shadow Settings**, and then click the arrow next to **Shadow Color** .

- To change to a color in the color scheme, click one of the eight colors displayed in the first row.
- To change to a color that isn't in the color scheme, click the color you want. To see more colors, click **More Shadow Colors**, and then click the **Standard** tab or the **Custom** tab.
- To change the shadow color so that you can see through it, click **Semitransparent Shadow**.

[Show All](#)

Add or remove a 3-D effect from a shape

1. Select the shape that you want to change.
2. On the **Formatting** toolbar, click **3-D Style** .
3. On the shortcut menu, do one of the following:
 - To add a 3-D effect, click the option you want.
 - To change a 3-D effect— for example, to alter its color, rotation, depth, lighting, or surface texture— click **3-D Settings**, and then select the options you want from the **3-D Settings** toolbar.
 - To remove the effect, click **No 3-D**.



To add the same 3-D effect to several shapes at one time— for example, to add the same lighting— select or group the objects before you add the effect.

[Show All](#)

Add an embossed or engraved effect

[Add or change an embossed effect to text](#)

1. Select the text you want to change.
2. On the **Format** menu, click **Font**.
3. In the **Font** dialog box, under **Effects**, select or clear the **Emboss** check box.

[Add or remove an embossed or engraved effect from a shape](#)

1. Select the **AutoShape** you want to change.
2. On the **Formatting** toolbar, click **Shadow Style** , and then click the option you want.

[Show All](#)

Troubleshoot linked graphics

 [My linked picture isn't updating.](#)

The link to the picture may be broken. Try linking to the original picture again.

 [How?](#)

1. On the **Tools** menu, click **Graphics Manager**.
2. Under **Display options**, in the **Show** list, select **Missing/modified pictures**.
3. Under **Select a picture**, click the arrow next to the picture whose link you want to update, and then click **Find the Linked Picture**.
4. In the **Link to Picture** dialog box, click the picture you want.

If you don't see the picture you want, switch to the drive or folder it's in.

5. Click **Link to File**.

 [My linked picture prints at low resolution.](#)

The link to the picture may be broken, or the linked picture is missing. Publisher will print the low-resolution display picture that is embedded in the publication.

Do one of the following:

- Relink to the original picture.

 [How?](#)

1. On the **Tools** menu, click **Graphics Manager**.
2. Under **Display options**, in the **Show** list, select **Missing/modified pictures**.
3. Under **Select a picture**, point to the picture whose link you want to update, click the arrow, and then click **Find the Linked Picture**.
4. In the **Link to Picture** dialog box, click the picture you want.

If you don't see the picture you want, switch to the drive or folder it's in.

5. Click **Link to File**.
- Replace the picture.

 [How?](#)

1. On the **Tools** menu, click **Graphics Manager**.
2. Under **Display options**, in the **Show** list, select **Missing/modified pictures**.
3. Under **Select a picture**, click the arrow next to the picture you want to replace, and then click **Replace this Picture**.
4. In the **Insert Picture** dialog box, click the picture you want.

If you don't see the picture you want, switch to the drive or folder it's in.

5. Do one of the following:
 - To embed the new picture, click **Insert**.
 - To create a link to the new picture, click the arrow next to **Insert**, and then click **Link to File**.

[Show All](#)

Troubleshoot linked or embedded objects

[The object doesn't display the changes I've made](#)

You might not have saved or updated the changes in the source program (the program in which you created the linked object) before you returned to Microsoft Publisher. After you select **Exit and Return**, be sure to click **Yes** in the dialog box that asks whether you want to update the object.

[The Paste Link or Paste Link Special button is not available](#)

You cannot create a link to this type of object from that particular program; you can only embed it.

[The File menu of the source program doesn't have an Exit And Return command](#)

The source program (the program in which you created the linked object) might use different wording for the command. If it's not obvious which command to use, consult the online or printed documentation for that program. If that doesn't help, save your publication, then try selecting a similar command.

[The Link option is not available](#)

The program you want to link from either doesn't allow you to link objects from it or it doesn't support linking for that type of object.

[Show All](#)

Convert a linked picture to an embedded picture

When you convert a [linked picture](#) to an [embedded picture](#), Publisher embeds the linked picture data into the publication and cancels the link to the linked picture.

1. On the **Tools** menu, click **Graphics Manager**.
2. In the **Graphics Manager** task pane, under **Select a picture**, click the arrow next to the linked picture that you want to convert to an embedded picture, and then click **Convert to Embedded Picture**.

[Show All](#)

Control how linked objects are updated

1. On the **Edit** menu, click **Links**.
2. Click the [linked object](#) you want to update.

To select multiple linked objects, hold down CTRL while you click each object.

3. Do one or more of the following:

[Change a linked object's setting to automatic or manual updating](#)

- To update a linked object each time you open the file that contains it — or any time the object changes while the file is open— click **Automatic**.
- To update a linked object only when you click **Update Now**, click **Manual**.

[Manually update a linked object when you choose](#)

- Click the linked object, and then click **Update Now**.

[Reconnect a linked object when the source file moves or is renamed](#)

1. Click **Change Source**.
2. In the **File name** box, enter the name of the file you want to reconnect the linked object to.

If you don't see the file you want, select a different folder in the **Look in** box.

[Show All](#)

Save an embedded picture as a linked picture

When you save an [embedded picture](#) as a [linked picture](#), Graphics Manager uses the embedded picture data to create a new linked picture and removes the embedded picture data from the publication.

1. On the **Tools** menu, click **Graphics Manager**.
2. In the **Graphics Manager** task pane, under **Select a picture**, click the arrow next to the embedded picture you want to save as a link, and then click **Save as Linked Picture**.
3. In the **Save As** dialog box, browse to the directory where you want to save the linked picture.
4. For **File name**, type a name for the linked graphic.
5. For **Save as type**, select the graphic file format in which you want to save the linked file.
6. Click **Save**.

Notes

- If you save [vector graphics](#) (such as [Encapsulated PostScript \(EPS\)](#) files or [Windows Metafile Format \(WMF\)](#) files) as [bitmap](#) graphics, you will degrade the image quality.
- If you save an EPS file as any type other than WMF, you will degrade the image quality when printing to a PostScript printer.
- If you save a high-resolution bitmap graphic (such as a [Tagged Image File Format \(TIFF\)](#) file) as a low-resolution or compressed bitmap graphic (such as a [GIF](#) or [JPEG](#)) you will degrade the image quality.

View a list of missing or modified linked pictures

You can limit the linked pictures that display in the Graphics Manager list to pictures with missing links and to pictures whose originals have been modified in an image editing program.

1. On the **Tools** menu, click **Graphics Manager**.
2. In the **Graphics Manager** task pane, under **Display options**, in the **Show** list, select **Missing/modified pictures**.

[Show All](#)

Update linked pictures that have been modified

If you have modified a linked picture in an image editing program, Graphics Manager will detect the change and display the picture's status as **Original is modified**. To update to the modified version, do the following:

1. On the **Tools** menu, click **Graphics Manager**.
2. Under **Display options**, in the **Show** list, select **Missing/modified pictures**.
3. Under **Select a picture**, click the arrow next to the picture you want to update, and then click **Update this Link**.

Note If the publication has objects linked using [OLE](#), you must update OLE links separately using the **Links** command (**Edit** menu). Be sure to update OLE links before you pack your files to take to your printing service.

[Show All](#)

About Graphics Manager

Use the **Graphics Manager** task pane to efficiently manage the pictures that you have inserted into your publication. By managing your pictures in the **Graphics Manager** task pane, you can ensure that the pictures in your publication are always current.

 [About managing pictures](#)

In the **Graphics Manager** task pane you can do the following:

- Quickly check whether the pictures in your publication are embedded or linked.
- View a list of all linked pictures that have been modified or whose links are broken.
- Update linked pictures whose original has been modified.
- Repair broken links.
- Convert linked pictures to embedded pictures.
- Save embedded pictures as linked pictures.
- Go to the page where a specific picture is located.
- Replace one picture with another picture.
- View detailed information about a specific picture.

 [About changing display options](#)

You can change your display options so that the list of pictures emphasizes the information you want to see. You can set your options to do any of the following:

- List all the pictures in your publication.
- List only linked pictures whose original has been modified or whose links are broken.
- Sort pictures by **Name**, **File Extension**, **Page Number**, or **Status**.
- Display a thumbnail image for each picture so you can identify pictures at a glance.

[About picture details](#)

Graphics Manager also provides detailed information about any picture in your publication. The **Details** dialog box shows the following information:

- The location of a linked picture on a hard disk or network.
- The percentage that the picture has been scaled from the original.
- The picture's effective resolution (based on original resolution and scaling).
- Whether the picture uses [RGB](#) color. This information is valuable for ensuring the best quality printing.

Notes

- You cannot use the **Graphics Manager** task pane to manage [OLE](#) objects in your publication because they are managed by dynamic link libraries (DLLs) in the Microsoft Windows operating system. OLE objects, whether linked or embedded, will not be displayed in the list of pictures in the **Graphics Manager** task pane. You must manage these in the **Links** dialog box.
- You cannot use the **Graphics Manager** task pane to manage autoshapes, BorderArt, or inserted Clip Art in your publication.
- You cannot use the **Graphics Manager** task pane to determine the color used in an [Encapsulated PostScript \(EPS\)](#) file or in a [Windows Metafile \(WMF\)](#).

[Show All](#)

View or print a list of missing fonts in a publication

You can view or print a list of missing fonts when you open a publication or in a publication that is already open.

[When you open a publication](#)

When you open a publication that uses fonts that are not installed on your computer, the **Load Fonts** dialog box will appear. Do one of the following:

[View a list of missing fonts](#)

- Click **Font substitution**.

The **Font Substitution** dialog box lists the following:

- Missing fonts
- Which fonts are substituted for the missing fonts
- The status of the substitution as temporary or permanent

[Print a list of missing fonts](#)

- Click **Print**.

Publisher prints the font report to your default printer. The report lists the following:

- [Embedded](#) fonts
- Embedded fonts with license restrictions
- Fonts neither on the operating system nor embedded

[In a publication that is already open](#)

1. On the **Tools** menu, point to **Commercial Printing Tools**, and then click

Fonts.

2. In the **Fonts** dialog box, click **Font substitution**.

The **Font Substitution** dialog box lists the following:

- Missing fonts
- Which fonts are substituted for the missing fonts
- The status of the substitution as temporary or permanent

Note If the **Font substitution** option is not available, there are no substituted fonts in your publication.

[Show All](#)

Add, rename, or delete an object in the current publication's design set

You can save objects that you've created for later use in the Design Gallery.

[Add an object to the current publication's design set](#)

1. Select one object or a group of objects.
2. On the **Insert** menu, click **Add Selection to Design Gallery**.
3. In the **Object name** box, type a name for the object.
4. In the **Category** box, enter a category.

[Rename an object in the current publication's design set](#)

1. You can rename objects that you have created or inserted.
2. On the **Objects** toolbar, click **Design Gallery Object** .
3. Click the **My Objects** tab.
4. Under **Categories**, click the category of the object you want to rename.
5. In the right pane, right-click the object, and then click **Rename This Object**.
6. In the **New name for object** box, type the new name of the object.

[Delete an object from the current publication's design set](#)

You can delete objects that you have created and other non-Publisher-designed objects.

1. On the **Objects** toolbar, click **Design Gallery Object** .
2. Click the **My Objects** tab.
3. Under **Categories**, click the category that contains the object you want to delete.
4. In the right pane, right-click the object, and then click **Delete This Object**.
5. Click **Yes** to confirm the deletion.

Note Changes that you make to the Design Gallery are saved when you save

your publication.

[Show All](#)

Add or change a border

After selecting the frame or text box, you can add a line border of any color or thickness, or a picture border. If the frame or text box already has a border, you can change it.

1. Select the frame or text box that you want to add a border to, or whose border you want to change.
2. On the **Formatting toolbar**, click **Line/Border Style** .
3. Do one of the following:

[Add one of the predefined lines to all sides](#)

- Click the line width you want.

This completes the procedure.

[Add a line of any color or width](#)

1. Click **More Lines**.

If you are working with an oval or circle, skip to step 4.

2. In the dialog box, click the **Colors and Lines** tab.
3. Under **Preview**, use the buttons to select the sides to which you want to add a line border.
 - To select one side to change, click the button on the side you want.
 - To select one or more sides, hold down SHIFT, and then click the buttons on the sides you want.
 - To add a border around the entire box or cell, under **Presets**, click **Box** .
4. Choose the options you want.

[Add a picture border to all sides of a text box, picture frame, or rectangle](#)

This procedure does not apply to ovals or circles.

1. Click **More lines**.
2. In the dialog box, click the **Colors and Lines** tab.
3. Under **Line**, click **BorderArt**.
4. In the **BorderArt** dialog box, choose the options you want.

Note You can change the color of a line by clicking **Line Color**  .

[Show All](#)

Add borders, fills, and effects to a table

You can add patterned borders and border art or transparent, [gradient](#), texture, or [pattern](#) fill effects to tables only if you are working on a print publication. If you are working on a Web publication, you can apply solid borders and solid fills.

Before you begin any of the following tasks, do the following:

1. Select the cells you want to change.
2. Right-click the table, and then click **Format Table**.

The **Format Table** dialog box will appear.

[Add, change, or remove a line border](#)

- Under **Line**, select the options you want, and then click **OK**.

[Add colors or patterns to cells or to an entire table](#)

- To add fills or fill effects to cells, rows, or columns, click the arrow next to the **Color** box and then select the options you want.

[Make cells transparent](#)

- Under **Fill**, move the **Transparency** slider to get the percentage of transparency you want.

Remove a border

1. Select the frame or text box whose border you want to remove.
2. On the **Formatting** toolbar, click **Line/Border Style** .
3. Click **No Line**.

[Show All](#)

Create a custom border

You can create a custom border from clip art, a picture file, a scanned photograph or other [bitmap](#), or a picture you created in a drawing program. Your custom border will be stored with the Microsoft Publisher border art.

1. Right-click the frame or text box that you want to create a custom border for.
2. On the [shortcut menu](#), click **Format <object type>**.
3. In the dialog box, click the **Color and Lines** tab.
4. Click **BorderArt**.
5. In the **BorderArt** dialog box, click **Create Custom**.
6. Select the options you want.

[Show All](#)

Troubleshoot borders

[My shape doesn't appear in print after I removed a border.](#)

- If you remove the border from a transparent shape, it won't appear on the printed page. Add a pattern or color to make it visible again.

[How?](#)

You can use the **Fill Color** tool to add a fill to any transparent AutoShape, text box, WordArt, or picture except an [animated GIF](#) picture. Make these changes in an animated GIF editing program, and then insert the picture file again.

1. Select the [picture](#), [AutoShape](#), [text box](#), or [WordArt](#) you want to change.
2. On the **Formatting toolbar**, click the arrow next to **Fill Color** .
3. Do one or more of the following:

[Add or change a fill color](#)

Do one of the following:

- To change to a color in the color scheme, click one of the eight scheme colors below **No Fill**.
- To change to a color that isn't in the color scheme, click **More Fill Colors**. On the **Standard** tab, click the color you want, or click the **Custom** tab to mix your own color.

[Add or change a gradient, pattern, texture, or picture fill](#)

1. Click **Fill Effects**, and then click the **Gradient**, **Texture**, **Pattern**, **Picture**, or **Tint** tab.
2. Select the options you want.

[I lose part of the text box or picture frame after adding borders to a frame.](#)

Microsoft Publisher adds borders to the insides of the selected text box or frame, so that the larger you make a border, the less room you have for pictures or text.

- To solve the problem, do one or both of the following:

[Reduce the size of a border](#)

1. Select the frame or text box whose border you want to change.
2. On the **Formatting toolbar**, click **Line/Border Style** .
3. Do one of the following:
 - Click the line width you want.
 - To see more options for line widths, click **More Lines**, click the **Colors and Lines** tab, and then select the options you want.

[Increase the size of the frame](#)

After selecting an object, you can resize it in a number of ways.

Note You can override the **To Guides** option (**Arrange** menu, **Snap** command) by holding down the ALT button while you drag the mouse.

[By dragging](#)

- Position the mouse pointer over one of the [handles](#), and then drag the mouse.

[Keeping the center in the same place](#)

1. Hold down CTRL.
2. Position the mouse pointer over one of the [handles](#), and then drag the mouse.
3. Release the mouse button before you release CTRL.

[Maintaining the object's proportions](#)

1. Hold down SHIFT.
2. Position the mouse pointer over one of the corner [handles](#), and then drag the mouse.

3. Release the mouse button before you release SHIFT.

[Maintaining the proportions and keeping the center in the same place](#)

1. Hold down CTRL + SHIFT.
2. Position the mouse pointer over one of the corner [handles](#), and then drag the mouse.
3. Release the mouse before you release CTRL + SHIFT.

[To a specific height and width](#)

1. Right-click the picture or AutoShape.
2. On the shortcut menu, click **Format <object type>**.
3. In the dialog box, click the **Size** tab.
4. Under **Size and rotate**, enter measurements for the height and width of the object.

[By a specific proportion](#)

1. Right-click the picture or AutoShape.
2. On the shortcut menu, click **Format <object type>**.
3. In the dialog box, click the **Size** tab.
4. Under **Scale**, enter the percentage of the original height or width you want the object resized to.

To keep the **Height** and **Width** proportions the same, select the **Lock aspect ratio** check box.

[The BorderArt command is not available.](#)

You might have selected an object that cannot have **BorderArt**. You can apply **BorderArt** only to rectangles, [frames](#), or [text boxes](#).

[I tried to add a border to WordArt text, but the border was added to the text box instead.](#)

You cannot add borders to [WordArt](#).

[The borders of a text box are visible.](#)

Your text box probably has a border.

1. Click the text box.
2. On the **Formatting** toolbar, click **Line/Border Style** .
3. Click **No Line**.

[The border I added to the text box is touching the text.](#)

You need to change the text box margins to be greater than 0 inches.

[How?](#)

1. Right-click the text box.
2. On the shortcut menu, click **Format Text Box**, and then click the **Text Box** tab.
3. Under **Text Box Margins**, type or select the margins you want for each side of the text box.
4. Click **OK**.

[Show All](#)

Change the color of fills, lines, and borders

1. Right-click the object you want to change, and then click **Format <object type>**.

The **Format <object type>** dialog box appears.

2. Select the options you want:

[Change a fill](#)

For example, under **Fill**, you might select a new color from the **Color** list, or click **Fill Effects** to create a texture, pattern or [gradient](#).

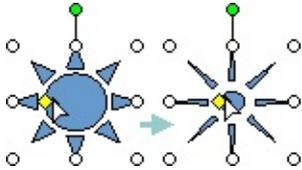
[Change lines and borders](#)

For example, under **Line**, you might select a new color or style, or add **BorderArt**.

[Show All](#)

About shapes

Shapes are objects that can be resized, rotated, flipped, colored, and combined. Many shapes have an [adjustment handle](#) that you can use to change the most prominent feature— for example, the width of an arm on a star.



AutoShapes , on the **Objects** toolbar, contains several types of shapes, including lines, connectors, basic shapes, block arrows, flowchart elements, stars and banners, and callouts.

Text can be added to shapes. The text you add becomes part of the shape— if you rotate or flip the shape, the text rotates or flips with it.

Note Text boxes can be treated as shapes. You can resize, rotate, flip, color, and combine them just as you would shapes.

[Show All](#)

Add a shape

1. Do one of the following:
 - To add a predefined [AutoShape](#), such as a star or diamond, click **AutoShapes**  on the **Objects** toolbar, point to a category, and then click the shape you want.
 - To add a circle or a square, click **Oval**  or **Rectangle**  on the **Objects** toolbar.
2. Drag the mouse diagonally until you have the size shape you want.

Note To add a shape with a predefined size, click the place that you want to insert it.

[Show All](#)

Change a shape to another shape

1. Select the [AutoShape](#) that you want to change.
2. On the **Arrange** menu, point to **Change AutoShape**, point to a command, and then click the shape you want.

[Show All](#)

Change the shape of a freeform or curve

1. Select the freeform object or curve that you want to change.
2. On the **Arrange** menu, click **Edit Points**.
3. Do one of more of the following:
 - To reshape the [freeform](#), drag one of the [vertexes](#) that form its outline.
 - To add a vertex to the freeform, click where you want to add it, and then drag.
 - To delete a vertex, press CTRL and click the vertex you want to delete.

Draw a freeform shape

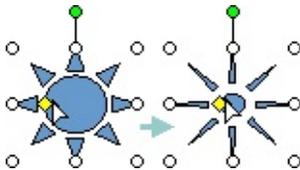
1. On the **Objects** toolbar, click **AutoShapes** , and then point to **Lines**.
2. Do one of the following:
 - Click **Scribble**  and drag to draw a shape that looks more like it was drawn with a pen or to create smooth curves.
 - Click **Freeform**  to draw an object with both curved and straight segments. Drag to draw freehand shapes; click and move the mouse to draw straight lines.
3. Do one of the following to complete a shape:
 - To leaving a shape open, double-click at any time.
 - To close a shape, click near its starting point.

[Show All](#)

Reshape a shape

You can manually reshape any [AutoShapes](#) that have a yellow [adjustment handle](#).

1. Select the AutoShape that you want to adjust.
2. Position the mouse pointer over a yellow adjust handle until the adjust pointer appears.



3. Click on a handle and then drag the mouse to change the shape.

Draw a curve

1. On the **Objects** toolbar, click **AutoShapes** , point to **Lines**, and then click **Curve** .
2. In the publication, click where you want to start the curve, and then continue to click wherever you want to add a curve.
3. Do one of the following:
 - To complete a shape, leaving it open, double-click.
 - To complete the shape by closing it, click near its starting point.

[Show All](#)

Draw or change a line or arrow

[Draw a line or arrow](#)

1. On the **Objects** toolbar, click **Line**  or **Arrow** .
2. Position the mouse pointer where you want the line to begin, and then drag the mouse.

[Change a line or arrow](#)

1. Right-click the line or arrow.
2. On the shortcut menu, click **Format AutoShape**.
3. In the **Format AutoShape** dialog, select the options you want.

[Tip](#)

To change the direction of an arrow, use the rotate buttons on the **Standard** toolbar.

[Show All](#)

Draw or change connectors

A connector is a line that visually links shapes. It looks like a line, but stays connected to the shapes you attach it to.

[Draw a connector](#)

1. On the **Objects** toolbar, click **AutoShapes** , point to **Connectors**, and then click the **Connector** you want.
2. On the first object that you want to connect, click the point where you want to start the connector.
3. Click the second object at the point where you want to end the connector.

[Change the formatting of a connector](#)

1. Right-click the connector.
2. On the shortcut menu, click **Format AutoShape**.
3. In the **Format AutoShape** dialog box, select the options you want.

[Move a connector](#)

Do one or both of the following:

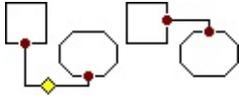
- To move one end of the connector, drag the end, and then connect it to another point.

To override the automatic locking, hold down ALT as you drag the end. You can place the end wherever you want on the object, but the end will not be connected.

- To detach the entire line, drag its middle.

[Automatically reroute a connector to the closest points between shapes](#)

1. Select the connector you want to reroute.
2. On the **Arrange** menu, click **Reroute Connectors**.



Notes

- Connection points appear as blue circles as you pass the pointer over a shape.
- Locked or attached connectors appear as red circles.
- Unlocked connectors appear as green circles.
- If the connector has a yellow adjustment handle, dragging the handle will change the shape of the connector but not detach it.

[Show All](#)

Set defaults for new shapes or drawing objects

You can set the fill color, line weight, and line color as the [default](#) for new shapes or [drawing objects](#) in the current publication.

1. Right-click the shape or drawing object that has the [attributes](#) you want to use as the default.
2. On the shortcut menu, click **Format <object type>**.
3. In the dialog box, click the **Colors and Lines** tab.
4. Select the **Apply settings to new AutoShapes** check box.
5. Click **OK**.

[Show All](#)

Print a publication on a desktop printer

[Print one or more copies of a publication](#)

1. On the **File** menu, click **Print**.
2. Set the options you want, and then click **OK**.

[Print on both sides of a sheet of paper \(duplex printing\)](#)

Not all printers support duplex printing. If you're not sure whether your printer does, check your printer manual or consult your printer manufacturer.

1. On the **File** menu, click **Print**.
2. In the **Print** dialog box, click **Properties**.
3. Click the **Layout** tab.
4. Under **Print on Both Sides**, click the option you want.

[Print specific pages of a publication on your desktop printer](#)

1. On the **File** menu, click **Print**.
2. Under **Print range**, click **Pages**.
3. In the **From** and **To** boxes, type the page numbers of the first page and last page of the range you want to print.

To print only one page, type the same number in the **From** and **To** boxes.

About choosing between desktop, copy shop, and commercial printing

Different types of publications can require different printing methods. Printing to a desktop printer is inexpensive; however, publications produced in this way might not yield the quality or quantity you need.

Use the information below to help decide which method of printing your publication requires.

Desktop Printer Use a desktop printer if:

- You need only a few copies.
- The quality of the desktop printer meets your needs.
- You need to use the least expensive option.

Copy Shop Use a copy shop if:

- You need many copies.
- You need the copies folded, bound, or stapled.
- You need the print job done quickly.
- You need to produce the publication at a low cost.

Commercial Printing Service Use a commercial printing service if:

- You need the highest quality printing.
- You need a large number of copies.
- You need the copies folded, bound, or stapled.
- You need other fabrication work, such as embossing, foil stamping, or die cutting.

Note Once the quantity of a print job reaches a certain size, printing at a commercial printing service can cost the same as it does at a copy shop. Before ordering a large print run, check with your commercial printing service and copy shop to see which option is least expensive.

Print a draft publication without graphics

1. On the **File** menu, click **Print**.
2. Click **Advanced Print Settings**.
3. On the **Graphics and Fonts** tab, click **Do not print any graphics**.
4. Select any other options you want, and then click **OK**.
5. To print a copy with graphics, you'll need to clear the **Do not print any graphics** option.

[Show All](#)

Print crop marks

To print [crop marks](#), you must print on a paper size that is larger than the page size you have set for your publication. Commonly, this requires that you print to an [imagesetter](#), which can define a variety of paper sizes.

1. Check the paper size.



1. On the **File** menu, click **Page Setup**, and then click the **Printer and Paper** tab.
2. Check the paper size you have selected.

Which paper sizes are available depends on the [printer driver](#) you have selected. Most imagesetter printer drivers have paper sizes, such as Letter.Extra, A4.Extra, and Legal.Extra, which provide extra space on every edge to accommodate crops marks and other [printer's marks](#).

2. On the **File** menu, click **Print**.
3. Click **Advanced Print Settings**, and then click the **Page Settings** tab.
4. Under **Printer's marks**, select **Crop marks**.
5. Select any other options you want, and then click **OK** twice.

Note To turn off crop marks, clear the **Crop marks** check box.

About printing a booklet

When you print a booklet, Microsoft Publisher prints two matched pages to each sheet. These matched pages are called printer spreads. The pages that make up the printer spreads are arranged in pairs that will be in the correct page order after you assemble and fold the booklet.

When you choose to print a range of pages that is less than the total number of pages in the booklet, you need to tell Publisher whether you want to print the page range as a separate booklet or as part of the whole booklet.

When you click **Yes**, you specify that you want Publisher to print the page range as a separate booklet. Publisher will print only the pages within the range you specified. These pages are arranged in order as if they were a separate booklet. For example, if you print pages 3 through 6 of a 24-page booklet, Publisher will print a total of two sheets: pages 6 and 3 will print on the first sheet, and pages 4 and 5 will print on the second sheet.

When you click **No**, you specify that you want Publisher to print the page range as part of the entire booklet. Publisher will print the pages in the specified page range as they would appear when you print the entire booklet. For example, if you print pages 3 through 6 of a 24-page booklet as part of the entire booklet, Publisher will print a total of four sheets: pages 22 and 3 will print on the first sheet; pages 4 and 21 will print on the second sheet ; pages 20 and 5 will print on the third sheet; and pages 6 and 19 will print on the fourth sheet.

Set properties for your desktop printer

Because printers differ with regard to options such as resolution, font settings, and color, the options available in the **Properties** dialog box will vary from one printer to another. Consult your printer manual or your printer manufacturer for information about your printer's capabilities, the exact name of the option you want, and where it's located in the **Properties** dialog box.

1. On the **File** menu, click **Print**.
2. Click **Properties**.
3. Select the options you want.
4. Click **OK** twice.

5. On the **File** menu, click **Print**, and then click **Advanced Print Settings** to set advanced options at print time.

[Show All](#)

Checklist: Prepare a publication for desktop printing

To make sure that your desktop publication is ready to print, do the following:

Run the Design Checker Scan your publication for common layout problems by using the Design Checker.



1. On the **Tools** menu, click **Design Checker**.

The Design Checker will run according to the options you have set in the **Design Checker Options** dialog box.

2. In the **Design Checker** task pane, under **Select an item to fix**, click the arrow next to the item you want to fix, and then do one of the following:
 - Click **Go to this Item** to go to the page where the problem item is.
 - Click **Fix:automatic fix suggestion** to automatically fix the problem with the item.

Note The automatic fix will vary depending on the problem. In some cases, no automatic fix is available.

- Click **Never Run this Check Again** to disable the check. This affects all instances of the problem.
- Click **Explain** to open a help topic that more fully explains the problem and offers suggestions about how to fix it.

Visually scan your publication Although the Design Checker will identify many common layout problems, you should review your document one last time before printing. Make sure that the text and graphics appear as you want them to, and that you are satisfied with the overall look of the publication.

Make sure your printer is ready to print the publication Before you start to print, make sure that your printer has fresh ink cartridges and enough paper to

completely print your publication.

[Show All](#)

Create a bleed for your publication

To create a [bleed](#) for your publication, you need to set it up to print on a sheet of paper that's larger than the finished publication page. For example, if you are printing to a desktop printer and your publication page is a standard letter size, you would print it on tabloid paper. If you are printing to an [imagesetter](#), you would print a specialized paper size such as Letter.Extra. The paper size you select will depend on the paper sizes your desktop printer or imagesetter accommodates.

1. Set up the page size and the printer paper size.



1. On the **File** menu, click **Page Setup**.
2. In the **Page Setup** dialog box, under **Publication type**, select the layout you want.

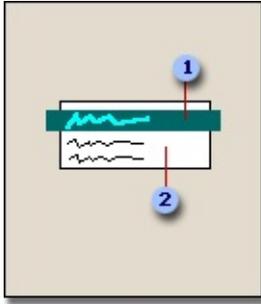
Your selection represents the page size, not the printer paper size.

If you need to change the page size, enter your changes in the **Width** and **Height** boxes.

3. Click the **Printer and Paper** tab.
4. In the **Size** box, click the printer paper size you will use for printing.

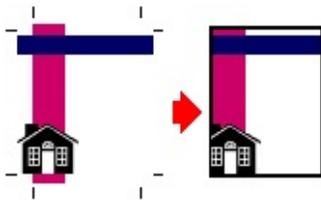
Make sure you select a paper size that is larger than your publication page size.

2. Position the object that you want to bleed **1** so that it extends beyond the edges of the publication page **2**.



You can create a bleed with text, pictures, or any other type of object.

3. After printing, trim the paper to the size of the publication by using the [crop marks](#) as your guides.



[Show All](#)

Determine your desktop printer's nonprintable region

1. Open Microsoft WordPad.

 [Windows 2000](#)

- On the Windows taskbar, click the **Start** button, point to **Programs**, point to **Accessories**, and then click **WordPad**.

 [Windows XP](#)

- On the Windows taskbar, click the **Start** button, point to **All Programs**, point to **Accessories**, and then click **WordPad**.
2. On the **File** menu, click **Page Setup**.
 3. Set the **Left**, **Right**, **Top**, and **Bottom** margin values to zero. The margins will be reset automatically to the minimum margin that is supported by the printer.
 4. Note the minimum margins.

Print multiple copies of a publication on a page

1. Create or open a publication that is smaller than the paper size you want to print on.
2. On the **File** menu, click **Page Setup**.
3. Click **Change Copies Per Sheet**.
4. Click **Print multiple copies per sheet**.
5. Under **Spacing**, type in the values you want for **Side Margin**, **Top Margin**, **Horizontal Gap**, and **Vertical Gap**.
6. Click **OK** twice.
7. On the **File** menu, click **Print**.

[Show All](#)

Print a mirror image (as for a t-shirt)

Before you begin, you will need to get thermal t-shirt transfer paper for the type of printer that you are using. The paper is available at office supply stores.

1. Create your design in **Publisher**.
2. On the **File** menu, click **Page Setup**.
3. Click the **Layout** tab.
4. Under **Publication type**, click **Full page**.
5. Click the **Printer and Paper** tab.
6. Under **Paper**, in the **Size** box, select **Letter**.
7. Click **OK**.
8. Do one of the following:
 - If your design is a picture, clip art, or WordArt, flip it horizontally.

[How?](#)

1. On the **Arrange** menu, point to **Rotate or Flip**.
2. Click **Flip Horizontal**.
 - If your design includes text in a text box or table, turn it into a picture first, and then flip it horizontally.

[How?](#)

1. Select the text in the text box or table in your design.
2. On the **Edit** menu, click **Cut**.
3. On the **Objects toolbar**, click **Insert WordArt** .
4. Under **Select a WordArt style**, click a style, and then click **OK**.
5. Press CTRL+V to paste your text into the WordArt **Text** box.
6. Format the text, and then click **OK**.
7. If necessary, resize the WordArt, or use the WordArt toolbar to format it, and place it in the design.
8. Select all the objects in the design, including the WordArt.
9. Click **Group Objects** .
10. On the **Arrange** menu, point to **Rotate or Flip**, and then click **Flip Horizontal**.

9. Print your design on plain paper first to make sure it looks the way you want it to.
10. Make any adjustments to your design after seeing the test printout.
11. Make sure thermal t-shirt transfer paper is in the printer.
12. On the **File** menu, click **Print**.
13. Select the options you want.
14. Click **OK**.

[Show All](#)

Install a printer driver from a disk or Web site

If your printing service requires you to install a [printer driver](#) that is different from those included with your Microsoft Windows operating system, you can install the driver through the Add Printer Wizard. Before you begin installing, make sure that your commercial printing service has provided you with one of the following:

- The disk containing the printer driver that you want to install.
- The URL to obtain the printer driver that you want to install, including instructions on how to download it.

[Windows 2000](#)

1. On the **Start** menu, point to **Settings**, and then click **Printers**.
2. Double-click the **Add Printer** icon.
3. Follow the instructions in the **Add Printer Wizard**.

[Windows XP](#)

1. On the **Start** menu, click **Printers and Faxes**.
2. Under **Printer Tasks**, click **Add a printer**.
3. Follow the instructions in the **Add Printer Wizard**.

[Show All](#)

Install the Generic Color PS for Commercial Printing printer driver

Microsoft Publisher includes a [PostScript printer driver](#) called Generic Color PS for Commercial Printing. Use this printer driver to create PostScript files for commercial printing.

Generic Color PS for Commercial Printing is not automatically installed on your system when you install Publisher. You must install it manually.

[Windows 2000](#)

1. On the **Start** menu, point to **Settings**, and then click **Printers**.
2. Double-click the **Add Printer** icon.
3. Follow the instructions in the **Add Printer Wizard**.
4. Under **Local or Network Printer**, select **Local Printer**, and then make sure that the **Automatically detect and install my Plug and Play printer** check box is cleared.
5. Under **Install Printer Software**, click **Have Disk**.
6. In the **Install From Disk** dialog box, click **Browse**, and then navigate to `\Program Files\Microsoft Office\OFFICE11` on the drive where you have installed Publisher.
7. Select the file MSCOL11.INF, and then click **Open**.

Windows 2000 will install the printer driver Generic Color PS for Commercial Printing.

[Windows XP](#)

1. On the **Start** menu, click **Printers and Faxes**.
2. Under **Printer Tasks**, click **Add a Printer**.
3. Follow the instructions in the **Add Printer Wizard**.
4. Under **Local or Network Printer**, select **Local printer attached to this computer**, and then make sure that the **Automatically detect and install my Plug and Play printer** check box is cleared.

5. Under **Install Printer Software**, click **Have Disk**.
6. In the **Install From Disk** dialog box, click **Browse**, and then navigate to \Program Files\Microsoft Office\OFFICE11 on the drive where you have installed Publisher.
7. Select the file MSCOL11.INF, and then click **Open**, and then click **OK**.

Windows XP will install the printer driver Generic Color PS for Commercial Printing.

[Show All](#)

About using printer drivers

A printer driver is the software that communicates between your computer and your printer. When you print a publication in Microsoft Publisher, the printer driver tells the printer how to print the pages. For the best printing results, you need to install the printer driver that corresponds to the printer you're using to print your publication.

[Desktop printer drivers](#)

If you are printing on a desktop printer, you are probably already using the correct driver. When you used the Add Printer Wizard in Microsoft Windows 2000 or Microsoft Windows XP, you specified which printers you'd be using, and your Windows operating system installed the appropriate drivers.

[PostScript printer drivers \(for commercial printing\)](#)

Commercial printing services will likely print your publication using an [imagesetter](#) with a PostScript [Raster Image Processor \(RIP\)](#) as the first step toward going to press.

If your commercial printing service accepts Publisher files, you can simply hand the files off and let the commercial printing service do the work. This is the best practice, since it gives your commercial printing service full control over how they print your publication. In some cases, however, you might need to save your publication as a [PostScript file](#) (for example, if your commercial printing service uses only Macintosh computers, or if they do not accept Publisher files).

When you save a PostScript file, everything in your publication— layout, pictures, and fonts— is translated into PostScript. You can then give the PostScript file to a commercial printer who will download it to the imagesetter's RIP. To create the PostScript file, you will need to use a PostScript driver that is compatible with the printer used by your commercial printing service.

Note Be sure to consult with your commercial printing service before handing off a PostScript file to them. They will likely want you to select certain options

in the **Print** dialog box that will ensure successful printing. They may also want to supply you with a printer driver to use when saving the PostScript file that corresponds to the imagesetter they will use to print your publication.

Change the paper size

The paper size refers to the actual sheet of paper that your publication will be printed on. Commercial printers usually refer to paper size as sheet size, and to the size of the finished publication page as the page size. Remember, the page size might be smaller than the sheet size. When this is the case, you or your print professional will trim the publication by using crop marks.

If you are preparing a publication for a commercial printing service, be sure to ask your printing service the exact size of the paper, or sheet, they will be printing on.

1. On the **File** menu, click **Page Setup**.
2. On the **Printer and Paper** tab, do the following:
 - Under **Printer**, select the printer you want in the **Name** box.
 - Under **Paper**, select the the option you want in the **Size** box.

[Show All](#)

Select extra paper sizes

When you are selecting your print options, keep in mind that the size of the paper you print on might need to be larger than the actual size of your finished publication page. To distinguish between the size of your paper and the size of your publication, print professionals refer to the printing paper size as the sheet size, and to the size of the finished publication page as the page size. In general, you will use extra paper, or sheet, sizes when printing a [bleed](#) for a desktop publication.

1. On the **File** menu, click **Page Setup**, and then click the **Printer and Paper** tab.
2. On the **Printer and Paper** tab, select the paper size you want in the **Size** box.

For example, if your publication page size is 8.5-by-11 inches, but you want to print on a larger sheet, click **Executive** (9-by-11.5 inches).

Print envelopes by using manual feed

1. On the **File** menu, click **Page Setup**.
2. Click the **Printer and Paper** tab.
3. If you want to switch to a different printer, in the **Name** list, click the printer you want.
4. Under **Paper**, in the **Size** box, click the envelope size you want.
5. In the **Source** list, click the paper source you want.

The paper sources available will vary depending on your printer. If available, click **Manual Feed** or **Envelope Feeder**.

6. If your printer documentation specifies additional options for envelopes or odd-sized or special paper, click **Properties**, choose the options you want, and then click **OK** twice.
7. On the **File** menu, click **Print**.
8. Select the options you want.
9. Click **OK**.
10. Put the first envelope in your printer's feeder according to the instructions in your printer manual.

Note If the envelope size you want is not listed in the **Size** box, the selected printer does not support that envelope size. Refer to your printer documentation or call the manufacturer for information about odd-sized or special paper.

Display PaperDirect or Avery patterned papers on your screen

PaperDirect and Avery are producers of colored and patterned papers that you can use for desktop print publications. Microsoft Publisher can display some of these patterns on your screen, so that you can see how your publication will look when printed on these papers.

A special paper pattern displayed on your screen will not automatically print with your publication. Before you print out the publication, you'll need to load your printer with PaperDirect or Avery paper.

1. On the **View** menu, click **Special Paper**.
2. Under **Select a Special Paper**, click the pattern you want to display on the screen, and then click **OK**.

To stop displaying a patterned paper, click **Special Paper (View menu)**, click **None**, and then click **OK**.

[Show All](#)

Checklist: Prepare a publication for commercial printing

Plan your publication Consult with your commercial printing professional before and during the design process to save time and money later.

Before creating your publication, discuss the following:

- Whether your publication will include scanned pictures, and if so, whether you will scan them yourself or have a commercial printer or [service bureau](#) scan them.
- Whether there will be any pre-press tasks, such as trapping and page imposition.
- Printing needs such as quantity, quality, paper stock, binding, folding, trimming, budget, and deadlines. Always ask if they have the items you want in stock.
- Recommendations that can save you money.

Set up your files for the commercial printing service Before designing your publication, set it up for the type of printing you want.

- In process-color printing, four inks are combined to simulate a full range of colors. This method is typically more expensive than spot-color printing.
- In spot-color printing, one or two inks are used to print solid colors or tints of the colors. Use spot color if you need to reproduce a specific color.
- In process-color printing plus spot color, additional inks can be used if a specific color needed in the publication falls outside the process color gamut. For example, a specific color for a logo might require additional spot color.

Design and review your publication Follow these design tips to help ensure a successful print job.

- Keep the number of fonts to a minimum and limit the use of decorative fonts. This will not only make your publication look more professional, it will also reduce the possibility of [font substitution](#).

- Choose spot colors from a color matching system, such as Pantone, and process colors from color-matching charts supported by your printing service rather than relying on the colors you see on your monitor.
- Use the spelling checker and proofread your publication carefully. Making changes after handing off your publication to a commercial printer can be very costly.
- Use the Graphics Manager to find and correct any problems with your pictures such as linked pictures that are missing or have been modified after you linked them.
- Use the Design Checker to find and correct any layout or design problems with your publication, such as text in [overflow](#), low-resolution pictures, pictures that are disproportionately scaled, or unused spot colors, which could cause an empty plate to be printed for every page.

Prepare your files for the commercial printing service You can prepare your files for commercial printing in one of three ways: as a Microsoft Publisher file, as a PostScript file, or as a Portable Document Format (PDF) file. Ask your printing service which format they prefer.

- To prepare your publication as a Publisher file, click **Pack and Go** on the **File** menu, then follow the steps provided. Publisher will save the files so you can take them to the printing service.
- To prepare your publication as a PostScript file, click **Save As** on the **File** menu, then click **PostScript** in the **Save as type** list.
- To prepare your publication as a PDF file, you will need to use Adobe Acrobat Distiller.
- If you want to make changes to your file, you will need to do it in your original publication and then repeat one of the previous procedures.

Print and review color separations and composite proofs Before taking your publication to a commercial printing service, print color separation and composite proofs.

- Print a color separation to break out the component colors in your publication for final printing on a commercial printer.
- Print a composite to combine all colors, text, and graphics onto a single printed sheet for proofing color and graphics. You can print a CMYK composite to get a better representation of how the colors will look once they are printed on a press.

- Review each page carefully to verify that the colors are separated correctly.
- Check for missing graphics and unwanted font substitutions.

Deliver proofs and files to a commercial printing service You can deliver your publication to a commercial printing service in three ways:

- Deliver the files on a disk. Include any fonts and linked images that you used in the publication. Give the printing service the Pack and Go files that you've saved to a disk, along with the color separation and composite proofs. Be sure to review your files and separation and composite proofs with the printing professional to verify that colors are separated correctly and other options are set correctly, and to identify any errors or design problems.
- Deliver a master copy. You can give your printing service a high-resolution black and white laser printout of either a black and white or color publication to use as a master copy. Clarify any instructions you have about how you want the job printed.
- Deliver the files electronically. This could be done by way of the Internet, using e-mail or other methods of electronic file transfer. Check with your commercial print service to see what process they use for electronic submittals. Include any fonts and linked images that you used in the publication. Be sure to review your files and separation and composite proofs with the printing professional to verify that colors are separated correctly and that other options are set correctly, and to identify any errors or design problems. Check with your commercial printing service about file size and any other details you need to send the files.

[Show All](#)

Set up a publication for spot-color or process-color printing

Be sure that you talk with your commercial printing service before setting up your publication for color printing. Your printer can tell you how your choice of color printing options will affect the cost of printing your publication. Typically, you will want to choose final colors from a color matching system that your printing service supports. Microsoft Publisher provides the [Pantone Matching System](#), which you can use to specify the [spot](#) or [process colors](#) you use in your publication.

[Work with a printing service to choose colors](#)

Before you begin designing a publication for commercial printing, you'll want to discuss with your commercial printing service whether to use process color (also known as [CMYK](#) color) or [spot color](#). Publisher supports process-color and spot-color printing, and provides all the tools your commercial printing service needs to prepare your color publication for printing. After you make a decision about color, you can design your publication for the type of color printing you've chosen.

Choosing process-color or spot-color printing In most cases, your decision to use process color, spot color, or a combination of spot and process color will be based on the printing issues that you discuss with someone from a commercial printing service. These issues include the following:

[The number or range of colors that will best suit your publication](#)

Spot color printing uses premixed inks, typically one or more colors. Spot colors are often used in publications to:

- Emphasize headings, borders, and logos.
- Match colors in line drawings or other simple graphics.
- Specify special inks, such as metallic or varnish.

Process-color (CMYK) printing, which can reproduce a wide range of colors using just four inks, is often used when a publication:

- Includes full-color photographs.
- Uses detailed, multicolored graphics.

[The cost of producing the publication](#)

Typically, a process-color publication is more expensive to produce than a spot-color publication. Every ink requires a separate press plate and process color printing always requires four inks, which entails more setup time for a printer. If you are printing only a small number of publications, the cost per publication may be prohibitively expensive.

Spot color costs vary depending on how many inks you will use. Typically, you will use very few, but you can create the effect of a wider range of colors by using tints of an ink. For example, a printer can create screen tints of spot colors, rather than separate plates, and thus vary the colors without increasing printing costs.

The cost of producing a publication also depends on the type of paper used for printing, the complexity of the publication's graphics, and on the number of publications that will be produced.

[Set up a publication for spot-color printing](#)

1. On the **Tools** menu, point to **Commercial Printing Tools**, and then click **Color Printing**.
2. Under **Define all colors as**, click **Spot colors**.

Publisher converts all colors in your publication to spot-color inks, which are listed in the **Inks** tab. You can change, duplicate, or add new spot-color inks as desired.

[How?](#)

[Change a spot-color ink](#)

When you change a spot-color ink, you replace it with another ink, which

you can choose from the Pantone Matching System or the Windows color palette, or define using the the [RGB](#), [CMYK](#), or [HSL](#) color model.

1. In the **Inks** tab, click the arrow next to the spot-color ink you want to change, and then click **Change**.
2. In the **Change Ink** dialog box, select the spot-color ink you want, and then click **OK**.

[Duplicate a spot-color ink](#)

When you duplicate a spot-color ink, you create a new ink by altering the definition of an existing ink. Alternately, you can choose a new ink from the Pantone Matching System or the Windows color palette, or define it using the the [RGB](#), [CMYK](#), or [HSL](#) color model.

1. In the **Inks** tab, click the arrow next to the spot-color ink you want to duplicate, and then click **Duplicate**.
2. In the **New Ink** dialog box, select the spot-color ink you want, and then click **OK**.

[Add a new spot-color ink](#)

When you add a new spot-color ink, you can choose a new ink from the [Pantone](#) Matching System or the Windows color palette, or define it using the the [RGB](#), [CMYK](#), or [HSL](#) color model.

1. In the **Inks** tab, click **New Ink**.
2. In the **New Ink** dialog box, select the spot-color ink you want, and then click **OK**.

Note When you switch your publication to spot-color printing, any [color schemes](#) you have will be lost.

[Set up a publication for process-color printing](#)

1. On the **Tools** menu, point to **Commercial Printing Tools**, and then click **Color Printing**.
2. Under **Define all colors as**, click **Process colors (CMYK)**.

Publisher converts all colors in your publication to CMYK values, and then lists cyan, magenta, yellow, and black as the only inks in the **Inks** tab. Publisher lists all the colors in the **Colors** tab, showing their CMYK values.

Note Some colors that appear on your screen cannot be matched exactly to a CMYK color. After setting up for process-color printing, be sure to evaluate the publication for color changes. If a color does not match the color you want, you can change the color of individual objects in the publication.

 [Set up a publication for spot-color and process-color printing](#)

1. On the **Tools** menu, point to **Commercial Printing Tools**, and then click **Color Printing**.
2. Under **Define all colors as**, click **Process colors plus spot colors**.

One of the following will result:

- If your publication was set up for **Any color (RGB)**, Publisher converts all colors to process colors and lists only the process-color inks cyan, magenta, yellow, and black in the list of inks in the **Inks** tab.
- If your publication was set up for **Spot colors** or **Single color**, Publisher retains the spot-color inks and adds the process-color inks cyan, magenta, yellow, and black to the list of inks in the **Inks** tab.
- If your publication was set up for **Process colors (CMYK)**, Publisher initially lists only the process-color inks in the **Inks** tab. However, if you click **New Ink** you can add any spot-color inks to the list of inks in the **Inks** tab.

 [How?](#)

When you add a new spot-color ink, you can choose a new ink from the Pantone Matching System or the Windows color palette, or define it using the the [RGB](#), [CMYK](#), or [HSL](#) color model.

1. In the **Inks** tab, click **New Ink**.
2. In the **New Ink** dialog box, select the spot-color ink you want, and then click **OK**.

[Show All](#)

Output a CMYK composite of your publication

You can output a [CMYK](#) composite from your publication. This type of output may be required to print to a CMYK proofing device or to save a [PostScript](#) file that will be used in a third-party trapping or page-imposition program.



[Print CMYK composite to a color printer or proofing device](#)

1. On the **File** menu, click **Print**.
2. In the **Name** list, select the color printer or proofing device you want to use.
3. Click **Advanced Print Settings**, and then click the **Separations** tab.
4. In the **Output** list, click **Composite CMYK**.
5. On the **Page Settings** tab, choose the options you want.
6. On the **Graphics and Fonts** tab, choose the options you want, and then click **OK**.
7. Click **OK** again.



[Save a composite CMYK PostScript file](#)

1. On the **File** menu, click **Save As**.
2. In the **File name** box, type a name for the file. You don't need to type a file extension. Publisher automatically adds the necessary file extension (.ps) to the end of the file name you type.
3. In the **Save as type** list, click **PostScript**, and then click **Save**.
4. In the **Save As PostScript File** dialog box, under **Printer**, in the **Name** list, select a color PostScript printer.
5. Click **Advanced Print Settings**, and then click the **Separations** tab.
6. In the **Output** list, click **Composite CMYK**.
7. On the **Page Settings** tab, choose the options you want.
8. On the **Graphics and Fonts** tab, choose the options you want, and then click **OK**.
9. Click **Save**.

[Show All](#)

Set advanced print options for commercially printed publications

1. On the **File** menu, click **Print**.
2. In the **Name** list, click the printer or [imagesetter](#) you want.
3. Do one of the following:

[Print separations](#)

1. Click **Advanced Print Settings**, and then click the **Separations** tab.
2. In the **Output** list, click **Separations**.
3. In the **These plates** list, do one of the following:
 - Click **All defined inks** to print a spot-color or process-color plate for every ink you have defined in the publication (**Tools** menu, **Commercial Printing Tools, Color Printing**).
 - Click **Used inks only** to print a spot-color or process-color plate for every defined ink that is used in the publication.
 - Click **Convert spot to process** to print only process-color plates and convert all defined spot colors to process colors.
4. To prevent Microsoft Publisher printing plates for unused process colors, select the **Don't print blank plates** check box.

[Print composite](#)

1. Click **Advanced Print Settings**, and then click the **Separations** tab.
2. In the **Output** list, do one of the following:
 - Click **Composite Grayscale** to print a composite to a black and white printer.
 - Click **Composite CMYK** to print a composite to a CMYK color printer or proofing device.
 - Click **Composite RGB** to print a composite to a color printer.
4. In the **Resolution** list, click the resolution at which you want to print.

Note The list of resolutions available depends on the printer or imagesetter you've chosen in the **Name** list. Some printers only allow printing at one

resolution.

5. Click the **Page Settings** tab.
6. Select the options you want under **Print output**, **Printer's marks**, and **Bleeds**.

Notes

- Printer's marks, [bleeds](#), and bleed marks print outside of the page. To print them, your paper size must be larger than the page size you have set up for your publication.
 - The options under **Print output** are only available when printing to a [PostScript](#) printer.
7. Click the **Graphics and Fonts** tab.
 8. Select the options you want under **Graphics** and **Fonts**.
 9. Click **OK**.
10. Do one of the following:
- To print the publication, click **OK**.
 - To keep these print settings and not print the publication, click **Cancel**.

[Show All](#)

Prepare a publication for commercial printing

Unless your printer specifically requests that you provide a [PostScript](#) file, it's usually best to use the Pack and Go Wizard to prepare a Microsoft Publisher file for commercial printing.

[What's the difference between handing off a Publisher file and a PostScript file?](#)

If you hand off a Publisher file, your printing service has control over how your publication prints. Printing to an [imagesetter](#) is more complex and specialized than printing to a desktop printer. To ensure the quality of the printing and to avoid failed print jobs, commercial printers prefer to set the printing options themselves. A commercial printer can also make any needed corrections to a publication, such as relinking to a picture.

If you hand off a PostScript file, your printing service can only download it to their imagesetter's [Raster Image Processor \(RIP\)](#), or use it to create a [PDF](#) file. They have no ability to make changes or corrections to any aspect of the file. A PostScript file is a closed set of printing instructions. Your printing service must trust that you have correctly set the printing options when you saved the PostScript file and that there are no other problems with pictures or fonts.

[Use Design Checker to detect any problems with your publication](#)

Design Checker will list all occurrences of problems that it detects. These may be such things as an element that is partially off the page, [overflow](#) text in a [story](#), or a picture that is scaled disproportionately. In some cases, Design Checker may offer you an automatic fix for these problems. In other cases, you will have to fix them manually.

Design Checker lists problems according to a set of checks, which you can customize to suit your needs. There is also a setting that limits the checks to only those that are needed for a commercially printed publication.

Once started, Design Checker runs continuously. Items that are fixed will disappear from the list of problem items and items that become problems will dynamically appear in the list.

[Run Design Checker to check your publication for problems](#)

1. On the **Tools** menu, click **Design Checker**.
2. In the **Design Checker** task pane, under **Select an item to fix**, click the arrow next to the item you want to fix, and then do one of the following:
 - Click **Go to this Item** to go to the page where the problem item is.
 - Click **Fix:automatic fix suggestion** to automatically fix the problem with the item.

Note The automatic fix will vary depending on the problem. In most cases, no automatic fix is available.

- Click **Never Run this Check Again** to disable the check. This affects all instances of the problem.
- Click **Explain** to open a help topic that more fully explains the problem and offers suggestions about how to fix it.

[Set Design Checker to run only commercial printing checks.](#)

By default, Design Checker runs checks according to the type of publication you have set up. If you are checking a publication to be commercially printed, some of the default checks may be unneeded.

1. On the **Tools** menu, click **Design Checker**.
2. Click **Design Checker Options**, and then click the **Checks** tab.
3. Click **Only run commercial printing checks**.
4. Click **OK**.

[Use Pack and Go to prepare Publisher files](#)

The Pack and Go Wizard will greatly simplify the process of preparing your files for commercial printing. When you use Pack and Go, the wizard creates linked graphics and embeds fonts in your publication so your printing service has access to the graphics and typefaces you want to use in your publication. In addition, the wizard will list any fonts that it can't embed and will report any

problems with linked graphics.

[Pack your publication using the Pack and Go Wizard](#)

1. On the **File** menu, point to **Pack and Go**, and then click **Take to a Commercial Printing Service**.

The Pack and Go Wizard will take you through each step of the packing process.

2. Save your publication files to a disk or CD, or to a hard drive, external drive, or a network.

[Tips to keep in mind while using Pack and Go](#)

- Unless your commercial printer tells you otherwise, make sure to select the options to embed TrueType fonts and include linked graphics.
- If you make changes to your publication after packing your files, be sure to run the Pack and Go Wizard again so the changes are part of your packed publication.

[Unpack and open Microsoft Publisher files for a commercially printed publication](#)

The Pack and Go Wizard names and numbers packed files and then saves the packed files with a .puz extension. For example, the first file will be named Packed01.puz, the second file will be Packed02.puz, and so on. A Readme.txt file and Unpack.exe program also are included with the packed files. Insert the first disk that contains the packed files into the appropriate drive on the computer where you want to unpack the files.

1. On the Microsoft Windows toolbar, click **Start**, and then click **My Computer**.
2. Double-click the drive that contains the packed Publisher files.
3. In the destination folder, double-click Unpack.exe.
4. Type the path to the folder where you want to save the unpacked files, or browse to a folder, and then click **OK**.
5. If there are multiple disks, insert each disk when prompted, and then click **OK**.

6. When Publisher notifies you that the publication is unpacked, click **OK**.
7. To open the publication in Publisher, navigate to the folder that contains the files, and then double-click the file with PNG in the name and a .pub extension.

If your commercial printing service does request PostScript files, you will need to install the Generic Color PS for Commercial Printing printer driver on your computer so that you can save your publication as a Postscript file.

[How can you tell if you have the Generic Color PS for Commercial Printing printer driver installed on your computer?](#)

[Windows 2000](#)

1. On the **Start** menu, point to **Settings**, and then click **Printers**.
2. In the **Printers** window, look in the list of printers to find the printer named Generic Color PS for Commercial Printing.

[Windows XP](#)

1. On the **Start** menu, click **Printers and Faxes**.
2. In the **Printers and Faxes** window, look in the list of printers to find the printer named Generic Color PS for Commercial Printing.

[Install a PostScript printer driver](#)

If your commercial printing service provides you with a PostScript printer driver they recommend, follow these steps to install it.

[Windows 2000](#)

1. On the **Start** menu, point to **Settings**, and then click **Printers**.
2. Double-click the **Add Printer** icon.
3. Follow the instructions in the **Add Printer Wizard**.

[Windows XP](#)

1. On the **Start** menu, click **Printers and Faxes**.

2. Under **Printer Tasks**, click **Add a Printer**.
3. Follow the instructions in the **Add Printer Wizard**.

 [Install the Generic Color PS for Commercial Printing printer driver](#)

If you want to create a PostScript file that can be used to create a composite CMYK PDF file, you will need to install the Generic Color PS for Commercial Printing printer driver that is included with Publisher, but is not installed.

 [Windows 2000](#)

1. On the **Start** menu, point to **Settings**, and then click **Printers**.
2. Double-click the **Add Printer** icon.
3. Follow the instructions in the **Add Printer Wizard**.
4. Under **Local or Network Printer**, select **Local Printer**, and then make sure that **Automatically detect and install my Plug and Play printer** is cleared.
5. Under **Install Printer Software**, click **Have Disk**.
6. In the **Install From Disk** dialog box, click **Browse**, and then navigate to `\Program Files\Microsoft Office\OFFICE11` on the drive where you have installed Publisher.
7. Select the file MSCOL11.INF, and then click **Open**.

Windows 2000 will install the printer driver Generic Color PS for Commercial Printing.

 [Windows XP](#)

1. On the **Start** menu, click **Printers and Faxes**.
2. Under **Printer Tasks**, click **Add a Printer**.
3. Follow the instructions in the **Add Printer Wizard**.
4. Under **Local or Network Printer**, select **Local printer attached to this computer**, and then make sure that **Automatically detect and install my Plug and Play printer** is cleared.
5. Under **Install Printer Software**, click **Have Disk**.
6. In the **Install From Disk** dialog box, click **Browse**, and then navigate to `\Program Files\Microsoft Office\OFFICE11` on the drive where you have installed Publisher.
7. Select the file MSCOL11.INF, and then click **Open**.

Windows XP will install the printer driver Generic Color PS for Commercial Printing.

Before you hand off your files, be sure to ask to your printing service about prepress tasks and the settings you should use for your publication.

[Save your publication as a PostScript file](#)

In most cases, you can use Pack and Go to prepare your files for commercial printing. However, if your printing service uses only Macintosh computers, or if they don't accept Microsoft Publisher files, you may need to save your publication as a [PostScript](#) file.

PostScript files can only be printed on a PostScript printer, and you cannot make changes to a PostScript file after you have saved it. Before you save your publication in PostScript format, ask your commercial printing service if they want you to set specific print settings. You'll set these in step 6.

1. On the **File** menu, click **Save As**.
2. In the **File** name box, type a name for the file. You don't need to type a file name extension— Publisher automatically adds .ps to the end of the file name you type.
3. In the **Save as type** list, click **PostScript**.
4. Click **Save**.
5. In the **Save as PostScript File** dialog box, in the Name list under Printer, click **Generic Color PS for Commercial Printing** .
6. Do one of the following:

[Save as a color-separated file](#)

1. Click **Advanced Print Settings**, and then click the **Separations** tab.
2. In the **Output** list, click **Separations**.
3. In the **These plates** list, do one of the following:
 - Click **All defined inks** to print a spot- or process-color plate for every ink you have defined in the publication (**Tools** menu, **Commercial Printing Tools, Color Printing**).
 - Click **Used inks only** to print a spot-color or process-color plate for every defined ink that is used in the publications.

- Click **Convert spot to process** to print only process-color plates and convert all defined spot colors to process colors.

[Save as a composite file](#)

1. Click **Advanced Print Settings**, and then click the **Separations** tab.
2. In the **Output** list, do one of the following:
 - Click **Composite Grayscale** to save a composite PostScript file that will be printed to a black and white printer.
 - Click **Composite CMYK** to save a composite PostScript file that you can use in a third-party trapping or page-imposition program or to print to a CMYK proofing device.
 - Click **Composite RGB** to save a composite PostScript file that will be printed to a color printer.

Note To save a composite [CMYK](#) or [RGB](#) PostScript file, you must have a color PostScript printer selected.

7. To set other print options that your printing service recommends, click the options you want on the **Page Settings** tab and the **Graphics and Fonts** tab, and then click **OK** on each tab.
8. Click **Save**.

Note If you are saving a PostScript file to use in a third-party trapping or page-imposition program, you may need to save a page-independent PostScript file. To do this, make sure that the **Optimize for portability** option is turned on (**File** menu, **Print, Properties, Advanced, PostScript Options**).

[Show All](#)

Troubleshoot preparing files for commercial printing

[My file is too big to fit on a disk.](#)

If you're handing off your files in Microsoft Publisher format to a commercial printing service, you can do one of the following:

- Use the **Pack and Go Wizard** (**File** menu) to prepare and compress your files so that they fit on one or more disks.
- Ask your commercial printing service if you can send your file electronically. If you choose this method, ask your commercial printing service representative about file size considerations and any other details you need to know in order to transfer the files.
- Use a compression utility, which reduces the size of your file and then copies it onto multiple disks.

Note If you use a compression utility, be sure the printing service has the same version of the utility so that they can decompress your file. Discuss available compression utilities with your printing service.

[My commercial printing service won't accept Publisher files.](#)

If your commercial printing service doesn't accept Publisher files, do either of the following:

- Hand off your publication as a [PostScript](#) file.

[How?](#)

1. Open the publication you want to save as a PostScript file.
2. On the **File** menu, click **Save As**.
3. In the **File name** box, type a name for the file. You don't need to type a file name extension— Publisher automatically adds .ps to the end of the file name you type.

4. In the **Save as type** list, click **PostScript**.
5. Click **Save**.
6. In the **Save as PostScript File** dialog box, in the **Name** list under **Printer**, click **Generic Color PS for Commercial Printing**. If this printer is not available, install it.

[How?](#)

[Windows 2000](#)

1. On the **Start** menu, point to **Settings**, and then click **Printers**.
2. Double-click the **Add Printer** icon.
3. Follow the instructions in the **Add Printer Wizard**.
4. Under **Local or Network Printer**, select **Local Printer**, and then make sure that **Automatically detect and install my Plug and Play printer** is cleared.
5. Under **Install Printer Software**, click **Have Disk**.
6. In the **Install From Disk** dialog box, click **Browse**, and then navigate to \Program Files\Microsoft Office\OFFICE11 on the drive where you have installed Publisher.
7. Select the file MSCOL11.INF, and then click **Open**.

Windows 2000 will install the printer driver Generic Color PS for Commercial Printing.

[Windows XP](#)

1. On the **Start** menu, click **Printers and Faxes**.
2. Under **Printer Tasks**, click **Add a Printer**.
3. Follow the instructions in the **Add Printer Wizard**.
4. Under **Local or Network Printer**, select **Local printer attached to this computer**, and then make sure that **Automatically detect and install my Plug and Play printer** is cleared.
5. Under **Install Printer Software**, click **Have Disk**.
6. In the **Install From Disk** dialog box, click **Browse**, and then navigate to \Program Files\Microsoft Office\OFFICE11 on the drive where you have installed Publisher.
7. Select the file MSCOL11.INF, click **Open**, and then click **OK**.

Windows XP will install the printer driver Generic Color PS for Commercial Printing.

7. Do one of the following:

[Save as a color-separated file](#)

Be sure to ask your commercial printing service for the settings you should use before you save a color-separated file.

1. Click **Advanced Print Settings**, and then click the **Separations** tab.
2. In the **Output** list, click **Separations**.
3. In the **These plates** list, do one of the following:
 - Click **All defined inks** to print a spot-color or process-color plate for every ink you have defined in the publication (**Tools** menu, **Commercial Printing Tools**, **Color Printing**).
 - Click **Used inks only** to print a spot-color or process-color plate for every defined ink that is used in the publication.
 - Click **Convert spot to process** to print only process-color plates and convert all defined spot colors to process colors.

[Save as a composite file](#)

1. Click **Advanced Print Settings**, and then click the **Separations** tab..
2. In the **Output** list, do one of the following:
 - Click **Composite Grayscale** to save a composite PostScript file that will be printed to a black and white printer.
 - Click **Composite CMYK** to save a composite PostScript file that you can use in a third-party trapping or page-imposition program or print to a CMYK proofing device.
 - Click **Composite RGB** to save a composite PostScript file for output to a color printer.

Note To save a composite CMYK or RGB PostScript file, you must use the Generic Color PS for Commercial Printing printer driver.

8. To set other print options that your printing service recommends, click

the options you want on the **Page Settings** tab and the **Graphics and Fonts** tab, and then click **OK**.

9. Click **Save**.

- Hand off your publication as a [PDF](#) file.

[How?](#)

To save a publication as a PDF file in Publisher, you need to use a third-party PDF printer driver that lets you save a PDF file directly from Publisher, or a third-party program that converts PostScript files to PDF. Publisher does not include a program like this; you must purchase it separately.

Do either of the following:

[Save the publication with a PDF printer driver](#)

1. On the **File** menu, click **Print**.
2. Under **Printer**, select the PDF printer driver you want to use, and then clear the **Print to file** check box.
3. Click **Properties**, choose the options you want, and then click **OK**.

Note Check the available options carefully. Some options may affect the print quality of your publication.

4. Click **Advanced Print Settings**, choose the options you want, and then click **OK**.
5. In the **Print** dialog box, choose the print options that you want, and then click **OK**.
6. In the **Save PDF File As** dialog box, select a location to save the PDF file, type a filename, and then click **Save**.

[Save the publication as a PostScript file and then create a PDF file using a third-party program](#)

1. On the **File** menu, click **Save As**.
2. In the **File name** box, type a name for the file. You don't need to type a file extension. Publisher automatically adds the correct file extension (.ps) to the end of the file name.

3. In the **Save as type** list, click **PostScript**, and then click **Save**.
4. In the **Save as PostScript File** dialog box, under **Printer**, in the **Name** list, select **Generic Color PS for Commercial Printing**. If this printer is not available, install it.

[How?](#)

[Windows 2000](#)

1. On the **Start** menu, point to **Settings**, and then click **Printers**.
2. Double-click the **Add Printer** icon.
3. Follow the instructions in the **Add Printer Wizard**.
4. Under **Local or Network Printer**, select **Local Printer**, and then make sure that **Automatically detect and install my Plug and Play printer** is cleared.
5. Under **Install Printer Software**, click **Have Disk**.
6. In the **Install From Disk** dialog box, click **Browse**, and then navigate to \Program Files\Microsoft Office\OFFICE11 on the drive where you have installed Publisher.
7. Select the file MSCOL11.INF, and then click **Open**.

Windows 2000 will install the printer driver Generic Color PS for Commercial Printing.

[Windows XP](#)

1. On the **Start** menu, click **Printers and Faxes**.
2. Under **Printer Tasks**, click **Add a Printer**.
3. Follow the instructions in the **Add Printer Wizard**.
4. Under **Local or Network Printer**, select **Local printer attached to this computer**, and then make sure that **Automatically detect and install my Plug and Play printer** is cleared.
5. Under **Install Printer Software**, click **Have Disk**.
6. In the **Install From Disk** dialog box, click **Browse**, and then navigate to \Program Files\Microsoft Office\OFFICE11 on the drive where you have installed Publisher.
7. Select the file MSCOL11.INF, and then click **Open**.

Windows XP will install the printer driver Generic Color PS for

Commercial Printing.

5. Click **Advanced Print Settings**, and then click the **Separations** tab.
6. For **Output**, select the option that best fits your intended use for the PDF file:
 - For viewing on screen, choose **Composite RGB**.
 - For printing to a desktop printer, choose **Composite RGB** or **Composite CMYK**.
 - For commercial printing, choose **Composite CMYK** or **Separations**.
7. On the **Page Settings** tab, choose the options you want.
8. On the **Graphics and Fonts** tab, choose the options you want, and then click **OK**.
9. Click **OK** again.
10. Open the PostScript file in a third-party PDF program and save it as a PDF file.

[My commercial printing service doesn't have the fonts that I used to create my publication.](#)

If your commercial printing service doesn't have the fonts you used to create your publication, you can embed them.

[How?](#)

1. On the **Tools** menu, point to **Commercial Printing Tools**, and then click **Fonts**.
2. Click **Embed TrueType fonts when saving publication**.
3. Do any of the following:
 - Click **Do not embed common system fonts** to prevent Publisher from embedding fonts that are common to most computers.
 - Click **Subset fonts when embedding** to embed only the characters from the font that are used in the publication.

Note If you subset embedded fonts, your commercial printing service will not be able to edit the text in your publication.

4. Click **OK**.

Notes

- You can only embed TrueType fonts that are licensed to allow embedding. If you have used PostScript fonts in your publication, or fonts that are not licensed to allow embedding, you will need to supply these on a disk to your commercial printing service.
- If you embed fonts that are licensed as preview only, your commercial printing service can print your publication using these fonts, but they will not be able to make changes of any kind to your publication.
- If you save your publication as a [PostScript](#) file or a [PDF](#) file, you do not need to embed fonts; both of these file types include all the fonts used in your publication.

Print separations of your publication

When you print separations, Microsoft Publisher prints one page for each color used in your publication. Separations appear in black and white, even if you print to a color printer, because your printer uses them only to determine how colors are laid out.

1. On the **File** menu, click **Print**.
2. In the **Name** box, select the printer you want to use.
3. Click **Advanced Print Settings**, and then click the **Separations** tab.
4. In the **Output** list, click **Separations**.
5. In the **These plates** list, do one of the following:
 - Click **All defined inks** to print a spot-color or process-color plate for every ink you have defined in the publication (**Tools** menu, **Commercial Printing Tools, Color Printing**).
 - Click **Used inks only** to print a spot-color or process-color plate for every defined ink that is used in the publication.
 - Click **Convert spot to process** to print only process-color plates and convert all defined spot colors to process colors.
6. To prevent Publisher from printing plates for unused process colors, click **Don't print blank plates**.
7. Click the other options you want on the **Page Settings** tab and the **Graphics and Fonts** tab, and then click **OK**.
8. Click **OK**.

[Show All](#)

Print a composite of your publication

1. On the **File** menu, click **Print**.
2. In the **Name** box, select the printer you want to use.
3. Click **Advanced Print Settings**, and then click the **Separations** tab.
4. In the **Output** list, do one of the following:
 - Click **Composite Grayscale** to print a composite to a black and white printer.
 - Click **Composite CMYK** to print a composite to a [CMYK](#) color printer or proofing device.
 - Click **Composite RGB** to print a composite to an [RGB](#) color printer.
5. Click the other options you want on the **Page Settings** tab and the **Graphics and Fonts** tab, and then click **OK**.
6. Click **OK**.

[Show All](#)

About working with a printer to choose color

Before you begin designing a publication for commercial printing, you'll want to discuss with your printing professional whether to use [process color](#), also known as CMYK color, or [spot color](#). Microsoft Publisher supports process-color and spot-color printing and provides all the tools your commercial printing service needs to prepare your color publication for printing. After you make a decision about color, you can design your publication for the type of color printing you've chosen.

Choosing process-color and spot-color printing In most cases, your decision to use process color, spot color, or a combination of spot and process color will be based on the printing issues that you discuss with someone from a commercial printing service. These issues include the following:



[The number or range of colors that will best suit your publication](#)

Spot color printing uses percentages, or tints, of one or more colors. Spot colors are typically used in publications to:

- Emphasize headings, borders, and logos.
- Match colors in line drawings or other simple graphics.
- Specify special inks, such as metallic or varnish.
- Print black and white photographs.

Process-color (CMYK) printing, which can reproduce all colors on the printed page, is often used when a publication:

- Includes full-color photographs.
- Uses detailed, multicolored graphics.

In some cases, you may need to combine both spot colors and process colors, which will require five or more ink plates. Combined spot-color and process-color printing is typically used when:

- You need to print color photographs together with a commercial logo whose color cannot be recreated using process-color inks.
- One of the colors in your publication is a metallic color ink.
- You need to apply a clear varnish over a process-color publication.

[The cost of producing the publication](#)

Typically, a process-color publication is more expensive to produce than a spot-color publication. A process color job always requires four ink plates (for the [CMYK](#) inks), which increases the cost of setting up the press and requires more work from the press operator who must keep the impression made by the four plates on the paper in register. If you are printing only a small number of publications, the cost per copy of your publication may be prohibitive. However, if your publication uses a wide range of colors or includes color photos, process-color printing is your best choice.

Spot color costs have a wide range, but they are flexible. A spot color job requires a separate ink plate for every color, but you can get the look of multiple colors using only one or two inks. For example, a printer can create screen tints of a spot color that print on a single plate. Thus you can vary the colors in your publication without incurring the increased costs for printing multiple plates.

The cost of producing a publication also depends on the type of paper used for printing, the complexity of the publication's graphics, and the number of publications that will be produced.

[Show All](#)

Font tips for commercially printed publications

The fonts that you use in a publication affect not only its appearance, but also its commercial printing cost. When you choose fonts for a publication, take advantage of the following useful tips.

Reduce your file size before handoff Before you save your final publication, ask your printing service if they have any of the fonts that you used in your publication installed on their computer. If they do, you can choose not to embed the fonts that they have when you save your files for your printing service. This reduces the size of your handoff files.

Use TrueType fonts Although you can use either [TrueType fonts](#) or [PostScript fonts](#) in your publication, it's best to use only TrueType fonts for two reasons:

- Microsoft Publisher can embed TrueType fonts in your publication, but not PostScript fonts or other non-TrueType fonts. If you use non-TrueType fonts, you will need to make sure your printer has those fonts, or you need to provide fonts along with your publication.
- If you use TrueType fonts, your printing service can use all of Publisher's advanced features, such as trapping, to prepare your publication for final printing.

Use fonts instead of styles Use only the fonts installed on your computer instead of formatting fonts with styles, such as Italic or Bold. That is, before you make text bold, check to see whether the bold version of that font is installed on your computer, and use it instead.

Use only high-quality fonts High-quality fonts provide additional information to printing devices, such as [imagesetters](#). This improves the appearance of text in your printed publication.

Use only a few fonts Limiting the number of fonts ensures faster printing and a cleaner publication.

Remove unnecessary objects Remove text and graphics from the scratch area before you save your files for your printing service. This makes it easier for your commercial printing service to work with your files.

[Show All](#)

Set up a publication for black-and-white or single-color commercial printing

1. On the **Tools** menu, point to **Commercial Printing Tools**, and then click **Color Printing**.
2. Under **Define all colors as**, click **Single color**.

Microsoft Publisher will change all colors to tints of a single spot color. By default, Publisher uses the darkest color in the palette as the single color, but you can change it to any other spot color.

 [How?](#)

1. On the **Tools** menu, point to **Commercial Printing Tools**, and then click **Color Printing**.
2. Click the **Inks** tab.
3. Click the arrow next to the spot color ink you want to change, and then click **Change**.
4. In the **Change Ink** dialog box, select the spot color you want from the options that are available in either the **Standard** or **Custom** tabs.
5. Click **OK**.

[Show All](#)

Select a larger paper size for commercial printing

If you are printing [color separations](#) of your publication, you will need to print to a paper size that is larger than your page size in order to accommodate [printer's marks](#). Larger paper sizes are commonly predefined for most [imagesetters](#), which can print a variety of paper sizes to a roll of paper or film.

[Select a larger paper size in Page Setup](#)

1. On the **File** menu, click **Page Setup**.
2. In the **Page Setup** dialog box, click the **Printer & Paper** tab.
3. Under **Printer**, in the **Name** box, select the imagesetter printer driver you want to use.
4. Under **Paper**, in the **Size** box, select the paper size you want. For example, if your page size is **Letter**, select **Letter.Extra** for your paper size.

Note Selecting an oversized paper size such as **Letter.Extra** in the **Page Setup** dialog box does not increase the size of your page in Publisher.

[Select a larger paper size when printing](#)

1. On the **File** menu, click **Print**.
2. In the **Print** dialog box, under **Paper**, in the **Name** box, select the imagesetter you want to use.
3. Click **Properties**.
4. Click **Advanced**.
5. Under *printer name* **Advanced Document Settings**, expand **Paper/Output**.
6. In the **Paper Size** box, select the paper size you want. For example, if your page size is **Letter**, select **Letter.Extra** for your paper size.
7. Click **OK** twice.
8. Select the other print options you want.
9. Click **OK**.

Note Paper sizes such as **Letter.Extra** and **Tabloid.Extra** commonly add an extra 0.5 inch (36 points) space on every side to accommodate the printer's marks.

[Show All](#)

Troubleshoot using crop and bleed marks

[My crop marks or bleed marks didn't print.](#)

You may need to select options to print [crop marks](#) or [bleed](#) marks.

[Print crop or bleed marks with your publication](#)

1. On the **File** menu, click **Print**.
2. Click **Advanced Print Settings**.
3. On the **Page Settings** tab, do one or both of the following:
 - Under **Printer's marks**, click **Crop marks**.
 - Under **Bleeds**, click **Allow Bleeds** and **Bleed marks**.
4. Click **OK** twice.

Or, if the page size of your publication is almost as large as your paper size, the crop marks might be in the nonprintable region.

[Determine your desktop printer's nonprintable region](#)

1. Open WordPad.

[Windows 2000](#)

- On the Windows taskbar, click the **Start** button, point to **Programs**, point to **Accessories**, and then click **WordPad**.

[Windows XP](#)

- On the Windows taskbar, click the **Start** button, point to **All Programs**, point to **Accessories**, and then click **WordPad**.
2. On the **File** menu, click **Page Setup**.
 3. Set the **Left**, **Right**, **Top**, and **Bottom** margin values to zero. The margins will be reset automatically to the minimum margin that is supported by the

printer.

4. Note the minimum margins.

[I see marks I don't want when I print.](#)

You may need to turn off the options to print crop marks or bleed marks.

1. On the **File** menu, click **Print**.
2. Click **Advanced Print Settings**.
3. On the **Page Settings** tab, do one or both of the following:
 - Under **Printer's marks**, clear the **Crop marks** check box.
 - Under **Bleeds**, clear the **Bleed marks** check box.
4. Click **OK** twice.

[Show All](#)

Save your publication as a PostScript file for commercial printing

In most cases, you can use Pack and Go to prepare your files for commercial printing. However, if your printing service uses only Macintosh computers, or if they don't accept Microsoft Publisher files, you may need to save your publication as a [PostScript](#) file.

PostScript files can only be printed on a PostScript printer, and you cannot make changes to a PostScript file after you have saved it. Before you save your publication in PostScript format, ask your commercial printing service if they want you to set specific print settings. You'll set these in step 6.

1. On the **File** menu, click **Save As**.
2. In the **File** name box, type a name for the file. You don't need to type a file name extension— Publisher automatically adds .ps to the end of the file name you type.
3. In the **Save as type** list, click **PostScript**.
4. Click **Save**.
5. In the **Save as PostScript File** dialog box, in the Name list under Printer, click the PostScript printer or [imagesetter](#) you want. If necessary, install a PostScript printer.

[How?](#)

Consult your commercial printing service about which PostScript printer you should install and where you should install it from.

[Windows 2000](#)

1. On the **Start** menu, point to **Settings**, and then click **Printers**.
2. Double-click the **Add Printer** icon.
3. Follow the instructions in the **Add Printer Wizard**.

[Windows XP](#)

1. On the **Start** menu, click **Printers and Faxes**.
 2. Under **Printer Tasks**, click **Add a Printer**.
 3. Follow the instructions in the **Add Printer Wizard**.
6. Do one of the following:

[Save as a color-separated file](#)

1. Click **Advanced Print Settings**, and then click the **Separations** tab.
2. In the **Output** list, click **Separations**.
3. In the **These plates** list, do one of the following:
 - Click **All defined inks** to print a spot-color or process-color plate for every ink you have defined in the publication (**Tools** menu, **Commercial Printing Tools, Color Printing**).
 - Click **Used inks only** to print a spot- or process-color plate for every defined ink that is used in the publications.
 - Click **Convert spot to process** to print only process-color plates and convert all defined spot colors to process colors.
4. Click **OK**.

[Save as a composite file](#)

1. Click **Advanced Print Settings**, and then click the **Separations** tab.
2. In the **Output** list, do one of the following:
 - Click **Composite Grayscale** to save a composite PostScript file that will be printed to a black and white printer.
 - Click **Composite CMYK** to save a composite PostScript file that you can use in a third-party trapping or page-imposition program or to print to a CMYK proofing device.
 - Click **Composite RGB** to save a composite PostScript file that will be printed to a color printer.
3. Click **OK**

Note To save a composite CMYK or RGB PostScript file, you must have a color PostScript printer selected.

7. To set other print options that your printing service recommends, click the options you want on the **Page Settings** tab and the **Graphics and Fonts** tab, and then click **OK** on each tab.
8. Click **Save**.

[Show All](#)

Check whether you are using a PostScript printer driver

You need to use a [PostScript printer driver](#) to print directly to a PostScript printer or to save a publication as a PostScript file to bring to a commercial printing service. To check if your printer driver is a PostScript printer driver, do the following:

1. On the **File** menu, click **Print**, and then click **Advanced Print Settings**.
2. Click the **Page Settings** tab.
 - If the options under **Print output** are available, you are using a PostScript printer driver.
 - If the options under **Print output** are not available, you are not using a PostScript printer driver.

[Show All](#)

Set PostScript output format

1. On the **File** menu, click **Page Setup**.
2. Click the **Printer and Paper** tab.
3. In the **Name** list, click the [PostScript](#) printer or the output device you want.
4. Click **Properties**.
5. Click **Advanced**.
6. Under *printer name* **Advanced Document Settings**, expand **Document Options**, and then expand **PostScript Options**.
7. Set the PostScript options you want.

Notes

- The options that are available depend on your [printer driver](#).
- If you need to generate page-independent PostScript for use in a third-party page-imposition program, set **PostScript Output Option** to **Optimize for Portability**.
- If options for **Mirrored Output** or **Negative Output** are available, make sure these are set to **No**. These conform to Publisher's advanced print settings **Flip horizontally** and **Negative image**. If you want these options, set them in Publisher's **Print** dialog box (**Advanced Print Settings, Page Settings** tab).
- If **PostScript Options** is not available under **Document Options**, the printer driver for the selected printer is not a PostScript printer driver.

[Show All](#)

Save a publication as a PDF file

To save a publication as a PDF file in Publisher, you need to use a third-party PDF printer driver that lets you save a PDF file directly from Publisher or a third-party program that converts PostScript files to PDF. Publisher does not include a program like this; you must purchase it separately.

To save your publication as a PDF file, do one of the following:



[Save the publication with a PDF printer driver](#)

1. On the **File** menu, click **Print**.
2. Under **Printer**, select the PDF printer driver you want to use, and then clear the **Print to file** check box.
3. Click **Properties**, choose the options you want, and then click **OK**.

Note Check the available options carefully. Some options may affect the print quality of your publication.

4. Click **Advanced Print Settings**, choose the options you want, and then click **OK**.
5. In the **Print** dialog box, choose the print options that you want, and then click **OK**.
6. In the dialog box that appears, select a location to save the PDF file, type a file name, and then click **Save**.

Note The name of the dialog box will vary depending on the third-party PDF printer driver you are using.



[Save the publication as a PostScript file and then create a PDF file using a third-party program](#)

1. On the **File** menu, click **Save As**.
2. In the **File name** box, type a name for the file. You don't need to type a file extension. Publisher automatically adds the correct file extension (.ps) to the end of the file name.
3. In the **Save as type** list, click **PostScript**, and then click **Save**.

4. In the **Save as PostScript File** dialog box, under **Printer**, in the **Name** list, select a color PostScript printer.
5. Click **Advanced Print Settings**, and then click the **Separations** tab.
6. For **Output**, select the option that best fits your intended use for the PDF file:
 - For viewing on screen, choose **Composite RGB**.
 - For printing to a desktop printer, choose **Composite RGB** or **Composite CMYK**.
 - For commercial printing, choose **Composite CMYK** or **Separations**.
7. On the **Page Settings** tab, choose the options you want.
8. On the **Graphics and Fonts** tab, choose the options you want, and then click **OK**.
9. In the **Save as PostScript File** dialog box, click **Save**.
10. Open the PostScript file in a third-party PDF program and save it as a PDF file.

[Show All](#)

Save a page-independent PostScript file

Some third-party trapping or page-imposition programs require using page-independent [PostScript](#) files that contain font-download information for every page of a multipage publication. Also, the pages in a page-independent PostScript file can be rearranged or printed selectively by a third-party program without affecting how the other pages of the PostScript file print.

1. On the **File** menu, click **Save As**.
2. In the **File** name box, type a name for the file. You don't need to type a file name extension— Microsoft Publisher automatically adds .ps to the end of the file name you type.
3. In the **Save as type** list, click **PostScript**.
4. Click **Save**.
5. In the **Save as PostScript File** dialog box, in the **Name** list under **Printer**, click the PostScript printer or [imagesetter](#) you want.
6. Click **Properties**.
7. Click **Advanced**.
8. Under *printer name* **Advanced Document Settings**, expand **Document Options**, and then expand **PostScript Options**.
9. In the **PostScript Output Option** list, click **Optimize for Portability**.
10. Click **OK** twice.
11. Do one of the following:

[Save as a color-separated file](#)

1. Click **Advanced Print Settings**, and then click the **Separations** tab.
2. In the **Output** list, click **Separations**.
3. In the **These plates** list, do one of the following:
 - Click **All defined inks** to print a spot-color or process-color plate for every ink you have defined in the publication (**Tools** menu, **Commercial Printing Tools, Color Printing**).
 - Click **Used inks only** to print a spot-color or process-color plate for every defined ink that is used in the publications.

- Click **Convert spot to process** to print only process-color plates and convert all defined spot colors to process colors.

[Save as a composite file](#)

1. Click **Advanced Print Settings**, and then click the **Separations** tab.
2. In the **Output** list, do one of the following:
 - Click **Composite Grayscale** to save a composite PostScript file that will be printed to a black and white printer.
 - Click **Composite CMYK** to save a composite PostScript file that you can use in a third-party trapping or page-imposition program or to print to a [CMYK](#) proofing device.
 - Click **Composite RGB** to save a composite PostScript file that will be printed to a color printer.

Note To save a composite CMYK or [RGB](#) PostScript file, you must have a color PostScript printer selected.

12. To set other print options that your printing service recommends, click the options you want on the **Page Settings** tab and the **Graphics and Fonts** tab, and then click **OK**.
13. Click **Save**.

[Show All](#)

Save a publication as an EPS file

To save an [Encapsulated PostScript \(EPS\)](#) file from a page in your publication, you will need to use a color PostScript printer driver. If you don't have a color [PostScript](#) printer, you can set up the Generic Color PS for Commercial Printing printer driver.

1. Set up the Generic Color PS for Commercial Printing color printer driver.

[Windows 2000](#)

1. On the **Start** menu, point to **Settings**, and then click **Printers**.
2. Double-click the **Add Printer** icon.
3. Follow the instructions in the **Add Printer Wizard**.
4. Under **Local or Network Printer**, select **Local Printer**, and then make sure that **Automatically detect and install my Plug and Play printer** is cleared.
5. Under **Install Printer Software**, click **Have Disk**.
6. In the **Install From Disk** dialog box, click **Browse**, and then navigate to \Program Files\Microsoft Office\OFFICE11 on the drive where you have installed Microsoft Publisher.
7. Select the file MSCOL11.INF, and then click **Open**.

Windows 2000 will install the printer driver Generic Color PS for Commercial Printing.

[Windows XP](#)

1. On the **Start** menu, click **Printers and Faxes**.
2. Under **Printer Tasks**, click **Add a Printer**.
3. Follow the instructions in the **Add Printer Wizard**.
4. Under **Local or Network Printer**, select **Local printer attached to this computer**, and then make sure that **Automatically detect and install my Plug and Play printer** is cleared.
5. Under **Install Printer Software**, click **Have Disk**.
6. In the **Install From Disk** dialog box, click **Browse**, and then navigate

to \Program Files\Microsoft Office\OFFICE11 on the drive where you have installed Microsoft Publisher.

7. Select the file MSCOL11.INF, and then click **Open**, and then click **OK**.

Windows XP will install the printer driver Generic Color PS for Commercial Printing.

2. On the **File** menu, click **Print**.
3. Under **Printer**, select **Generic Color PS for Commercial Printing**.
4. Select **Print to file**.
5. Click **Properties**, and then click **Advanced**.
6. Under *printer name* **Advanced Document Settings**, expand **Document Options**, and then expand **PostScript Options**.
7. Click next to **PostScript Output Option**, choose **Encapsulated PostScript (EPS)** from the drop-down menu, and then click **OK** twice to return to the **Print** dialog box.
8. Under **Print range**, type the range for the single page you want to save as an EPS file. For example, to save page 2 as an EPS file, type “2” in the **From** box, and then type “2” in the **To** box.
9. Click **Advanced Print Settings**.
10. For **Output**, select **Composite CMYK**, and then click **OK**.
11. In the **Print** dialog box, click **OK** to print.
12. In the **Print to file** dialog box, select a location to save the EPS file to, and then type a name for your file. Be sure to use the filename extension .eps.
13. Click **Save**.

[Show All](#)

Change spot colors

You can change the [spot-color](#) inks you have defined in a publication. You can also change the spot colors that are applied to objects in the publication. Inks are what a printer will use to print the publication on a press, the colors are what you use to design the publication. Spot colors can be different spot-color inks or can be one or more tints of a single spot-color ink.

If you are working with a commercial printing service to print your publication, it's a good idea to talk with someone from the service about how using spot-color inks will affect the cost of printing your publication.

[Change a spot-color ink](#)

When you change a spot-color ink, you replace it with another ink, which you can choose from the [Pantone Matching System](#) or the Windows color palette, or define using the the [RGB](#), [CMYK](#), or [HSL](#) color model. When you change a spot-color ink, you will change the color of all the objects that use any tint of that ink.

1. On the **Tools** menu, point to **Commercial Printing Tools**, and then click **Color Printing**.
2. Click the **Inks** tab.
3. Click the arrow next to the spot color ink you want to change, and then click **Change**.
4. In the **Change Ink** dialog box, select the spot color you want from the options that are available in either the **Standard** or **Custom** tabs.
5. Click **OK**.

[Change a spot color](#)

1. On the **Tools** menu, point to **Commercial Printing Tools**, and then click **Color Printing**.
2. Click the **Colors** tab.
3. Click the arrow next to the spot color you want to change, and then click **Change**.

4. In the **Change Color** dialog box, click the color you want to change, and then adjust its tint using the **Tint** slider.
5. Click **OK** twice.

Microsoft Publisher will update all objects that use the spot color you've changed to use the new tint.

[Show All](#)

Select a Pantone spot color

If you are working with a commercial printing service to produce your publication, be sure you go over any color changes you want with someone from the service.

1. On the **Tools** menu, point to **Commercial Printing Tools**, and then click **Color Printing**.
2. Click **Spot colors**, and then do one of the following:

[Add a new Pantone spot color](#)

1. In the **Inks** tab, click **New Ink**.
2. Click the **Custom** tab.
3. In the **Color model** list, click **PANTONE®**.
4. Click the **PANTONE Solid** tab.
5. In the **Color Type** list, click **Coated Paper**, **Uncoated Paper**, or **Matte Coated Paper** to match the type of paper your publication will be printed on.
6. Select the color you want by clicking a color swatch.

If you know the name or number of the Pantone color, you can type it in the **Find Color Name** box.

7. Click **OK** twice.
8. To select another Pantone spot color, repeat steps 1 through 7. To return to the publication, click **OK** again.

[Change an existing spot color to a Pantone color](#)

1. In the **Inks** tab, click the arrow next to the [spot-color](#) ink you want to change, and then click **Change**.
2. In the **Change Ink** dialog box, click the **Custom** tab.
3. In the **Color model** list, click **PANTONE®**.
4. Click the **Change Color** button.
5. Click the **PANTONE Solid** tab.

6. In the **Color Type** list, click **Coated Paper**, **Uncoated Paper**, or **Matte Coated Paper** to match the type of paper your publication will be printed on.
7. Select the color you want by clicking a color swatch.

If you know the name or number of the Pantone color, you can type it in the **Find Color Name** box.

[Show All](#)

Fill an object or text with a Pantone spot or Pantone process color

If you are working with a commercial printing service to produce your publication, be sure you go over any color changes you want with someone from the service.

[Fill an object with a Pantone process color](#)

Before you begin this task, make sure your publication is set up for process-color printing.

[How?](#)

1. In the **Tools** menu, point to **Commercial Printing Tools**, and then click **Color Printing**.
2. Click **Process colors (CMYK)** or **Process colors plus spot colors**.
3. Click **OK**.

1. Right-click the object you want to fill, and then click **Format <object>**. For example, to fill an AutoShape, click **Format AutoShape**.
2. Click the Colors and Lines tab.
3. Under **Fill**, click the arrow next to the **Color** box, and then click **More Colors**.

4. Click the **Custom** tab.
5. In the **Color model** list, click **PANTONE®**.
6. Click the **PANTONE Process** tab.
7. In the **Color Type** list, click **Coated Paper** or **Uncoated Paper** to match the type of paper your publication will be printed on.
8. Select the color you want, and then click **OK**.

You can select colors by clicking a color swatch. If you know the name or number of the Pantone color, you can type it in the **Find Color Name** box.

[Apply a Pantone process color to text](#)

Before you begin this task, make sure your publication is set up for process-color printing.

[How?](#)

1. In the **Tools** menu, point to **Commercial Printing Tools**, and then click **Color Printing**.
 2. Click **Process colors (CMYK)** or **Process colors plus spot colors**.
 3. Click **OK**.
-
1. Select the text you want to change.
 2. On the **Formatting** toolbar, click the arrow next to the **Font Color** button  and then click **More Colors**.
 3. Click the **Custom** tab.
 4. In the **Color model** list, click **PANTONE®**.
 5. Click the **PANTONE Process** tab.
 6. In the **Color Type** list, click **Coated Paper** or **Uncoated Paper** to match the type of paper your publication will be printed on.
 7. Select the color you want, and then click **OK** three times.

You can select colors by clicking a color swatch. If you know the name or number of the Pantone color, you can type it in the **Find Color Name** box.

[Fill an object with a Pantone spot color](#)

1. Set up your publication for spot-color printing and specify a [Pantone](#) spot color.

[How?](#)

1. On the **Tools** menu, point to **Commercial Printing Tools**, and then click **Color Printing**.
2. Click **Spot colors**.
3. In the **Inks** tab, click the arrow next to the spot color you want to change, and then click **Change**.
4. In the **Change Colors** dialog box, click the **Custom** tab.

5. In the **Color model** list, click **PANTONE®**.
6. Click the **PANTONE Solid** tab.
7. In the **Color Type** list, click **Coated Paper**, **Uncoated Paper**, or **Matte Coated Paper** to match the type of paper your publication will be printed on.
8. Select the color you want by clicking a color swatch.

You can select colors by clicking a color swatch. If you know the name or number of the Pantone color, you can type it in the **Find Color Name** box.

2. Right-click the object you want to fill, and then click **Format <object>**. For example, to fill an AutoShape, click **Format AutoShape**.
3. Under **Fill**, click the arrow next to the **Color** box, and then click the color you want on the palette.

[Apply a Pantone spot color to text](#)

1. Set up your publication for spot-color printing and specify a [Pantone](#) spot color.

[How?](#)

1. On the **Tools** menu, point to **Commercial Printing Tools**, and then click **Color Printing**.
2. Click **Spot colors**.
3. In the **Inks** tab, click the arrow next to the spot color you want to change, and then click **Change**.
4. In the **Change Colors** dialog box, click the **Custom** tab.
5. In the **Color model** list, click **PANTONE®**.
6. Click the **PANTONE Solid** tab.
7. In the **Color Type** list, click **Coated Paper**, **Uncoated Paper**, or **Matte Coated Paper** to match the type of paper your publication will be printed on.
8. Select the color you want by clicking a color swatch.

You can select colors by clicking a color swatch. If you know the name or number of the Pantone color, you can type it in the **Find Color Name** box.

2. On the **Formatting** toolbar, click the arrow next to the **Font Color** button  , and then click the color you want on the palette.

[Show All](#)

Convert a process color to a spot-color ink

Before you can follow these steps, you must first have set up your publication to use [process colors](#) plus [spot colors](#).

 [How?](#)

1. On the **Tools** menu, point to **Commercial Printing Tools**, and then click **Color Printing**.
2. Under **Define all colors as**, click **Process colors plus spot colors**.
1. On the **Tools** menu, point to **Commercial Printing Tools**, and then click **Color Printing**.
2. Click the **Colors** tab.
3. Click the arrow next to the process color you want to convert, and then click **Convert to Spot**.

Microsoft Publisher will add the new spot color to the list of inks in the **Inks** tab.

[Show All](#)

Convert a spot-color ink to a process color

Before you can follow these steps, you must first have set up your publication to use [process colors](#) plus [spot colors](#).

 [How?](#)

1. On the **Tools** menu, point to **Commercial Printing Tools**, and then click **Color Printing**.
2. Under **Define all colors as**, click **Process colors plus spot colors**.
1. On the **Tools** menu, point to **Commercial Printing Tools**, and then click **Color Printing**.
2. Click the **Inks** tab.
3. Click the arrow next to the spot-color ink you want to convert, and then click **Convert to Process**.

Microsoft Publisher will remove the spot-color ink from the list of inks in the **Inks** tab, and then convert the color listed in the **Colors** tab to show its [CMYK](#) values.

[Show All](#)

Convert a spot-color tint to a process color

Before you can follow these steps, you must first have set up your publication to use [process colors](#) plus [spot colors](#).

[How?](#)

1. On the **Tools** menu, point to **Commercial Printing Tools**, and then click **Color Printing**.
2. Under **Define all colors as**, click **Process colors plus spot colors**.
1. On the **Tools** menu, point to **Commercial Printing Tools**, and then click **Color Printing**.
2. Click the **Colors** tab.
3. Click the arrow next to the spot-color tint you want to convert, and then click **Convert to Process**.

Microsoft Publisher will convert the color listed in the **Colors** tab to show its [CMYK](#) values.

[Show All](#)

Add a new spot-color ink

Before you can add a new [spot-color](#) ink, your publication must be set up to use spot colors.



1. On the **Tools** menu, point to **Commercial Printing Tools**, and then click **Color Printing**.
2. Under **Define all colors as**, click one of the following:
 - **Spot colors**
 - **Process colors plus spot colors**

When you add a new spot-color ink, you can choose a new ink from the [Pantone Matching System](#) or the Windows color palette, or define it using the the [RGB](#), [CMYK](#), or [HSL](#) color model.

1. On the **Tools** menu, point to **Commercial Printing Tools**, and then click **Color Printing**.
2. In the **Color Printing** dialog box, click the **Inks** tab, and then click **New Ink**.
3. In the **New Ink** dialog box, select the spot-color ink you want from the options available in either the **Standard** or **Custom** tabs.
4. Click **OK** twice.

[Show All](#)

Delete excess spot-color inks

Microsoft Publisher does not allow more than 12 [spot-color](#) inks in a publication. When you change the color printing setup of a publication from **Any color (RGB)** to **Spot colors** (in **Color Printing, Commercial Printing Tools**), all colors used in the publication become spot-color inks. If the publication uses more than 12 colors, you must reduce the number of spot-color inks to 12 or fewer.

In the **Inks** tab of the **Color Printing** dialog box (**Commercial Printing Tools**), do one of the following:

[Manually delete excess spot-color inks](#)

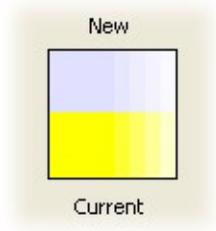
1. Click the arrow next to the spot-color ink you want to delete, and then click **Delete**.

One of the following will happen:

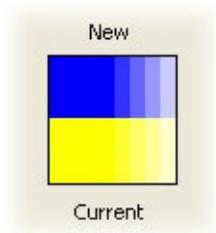
- If the spot-color ink is labeled **Not in use**, Publisher will delete it.
- If the spot-color ink is labeled **In use**, Publisher will open the **Replace Ink** dialog box where you must choose a spot-color ink to replace the one you have deleted.

[How?](#)

1. In the **Replace Ink** dialog box, click the spot-color ink that you want to replace the deleted ink.
2. Do one of the following:
 - Click **Maintain luminosity** to maintain the same lightness value in the replacement ink as in the deleted ink. For example, you would click this option to replace a 100% tint of yellow with an approximately 10% tint of blue.



- Click **Keep tint percentage** to maintain the same tint in the replacement ink as in the deleted ink. For example, you would click this option to replace a 100% tint of yellow with a 100% tint of blue.



3. Click **OK**.

2. Click **OK**.

[Automatically delete excess spot-color inks](#)

- In the **Inks** tab, click **Delete Excess Inks**.

Publisher will merge spot-color inks until only 12 remain.

[Show All](#)

Delete spot colors

You can delete [spot color](#) inks as well as spot colors themselves. Inks are what a printer will use to print the publication on a press, and colors are what you use to design the publication. Spot colors can be different spot-color inks or can be one or more tints of a single spot-color ink.

If you are working with a commercial printing service to print your publication, it's a good idea to talk with someone from the service about how using spot-color inks will affect the cost of printing your publication.

[Delete a spot-color ink](#)

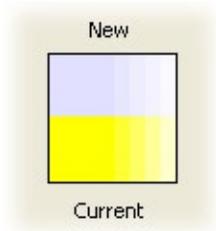
1. On the **Tools** menu, point to **Commercial Printing Tools**, and then click **Color Printing**.
2. Click the **Inks** tab.
3. Click the arrow next to the spot-color ink you want to delete, and then click **Delete**.

One of the following will happen:

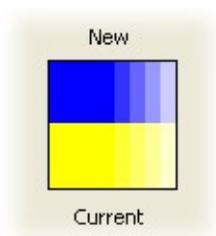
- If the spot-color ink is labeled **Not in use**, Publisher will delete it.
- If the spot-color ink is labeled **In use**, Publisher will open the **Replace Ink** dialog box where you must choose a spot-color ink to replace the one you have deleted.

[How?](#)

1. In the **Replace Ink** dialog box, click the spot-color ink that you want to replace the deleted ink.
2. Do one of the following:
 - Click **Maintain luminosity** to maintain the same lightness value in the replacement ink as in the deleted ink. For example, you would click this option to replace a 100% tint of yellow with its equivalent in luminosity of about a 10% tint of blue.



- Click **Keep tint percentage** to maintain the same tint in the replacement ink as in the deleted ink. For example, you would click this option to replace a 100% tint of yellow with a 100% tint of blue.



3. Click **OK**.

4. Click **OK**.

[Delete a spot color](#)

1. On the **Tools** menu, point to **Commercial Printing Tools**, and then click **Color Printing**.
2. Click the **Colors** tab.
3. Click the arrow next to the spot color you want to delete, and then click **Delete**.
4. In the **Replace Color** dialog box, click the color that you want to replace the deleted color, and then click **OK**.
5. Click **OK**.

Note Because Publisher only lists spot colors in the **Colors** tab that are in use, you must always replace a spot color that you delete.

[Show All](#)

Duplicate a spot-color ink

To duplicate a [spot-color](#) ink, you must first set up color printing for your publication to use spot colors.



1. On the **Tools** menu, point to **Commercial Printing Tools**, and then click **Color Printing**.
2. Under **Define all colors as**, click one of the following:
 - **Single color**
 - **Spot colors**
 - **Process colors plus spot colors**

When you duplicate a spot-color ink, you create a new ink by altering the definition of an existing ink. Alternately, you can choose a new ink from the Pantone Matching System or the Windows color palette, or define it using the [RGB](#), [CMYK](#), or [HSL](#) color model.

1. On the **Tools** menu, point to **Commercial Printing Tools**, and then click **Color Printing**.
2. In the **Inks** tab, click the arrow next to the spot-color ink you want to duplicate, and then click **Duplicate**.
3. In the **New Ink** dialog box, select the spot-color ink you want, and then click **OK**.
4. Click **OK**.

Compare printer and screen colors by printing a color sampler

Depending on the desktop printer and the print settings you select, the colors in your printed publication might differ from the colors you see on the screen. Printing a color sampler before you design your publication will help you decide what colors will work best with your printer.

1. On the **Format** menu, click **Color Scheme**.
2. In the **Color Scheme** task pane, click **Custom color scheme**.
3. Click the **Standard** tab, and then click **Print color sampler**.

[Show All](#)

Use the Pack and Go Wizard to pack or unpack publications for commercial printing

[Pack your publication using the Pack and Go Wizard](#)

1. On the **File** menu, point to **Pack and Go**, and then click **Take to a Commercial Printing Service**.

The Pack and Go Wizard will take you through each step of the packing process.

2. When prompted by the Pack and Go Wizard, save your publication for the printing service. If you pack multiple publications, save each packed publication to a separate folder, otherwise the Pack and Go Wizard will overwrite any preexisting packed publications.

[Save files to removable media](#)

If you're taking your publication on disk to the printing service, when the wizard asks you to choose a location for saving your file, click the appropriate drive (usually **A** for a floppy disk, and **D** or **E** for other types of removable media, such as a Zip disk).

Note If the Pack and Go Wizard splits up a large publication between two or more disks, the .puz extension for the packed publication will change to .pu1 for the second file in the series, .pu2 for the third, and so on.

[Save files to a hard drive, an external drive, or a network](#)

If you're putting your files on an external drive, on a network, or on your computer's hard drive, click **Browse**, choose the drive and folder you want, and then click **OK**.

Notes

- Unless your commercial printer tells you otherwise, always select **Embed TrueType fonts** and **Include linked graphics** in the Pack and Go Wizard.
- If you make changes to your publication after packing your files, be sure to run the Pack and Go Wizard again so the changes are included as part of your packed publication.

[Print a proof of your publication](#)

After the Pack and Go Wizard has completed packing your publication, you can print a composite or [color separation](#) proof of your publication. Printing a composite is always selected by default; in addition, printing separations is selected if your publication is set up for spot or process colors in the **Color Printing** dialog box.

1. If you do not want to print a composite proof, clear **Print a composite proof**.
2. If you do not want to print a separations proof, clear **Print separations**.
3. Click **OK**.

[Unpack and open Publisher files for a commercially printed publication](#)

[Unpack a publication on a single disk or network drive](#)

1. Double-click Unpack.exe.
2. Type the path to the folder where you want to save the unpacked files, or browse to a folder, and then click **OK**.

[Unpack a publication on multiple disks](#)

1. Insert the first disk with the packed files into the appropriate drive on your computer.
2. Double-click Unpack.exe.
3. Type the path to the folder where you want to save the unpacked files, or browse to a folder, and then click **OK**.
4. Insert each disk when prompted, and then click **OK**.
5. When Publisher notifies you that the publication is unpacked, click **OK**.

Note To open the publication in Publisher, navigate to the folder that contains the files, and then double-click the file with PNG in the name and a .pub extension (for example, publication1PNG.pub).

[Show All](#)

About the Pack and Go Wizard

The Pack and Go Wizard packs a publication and its linked files into a single file that you can take to a commercial printer to be printed, or to another computer to be edited. When you start the wizard, you have to choose between these options because the wizard will pack the publication differently depending on its purpose.

[Packing a publication to take to a commercial printer](#)

When you pack a publication to take to a commercial printer, the Pack and Go Wizard does the following:

- Creates linked graphics from any embedded graphics.
- Includes linked graphics in the packed publication.
- [Embeds TrueType fonts](#) in your publication.
- Creates a list of any fonts that it can't embed.
- Creates a report of any problems with linked graphics.
- Gives you the option to split large publications across multiple disks.
- Gives you the option to print a composite or separation proof or both.

[Packing a publication to take to another computer](#)

When you pack a publication to take to another computer, the Pack and Go Wizard does the following:

- Includes linked graphics in the packed publication.
- [Embeds TrueType fonts](#) in your publication.
- Gives you the option to split large publications across multiple disks.

Notes

- The Pack and Go Wizard creates a file named Packed01.puz and saves it to a destination you choose along with unpack.exe, which you use to unpack the publication, and a readme.txt file.
- An unpacked publication has PNG added to its filename. Fonts that are embedded in the unpacked publication can be loaded on the new computer

but can only be used by the publication in which they're embedded.

[Show All](#)

Troubleshoot using the Pack and Go Wizard

[I get a message saying the wizard cannot find a linked graphic.](#)

If the Pack and Go Wizard cannot find a linked graphic for your publication, do one of the following:

- To leave the current link unchanged and replace the graphic later, click **Skip**.
- To locate a graphic that has been moved or to select another graphic to link to, do the following:
 1. Click **Find the Linked Picture**.
 2. In the **Link to Picture** dialog box, browse to the picture you want, and then click **Link to File**.

If necessary, insert the disk or CD-ROM that contains the original graphic into the appropriate disk drive.

[I get a message saying some of my fonts can't be embedded.](#)

If Microsoft Publisher notifies you that you used fonts that cannot be embedded, click **OK**.

Be sure to talk to someone from your commercial printing service to make sure they have access to the fonts that were not embedded. If they do not have access to these fonts, you'll need to discuss using substitute fonts in your publication.

Turn automatic trapping on or off

1. On the **Tools** menu, point to **Commercial Printing Tools**, point to **Registration Settings**, and then click **Publication**.
2. In the **Publication Registration Settings** dialog box, select or clear the **Automatic trapping** check box.

When **Automatic trapping** is selected, Microsoft Publisher traps the entire publication when you print separations.

[Show All](#)

About trapping in Publisher

The commercial printing tools in Microsoft Publisher use a set of internal rules to [trap](#) objects and text. These default trapping settings can be customized. For example, you can specify custom threshold percentages to selectively trap objects. When you choose to trap an entire publication, you can specify the default trap width; turn on trapping of white in [spot-color](#) publications; set keepaway traps (trapping [rich blacks](#)); and choose custom settings for overprinting black text, lines, fills, and imported [graphics](#).

In addition, you can use per object settings to specify how individual objects and text trap to different backgrounds. You can trap a border, fill, or text to background objects, and you can get detailed information about the current trap settings for each object. Changes you make to a selected object will affect only that object.

By default, trapping is turned off when a publication is created. When you turn on automatic trapping, Publisher traps most [process-color](#) and spot-color shapes, lines, borders, and text by setting them to use [spreads](#), [chokes](#), or [centerline traps](#).



[Standard rules for spreads, chokes, and centerlines](#)

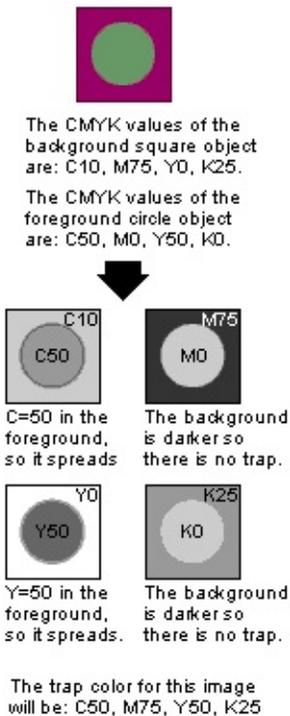
- Spreads trap a dark background object to a lighter foreground object by the default trap width. For process colors, the darkest [CMYK](#) ink values are taken from the lighter color and extended onto the background. For adjoining spot colors, Publisher spreads the foreground color at the default trap width.
- Chokes trap a dark foreground object to a lighter background by the default trap width. For process colors, the darkest CMYK ink values are taken from the lighter color and extended onto the foreground color. For adjoining spot colors, Publisher extends the background color at the default trap width.
- Centerlines trap objects that have similar luminance values. For process colors, the darkest CMYK ink values are taken from each object; the resulting trap color is extended in both directions from the centerline of the object by one-half the default trap width. For adjoining spot colors,

Publisher extends both the foreground and background colors from the centerline of the object by one-half the default trap width.

[How Publisher creates traps](#)

Following is an example of how Publisher uses internal rules to evaluate an object's luminance and determine the placement, color, and size of a trap. These rules apply to:

- Objects on a foreground or a master page.
- Objects on the same page.
- Standard fills, lines, and borders.



[Objects that Publisher does not trap](#)

Publisher does not trap the contents of imported objects, such as [Encapsulated PostScript \(EPS\)](#), raster, or vector objects created in illustration programs. If you create an object in an illustration program and import it into Publisher, it's best to trap the image in the program it was created in. Publisher will then maintain the object's trapping, choke the borders of frames containing these objects, and trap

to background objects as appropriate.

In addition, Publisher does not trap color objects when any of the following conditions exist:

- Overlapping objects are the same color; that is, they are on the same plate, although they may vary in ink percentages.
- All CMYK ink percentages in one overlapping object are greater than those in the other object.
- Overlapping objects have one CMYK ink percentage in common that is equal to or greater than the one-color threshold. For example, if the one-color threshold is 50 percent and the foreground object is composed of C0, M80, Y10, and K10, and the background object is C50, M50, Y50, and K0, the objects will not trap because they have 50 percent magenta in common.
- Overlapping objects have two or more CMYK ink percentages in common that are equal to or greater than the specified two-color threshold value. For example, if the two-color threshold is 30 percent, and the foreground object is composed of C0, M80, Y30, and K10, and the background object is C25, M50, Y60, and K0, the objects will not trap because there is 30 percent in common of magenta and yellow.
- Both objects are indeterminate (imported objects, patterns, and gradients). For example, if two imported pictures overlap, Publisher does not apply traps between them.

[About trapping text](#)

In general, Publisher traps text and symbols to background and foreground colors in the same way it traps other colored objects. Specifically, you can set a spread, choke, or centerline trap for individual characters. Publisher does not trap text to text, text in imported graphics, text in WordArt objects, or text in linked or embedded objects. Also, Publisher does not trap column rules in text boxes.

Although Publisher traps [TrueType fonts](#) and [PostScript fonts](#) on Microsoft Windows XP and Windows 2000, Publisher does not trap device (built-in printer) fonts, and it automatically turns off printer-resident font substitution when trapping is turned on.

Text trapping If text is in a transparent frame and overlaps a colored object,

Publisher traps only those characters that overlap the object to the background object's color. If the text is in a frame that is filled with a color, Publisher traps the text characters to the text box's color. If text is set not to wrap around objects other than lines, Publisher always traps by spreading colors into overlapping objects. Publisher does not trap text to objects on top of the text.

Text format trapping Publisher traps TrueType and PostScript text with the following formats applied: regular, bold, italic, bold italic, superscript and subscript, all caps, and small caps. Publisher also traps drop caps. Publisher does not trap text with outline, underline, shadow, engrave, or emboss formats applied.

Publisher also can trap text differently over different backgrounds. For example, you can highlight a single character or group of characters that have the same color and format, and then set traps that apply only to the selected characters.



[About keepaway traps, overprinting, and knockouts](#)

In Publisher, you can control keepaway traps, overprinting, and knockouts throughout the publication, or you can specify overprinting or knockouts for selected objects.

Keepaway traps In publications set up for process-color printing, Publisher applies keepaway traps when [rich black](#) overlaps white, either white space or an object filled with white. Publisher uses keepaway traps to trap text reversed out of a rich black background. Rich black is defined as a color that contains the percentage of black specified by the keepaway threshold plus one or more additional process inks. By default, Publisher applies a keepaway trap to any process color with 100 percent black plus any percent of another process ink. You can change the keepaway trap threshold to apply keepaway traps to colors with less than 100 percent black ink.

Overprinting Publisher overprints black lines, fills, and imported pictures or other objects recolored to black. Publisher also overprints black text, provided the text is smaller than the size specified in the overprint text setting. These overprinting rules apply when objects or text have a black percentage greater than the overprint threshold value.

Knockouts For all other objects, both black and color, Publisher knocks out

color behind the foreground objects. You can turn off overprinting for black lines, fills, and imported graphics that cannot be color separated or that have been recolored to black in Publisher. You can also change minimum text size for overprinting.

[Show All](#)

About Publisher defaults for trapping borders, lines, and fills

By default, Microsoft Publisher [overprints](#) black lines, fills, and imported pictures when these objects have a black percentage equal to or greater than the black overprint threshold value.

For other lines and for borders, Publisher [traps](#) using its internal trapping rules. Depending on the relationship of the border to adjoining or overlapping objects, Publisher may trap the outside of the border differently from the inside of the border.



[Standard internal rules for choke, spread, and centerline traps](#)

- [Spreads](#) trap a dark background object to a lighter foreground object by the default trap width. For process colors, the darkest CMYK ink values are taken from the lighter color and extended onto the background. For adjoining spot colors, Publisher spreads the foreground color at the default trap width.
- [Chokes](#) trap a dark foreground object to a lighter background by the default trap width. For process colors, the darkest CMYK ink values are taken from the lighter color and extended onto the foreground color. For adjoining spot colors, Publisher extends the background color at the default trap width.
- [Centerlines](#) trap objects that have similar luminance values. For process colors, the darkest CMYK ink values are taken from each object; the resulting trap color is extended in both directions from the centerline of the object by one-half the default trap width. For adjoining spot colors, Publisher extends both the foreground and background colors from the centerline of the object by one-half the default trap width.



[Standard internal rules for trapping borders and BorderArt](#)

- Borders around a frame filled with color will trap to the fill color based on

Publisher's standard internal rules.

- Borders around a frame that contains indeterminate contents (an imported object, pattern, or gradient) will spread into the contents of the frame by the indeterminate trap width.
- BorderArt around a frame that contains indeterminate contents will not trap.

[Show All](#)

About knockouts and overprinting

If you are printing your publication through a commercial printing service, you might need to work with [knockout](#) and [overprint](#) settings. It's best to have a print professional adjust the knockout and overprint settings for your publication.

When colors print on top of each other, they can mix to create an undesired color. For example, if a blue circle is printed on top of a red rectangle, the overlapping colors mix to create purple. Knocking out the colors beneath selected objects prevents the overlap problem--the foreground colors print directly on the paper instead of on top of other colors.



The opposite of knocking out is overprinting, where text and objects in the foreground print directly on top of any background objects.

Overprinting works best for objects and text that are black or a dark color.



For [process-color](#) and [spot-color](#) publications, Microsoft Publisher automatically determines when to knock out and overprint text and objects. By default, Publisher overprints text below 24 points, black lines, and all patterns and imported graphics that are recolored to black in Publisher.

[Show All](#)

Change color options for trapping

Microsoft Publisher only creates [traps](#) when you print separations. How Publisher creates the traps depends on the kind of separations you print. [Spot colors](#) trap using different rules than [process colors](#).

Publisher will trap the publication according to the kind of separations you choose in the **Print** dialog box. But, you won't be able to see per object trapping details unless you set up the publication for process-color or spot-color printing (**Tools** menu, **Commercial Printing Tools, Color Printing**).



[Override one-color and two-color thresholds](#)

1. On the **Tools** menu, point to **Commercial Printing Tools**, point to **Registration Settings**, and then click **Publication**.
2. Select the **Automatic trapping** check box, and then click **Thresholds**.
3. In the **Trapping Thresholds** dialog box, enter the threshold value you want for each option, and then click **OK** twice.



[Trap white objects as a spot color](#)

1. On the **Tools** menu, point to **Commercial Printing Tools**, and then click **Color Printing**.
2. Click **Spot colors**.
3. In the **Inks** tab, click **New Ink**.
4. In the **New Ink** dialog box, click the **Standard** tab, and then click the white swatch in the [color palette](#).
5. Click **OK** twice.
6. On the **Tools** menu, point to **Commercial Printing Tools**, point to **Registration Settings**, and then click **Publication**.
7. Select the **Automatic trapping** check box.
8. Under **Spot color options**, select the **Trap white as a color** check box, and then click **OK**.

Publisher gives the white spot color a default luminance value of 100. White objects will trap to other spot-color objects according to the

threshold values you have set in the **Trapping Thresholds** dialog box (**Tools** menu, **Commercial Printing Tools**, **Registration Settings**, **Publication**, **Thresholds**).

[Change the luminance used to calculate traps for spot colors](#)

1. On the **Tools** menu, point to **Commercial Printing Tools**, point to **Registration Settings**, and then click **Publication**.
2. Select the **Automatic trapping** check box.
3. In the list of spot colors under **Spot color options**, select a spot color, and then type or select a value in the Luminance box. Enter the value you want for each spot color.
4. Click **OK**.

Publisher uses these values to calculate trapping for spot-color objects throughout your publication. A higher luminance value is a lighter color. For example, white has a luminance value of 100, while black has a value of 0.

[Change the keepaway trapping setting for rich blacks](#)

1. On the **Tools** menu, point to **Commercial Printing Tools**, point to **Registration Settings**, and then click **Publication**.
2. Select the **Automatic trapping** check box, and then click **Thresholds**.
3. Select the **Use a keepaway trap for rich black fills containing this percent black** check box, and then type or select the minimum black percentage you want.

Publisher applies a keepaway trap to objects that have this percentage of black ink plus one or more process colors.

4. Click **OK** twice.

[Change overprinting settings for black text, lines, fills, and imported graphics](#)

1. On the **Tools** menu, point to **Commercial Printing Tools**, point to **Registration Settings**, and then click **Publication**.
2. Under **Overprinting Settings**, enter the changes you want, and then click

OK.

The changes you make affect the entire publication.

[Show All](#)

View current or default trapping settings

Microsoft Publisher traps [TrueType fonts](#) and [PostScript fonts](#) on Microsoft Windows XP and Windows 2000. To see trapping details for characters with different colors or multiple text formats, you must select each individual character.

You should set up your publication for the color printing you plan to use (**Tools** menu, **Commercial Printing Tools, Color Printing**). If your publication is in RGB mode, Publisher will not be able to show trapping details.

Publisher does not trap text formatted with outline, underline, shadow, engrave, or emboss effects.



[View trapping settings for selected objects or text](#)

1. Select the foreground object or text whose trapping settings you want to override.
2. On the **Tools** menu, point to **Commercial Printing Tools**, point to **Registration Settings**, and then click **Per Object**.
3. In the row that describes the component you want trapping information on, click **Details**.

If you want to check trapping settings for other objects, you can click the object you want to check without closing the **Registration Settings Per Object** dialog box.

4. Click **OK**, and then click **Close**.



[View current trapping settings for an entire publication](#)

1. On the **Tools** menu, point to **Commercial Printing Tools**, point to **Registration Settings**, and then click **Publication**.
2. Select the **Automatic trapping** check box to view current default trapping

settings.

[Show All](#)

Override or restore default trapping settings

Microsoft Publisher traps [TrueType fonts](#) and [PostScript fonts](#) on Microsoft Windows XP and Windows 2000. To see trapping details for characters with different colors or multiple text formats, you must select each individual character.

Also, Publisher does not trap text formatted with outline, underline, shadow, engrave, or emboss effects.

Microsoft Publisher only creates [traps](#) when you print separations. How Publisher creates the traps depends on the kind of separations you print. [Spot colors](#) trap using different rules than [process colors](#).

Publisher will trap the publication according to the kind of separations you choose in the **Print** dialog box, but you won't be able to see per object trapping details unless you set up the publication for process-color or spot-color printing (**Tools** menu, **Commercial Printing Tools**, **Color Printing**).



[Override default trapping settings for individual objects or text](#)

1. Select the foreground object or text whose trapping settings you want to override.
2. On the **Tools** menu, point to **Commercial Printing Tools**, point to **Registration Settings**, and then click **Per Object**.
3. Click the arrow in the box next to the item you want to change (for example, **Border**, **Fill**, **Contents**, or **Text**), and then click one of the following:
 - **Default**
 - **Overprint**
 - **Knockout**
 - **Custom**
4. If you chose **Custom** in step 3, choose the **Placement** and type the **Width** you want in the appropriate boxes.

5. Click **Close**.

The per object settings you set for an object or text apply to all colors the object or text overlaps.

[Restore default trapping settings for selected objects or text](#)

1. Select the objects or text with the trapping you want to restore to the default settings.
2. On the **Tools** menu, point to **Commercial Printing Tools**, point to **Registration Settings**, and then click **Per Object**.
3. For each trapping setting you want to restore, click the arrow in the box next to the item you want to change (for example, **Border**, **Fill**, **Contents**, or **Text**), and then click **Default**.
4. Click **Close**.

[Override default trapping settings for an entire publication](#)

1. On the **Tools** menu, point to **Commercial Printing Tools**, point to **Registration Settings**, and then click **Publication**.
2. Select the **Automatic trapping** check box, and then enter the changes you want.

The changes you make affect the entire publication.

3. Click **OK**.

[Restore default trapping settings for an entire publication](#)

1. On the **Tools** menu, point to **Commercial Printing Tools**, point to **Registration Settings**, and then click **Publication**.
2. Select the **Automatic trapping** check box, and then click **Reset All**.
3. Click **OK**.

Publisher restores automatic trapping default settings and removes all individual object trapping settings.

[Override trapping width defaults for an entire publication](#)

1. On the **Tools** menu, point to **Commercial Printing Tools**, point to **Registration Settings**, and then click **Publication**.
2. Select the **Automatic trapping** check box.
3. Under **Trapping settings**, type or select a value in the **Width** box.
4. In the **Indeterminate** box, type or select the width you want.

Publisher uses the indeterminate trap width when one of the colors being trapped is a gradient, pattern, or imported [graphic](#).

5. Click **OK**.

[Show All](#)

Troubleshoot trapping white objects and tables

 [I can't trap a white object.](#)

By default, Microsoft Publisher does not consider white a color and does not [trap](#) it in [spot-color](#) publications. However, you can trap objects filled with white by adding white as a spot-color ink.

 [Trap white objects as a spot color](#)

1. On the **Tools** menu, point to **Commercial Printing Tools**, and then click **Color Printing**.
2. Click **Spot colors**.
3. In the **Inks** tab, click **New Ink**.
4. In the **New Ink** dialog box, click the **Standard** tab, and then click the white swatch in the [color palette](#).
5. Click **OK** twice.
6. On the **Tools** menu, point to **Commercial Printing Tools**, point to **Registration Settings**, and then click **Publication**.
7. Select the **Automatic trapping** check box.
8. Under **Spot color options**, select the **Trap white as a color** check box, and then click **OK**.

Publisher gives the white spot color a default luminance value of 100. White objects will trap to other spot-color objects according to the threshold values you have set in the **Trapping Thresholds** dialog box (**Tools** menu, **Commercial Printing Tools**, **Registration Settings**, **Publication**, **Thresholds**).

 [I can't trap tables.](#)

Publisher [traps](#) the outside border of tables to background colors in the same way it traps other objects. Elements within tables— including fill colors, borders, and text— are trapped as described below.

Inside cell borders Inside cell borders that are filled with a color trap to the fill color. Inside borders of cells that are transparent trap to background colors. For adjacent cells that are filled with different colors and have no border, the colors trap to each other.

Diagonal cells Publisher does not trap diagonal cell borders or fills.

Text within table cells Text in cells that are filled with a color traps to the fill color, while text in transparent cells traps to the background color.

Tables in the background When a table is in the background, Publisher does not trap overlying foreground objects by default. Using per object trapping, you can trap a foreground object to a background table using a [spread](#). If you specify a [choke](#) or [centerline trap](#), however, Publisher will not trap the object.

Individual objects in a table When you apply trapping to individual objects in a table, the settings apply to the entire table. For example, if you specify trapping for a border or fill in a table, it applies to all borders or fills within the table. However, you can trap text selectively within a table. For example, you can highlight the text in one cell and apply a custom spread to trap it, while in another cell, you can highlight text and apply a custom choke to trap it.

[Show All](#)

Troubleshoot using PaperDirect or Avery patterned papers

[The **Special Paper** command is unavailable.](#)

[There is no special paper available for the current publication size](#)

If there is no special paper the same size as your publication, the **Special Paper** command will be unavailable.

[Your publication is set up for process- or spot-color](#)

If the **Special Paper** command is unavailable on the **View** menu, you might have set up your publication for process- or spot-color.

To display patterned papers in the workspace, set your publication for desktop printing.

[How?](#)

1. On the **Tools** menu, point to **Commercial Printing Tools**, and then click **Color Printing**.
2. Under **Define all colors as**, click **Any color (RGB) - Best for desktop printers**.

[Show All](#)

Troubleshoot printing publications on a desktop printer

[I receive an error message when I print.](#)

First, note the error message. Try to reproduce the actions that cause the error message.

If the error message appears on your printer, consult your printer manual or contact your printer manufacturer.

If the error message appears on your screen, write it down for future reference, and then continue to troubleshoot.

[Check the printer driver](#)

A printer driver communicates between your software program and your printer. When you use Microsoft Publisher, the printer driver tells Publisher what the printer can do and also tells the printer how to print the publication. To print correctly, you must install the correct printer driver. It is recommended that you obtain the most recent printer driver available from the manufacturer of your printer. If your publication doesn't look right when you print it, you might not have the correct printer driver installed.

To be sure you are using the correct printer driver in Publisher:

1. On the **File** menu, click **Page Setup**.
2. Click the **Printer and Paper** tab.
3. Under **Printer**, check that the printer shown in the **Name** box is the one you want.

If the selected printer shown is the one you are using, you are probably using the correct printer driver.

[Check the printer you have selected](#)

If the selected printer is not the one you want, click the correct printer, and try printing your publication again.

If the correct printer doesn't appear in the list, then you might need to install it.

1. On the Microsoft Windows taskbar, click **Start**, point to **Settings**, and then click **Printers**.
2. Double-click **Add Printer**.
3. Follow the instructions in the **Add Printer Wizard**.

Note The files that are needed to load your [printer driver](#) are often already on your machine. If you have to load your driver from disks or a compact disc, make sure that these files match your current version of Microsoft Windows.

[I cannot print my publication.](#)

A complex publication can be difficult to print. Print a simple publication first to see if you can print from Microsoft Publisher at all.

[Print a simple publication](#)

1. On the **File** menu, click **New**.
2. In the **New Publication task pane**, click **Blank Print Publication**.
3. In the publication, type your name.
4. On the **Standard** toolbar, click **Print** .

If you cannot print this publication, go to the section below called "Print from another program."

If you can print this publication, your original publication might be too large. Remove all graphics and objects from the original publication, and then try printing again.

[Print from another program](#)

To determine whether your printing problem is specific to Publisher, print from another program.

1. On the Microsoft Windows taskbar, click the **Start** button, point to

Programs, point to **Accessories**, and then click **Notepad**.

2. Type your name.
3. On the **Standard** toolbar, click **Print** .

If your file does not print, your printing problems may be related to the Windows operating system. Consult Windows Help for assistance with Windows printing problems.

[Part of my publication is cut off or missing.](#)

If elements in your publication are cut off, make sure you've selected the correct paper size for printing.

[How?](#)

1. On the **File** menu, click **Page Setup**.
2. Click the **Printer and Paper** tab.
3. Under **Paper**, select the paper size you want, and then click **OK**.

If elements in your publication appear to be cut off or missing, make sure that your printer's memory settings are correct for HP LaserJet printers (or equivalents). The memory setting on your [printer driver](#) influences your printer's ability to reproduce your publication. If your printer driver's memory setting is too low, your publication may not appear complete when printed.

To check your printer's memory settings, run a printer self-test to find out exactly how much memory your printer has. If you're not sure how to do this, consult your printer manual. If you have problems with the self-test, contact your printer manufacturer.

The self-test prints a page from your printer that lists the amount of memory your printer has installed. On laser printers, the amount of memory can vary greatly, so it is important to find out exactly how much memory is present. Make a note of the amount of memory listed on the test page, and then make the necessary changes to your printer's settings.

[How?](#)

[Windows 2000](#)

1. On the Microsoft Windows taskbar, click **Start**, point to **Settings**, and then click **Printers**.
2. Right-click the icon for the printer you want, and then click **Properties**.
3. Consult your printer manual to locate your printer driver's memory setting.
4. Click the tab specified by your printer documentation.

On many laser printers, the memory setting is on the **Device Settings** tab. If your printer manual doesn't specify a location, you may need to examine the different tabs to locate the memory setting.

5. Enter the amount of memory that matches what is stated on your printer's self-test.

[Windows XP](#)

1. On the Microsoft Windows taskbar, click **Start**, and then click **Printers and Faxes**.
2. Right-click the icon for the printer you want, and then click **Properties**.
3. Consult your printer manual to locate your printer driver's memory setting.
4. Click the tab specified by your printer documentation.

On many laser printers, the memory setting is on the **Device Settings** tab. If your printer manual doesn't specify a location, you may need to examine the different tabs to locate the memory setting.

5. Enter the amount of memory that matches what is stated on your printer's self-test.

[Show All](#)

Troubleshoot printing labels on a desktop printer

[My labels print incorrectly.](#)

If you created your labels from scratch, make sure that you've laid them out as labels.

[How?](#)

1. On the **File** menu, click **Page Setup**.
2. Click the **Layout** tab.
3. Do one of the following:

[Use Avery labels](#)

- Under **Page size**, select the label you want.

[Use a type of label other than Avery](#)

1. Under **Page size**, select an Avery label that is similar to the non-Avery label you are using. For example, if you are using a label sheet that has 3 columns of 10 labels per column, select an Avery label that has the same number of columns and labels such as **Avery 5160-Address**.
 2. Under **Printing options**, click **Adjust Label Printing**.
 3. In the **Label name** box, type a name.
 4. Type the values you want for **Side Margin**, **Top Margin**, **Horizontal Gap**, and **Vertical Gap**. The preview will show how your labels will print.
 5. Click **OK**. The custom label will appear in the **Page size** list.
4. If you're using manual feed, click the **Printing & Paper** tab, then click **Manual feed** in the **Source** box.

Note The exact option for manual feed depends on the printer you are using. Some printers may have manual feed selections that appear

differently, such as **Manual Paper Feed** or **Upper Page Tray**.

5. If there are additional options that your printer documentation specifies for labels, click **Properties**, select the options you want, and then click **OK**.

Note The **Adjust Label Printing** button only appears in the **Print** dialog box if Microsoft Publisher can fit more than one page (or copy) on a sheet of the paper you're printing on.

[I need to change the distance between the labels on the page.](#)

1. On the **File** menu, click **Page Setup**.
2. Click the **Layout** tab.
3. Under **Printing Options**, click **Adjust Label Printing**.
4. In the **Label name** box, type a name.
5. Type the values you want for **Side Margin**, **Top Margin**, **Horizontal Gap**, and **Vertical Gap**. The preview will show how your labels will print.

[Show All](#)

Troubleshoot desktop printer settings

The following general troubleshooting procedures may prove helpful.

[Configure your inkjet printer for best possible printing](#)

Microsoft Publisher has a special setting that helps optimize inkjet printers for printing text and graphics.

1. On the **Tools** menu, click **Options**.
2. Click the **Print** tab.
3. Select **Print line-by-line (Inkjet printers only)**.
4. Click **OK**, and then try printing your publication again.

Note Selecting this option might slow printing.

[Change the printer's spool settings](#)

When you print to a desktop printer from Microsoft Publisher, your print information is stored in a file on your hard disk before it is sent to the printer. This is called "spooling." Spooling a print job is a faster way to print your publication; however, you need to have sufficient free space on your hard disk. If you don't have sufficient hard disk space, turn off spooling.

[Windows 2000](#)

1. On the Microsoft Windows taskbar, click the **Start** button, point to **Settings**, and then click **Printers**.
2. Right-click the icon for the printer you want, and then click **Properties**.
3. Click the **Advanced** tab.
4. Click **Print directly to the printer**, and then click **OK** in both dialog boxes.
5. Try printing your publication again.

[Windows XP](#)

1. On the Microsoft Windows taskbar, click the **Start** button, and then click **Printers and Faxes**.
2. Right-click the icon for the printer you want, and then click **Properties**.
3. Click the **Advanced** tab.
4. Click **Print directly to the printer**, and then click **OK** in both dialog boxes.
5. Try printing your publication again.

[Free up space on the hard disk](#)

If your computer is low on hard disk space, you may encounter printing problems when spooling a print job. If you want to continue spooling, free up space on your hard disk.

[Windows 2000](#)

1. On your Microsoft Windows desktop, double-click **My Computer**.
2. Right-click the icon of the drive where Windows is installed (usually C:), and then click **Properties**.
3. Click the **General** tab.
4. Windows displays the amount of used and free space on your hard disk.
5. After you've noted the amount of free space, click **Cancel**.
6. If you have less than the recommended minimum free hard drive space of 150 megabytes, you can try one or all of the following:
 - Remove old, unused programs.
 - Move infrequently used files to another storage place, such as disks or tape backup.
 - Delete temporary files.

[How?](#)

1. On the Windows taskbar, click **Start**, point to **Programs**, point to **Accessories**, point to **System Tools**, and then click **Disk Cleanup**.
2. If prompted, select the drive you want to clean up.
3. In the **Disk Cleanup for *drive*** window, click the **Disk Cleanup** tab.
4. Under **Files to delete**, select **Temporary files**, and then click

OK.

- Empty the **Recycle Bin** on your Windows desktop.

[Windows XP](#)

1. On the Microsoft Windows taskbar, click **Start**, and then click **My Computer**.
2. Right-click the icon of the drive where Windows is installed (usually C:), and then click **Properties**.
3. Click the **General** tab.
4. Windows displays the amount of used and free space on your hard disk.
5. After you've noted the amount of free space, click **Cancel**.
6. If you have less than the recommended minimum free hard drive space of 150 megabytes, you can try one or all of the following:
 - Remove old, unused programs.
 - Move infrequently used files to another storage place, such as disks or tape backup.
 - Delete temporary files.

[How?](#)

1. On the Windows taskbar, click **Start**, point to **All Programs**, point to **Accessories**, point to **System Tools**, and then click **Disk Cleanup**.
 2. If prompted, select the drive you want to clean up.
 3. In the **Disk Cleanup for *drive*** window, click the **Disk Cleanup** tab.
 4. Under **Files to delete**, select **Temporary files**, and then click **OK**.
- Empty the **Recycle Bin** on your Windows desktop.

[Show All](#)

Troubleshoot matching printer and screen colors

For detailed information about your desktop printer's color capabilities, be sure to read the printer documentation.

[Some colors don't look good when printed.](#)

Depending on the desktop printer and the print settings you select, the colors in your printed publication might differ from the colors that you see on the screen. Printing a color sampler before you design your publication will help you decide what colors will work best with your printer.

1. On the **Format** menu, click **Color Schemes**.
2. In the **Color Schemes** task pane, click **Custom color scheme**.
3. Click the **Standard** tab, and then click **Print color sampler**.

[I can only print a few of the colors I want.](#)

Printers vary widely in the number of colors they support. Try formatting your publication in one or more of the following eight colors, and then print the publication again.

Black

Red

Blue

Violet

Bright Green

Yellow (on a colored background)

Orange

White (on a colored background)

 [Colors in clip art don't print well.](#)

You can recolor a piece of clip art as a single color that prints well on your printer.

1. Right-click the picture you want to change, and then click **Format Picture**.
2. In the **Format Picture** dialog box, click the **Picture** tab.
3. Click **Recolor**.
4. In the **Recolor Picture** dialog box, select the color you want.
5. Click **Apply**, and then click **OK**.

 [Every color swatch in the sampler has an X instead of a color.](#)

The printer you've selected probably prints only in black and white. If you have access to a color printer, select it for your publication, and print a color sampler to compare print and screen colors.

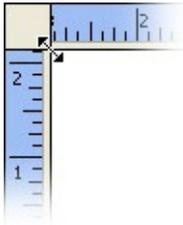
[Show All](#)

Troubleshoot printing a poster, banner, or other large publication

[I need to reprint part of my large publication.](#)

Reprint part of your publication by moving the zero points (the square where the rulers intersect) of both rulers to the place in your publication where you want Microsoft Publisher to create and print a new [tile](#).

1. Position the mouse pointer in the upper-left corner where both rulers meet until the pointer changes to an arrow.
2. Hold down CTRL+SHIFT as you drag the zero point to the spot where you want to begin printing the tile.



3. On the **File** menu, click **Print**.
4. Click **Change Overlap**.
5. Click **Print One Sheet**.
6. Click **OK** twice.

[My desktop printer can print to larger sizes of paper, and I want to print fewer sheets.](#)

1. On the **File** menu, click **Page Setup**.
2. Click the **Printer & Paper** tab.
3. Under **Paper**, select the paper size you want. The preview in this dialog box shows how many sheets of paper will be used to print your large publication.

[I want to change the distance that the tiles overlap.](#)

1. On the **File** menu, click **Print**.
2. Click **Change Overlap**.
3. Select **Print Entire Page**.
4. In the **Overlap Sheets** box, enter a measurement.

[Show All](#)

Troubleshoot printing a two-page layout or booklet

[My publication is missing parts of objects that straddle a two-page spread.](#)

Desktop printers normally have a nonprintable region around the edge of the paper that is between 0.17 and 0.5 inches wide. Nothing within that region will print.

If you don't want objects straddling the [gutter](#), you should determine your printer's nonprintable region and reposition objects to avoid it.

[How?](#)

1. Open WordPad

[Windows 2000](#)

- On the Windows taskbar, click the **Start** button, point to **Programs**, point to **Accessories**, and then click **WordPad**.

[Windows XP](#)

- On the Windows taskbar, click the **Start** button, point to **All Programs**, point to **Accessories**, and then click **WordPad**.
2. On the **File** menu, click **Page Setup**.
 3. Set the **Left**, **Right**, **Top**, and **Bottom** margin values to zero. The margins will then be reset automatically to the minimum margin that is supported by the printer.
 4. Note the minimum margins. You will need to type them in after you open Publisher.
 5. Open a publication in Publisher.
 6. On the **Arrange** menu, click **Layout Guides**, and then click the **Margin Guides** tab.
 7. Under **Margin Guides**, type the margins for **Left**, **Right**, **Top**, and **Bottom**.

8. Click **OK**.

Your layout guides now show the the location of your printer's nonprintable region. Make sure that all objects are inside of that border.

[I printed a publication that has facing pages, but it printed as single pages.](#)

Do one of the following:

- Lay out the publication as a small folded booklet, with two side-by-side pages per sheet of paper, starting on a single right-hand page.

[How?](#)

1. On the **File** menu, click **Page Setup**, and then click the **Layout** tab.
 2. Under **Publication type**, click **Booklet**.
 3. Under **Orientation**, select the option you want.
 4. To change the dimensions of the booklet, type a smaller width or height. Do not type a number larger than the maximum width or height.
- If your printer can print on 11" x 17" paper, lay out the publication so that it will print with two 8.5" x 11" pages per sheet of paper, starting on a single right-hand page (called an 8.5" x 11" folded booklet).

[How?](#)

1. On the **File** menu, click **Page Setup**, and then click the **Layout** tab.
2. Under **Publication type**, click **Full page**.
3. Under **Orientation**, click **Portrait**.
4. Click the **Printer and Paper** tab.
5. Under **Paper**, in the **Size** box, select **Tabloid**.
6. Under **Orientation**, click **Landscape**.
7. Click **OK**.
8. On the **Arrange** menu, click **Layout Guides**, and then click the **Margin Guides** tab.
9. In the **Master Pages** box, select **Two-page master**.
10. To create a larger inside margin (also known as the [gutter](#) margin) to accommodate binding, type the value you want in the **Inside** box

(under **Margin Guides**).

11. Click **OK**.

12. On the **View** menu, click **Two-Page Spread**.

[Show All](#)

Troubleshoot printing business cards

[My business card doesn't print correctly.](#)

Make sure you've selected the correct printing options.

1. On the **File** menu, click **Page Setup**.
2. Click the **Layout** tab.
3. Under **Publication type**, do one of the following:
 - If you created your business card by starting from a blank publication, Microsoft Publisher automatically prints one copy per sheet of paper. If you want to print multiple copies per sheet instead, click **Business card**, click **Change Copies Per Sheet**, click **Print multiple copies per sheet**, and then click **OK** twice.
 - If you used a pre-designed business card to create your business card and you've changed your mind about how many copies you want per sheet, click **Business card**, click **Change Copies Per Sheet**, click **Print multiple copies per sheet**, change the margins and gaps, and then click **OK** twice.
 - If you are printing multiple copies of your business card and you want to change the distance between them, click **Business card**, click **Change Copies Per Sheet**, select the options you want, and then click **OK** twice.
4. On the **File** menu, click **Print**.
5. In the **Print** dialog box, select any options you want, and then click **OK**.

[I want to change the distance between copies on a page.](#)

1. On the **File** menu, click **Page Setup**.
2. Click the **Layout** tab.
3. Click **Change Copies Per Sheet**.
4. Click **Print multiple copies per sheet**.
5. Select the options you want.
6. Click **OK**.
7. On the **File** menu, click **Print**.
8. In the **Print** dialog box, select the options you want, and then click **OK**.

[I want to print one copy of my business card on each sheet of paper.](#)

1. On the **File** menu, click **Page Setup**, and then click the **Layout** tab.
2. Click **Change Copies Per Sheet**.
3. Click **Print one copy per sheet**.
4. Click **OK**.
5. On the **File** menu, click **Print**.
6. In the **Print** dialog box, select any options you want, and then click **OK**.

[Show All](#)

Troubleshoot printing envelopes

[I can't find the envelope size that I need.](#)

Your envelope might be a nonstandard size. To increase your chance of printing your nonstandard size envelope correctly, do the following:

1. On the **File** menu, click **Page Setup**.
2. Click the **Layout** tab.
3. Under **Publication type**, click **Envelope**.
4. Under **Page Size**, click **Custom Size**.
5. Enter the width and height of your envelope.
6. Click **OK**.

Note Many printer drivers do not support custom page sizes. You might need to try some of the envelope sizes that your printer does support and then adjust your layout accordingly.

[Text or graphics don't print in the right place on my envelope.](#)

Text or graphics might appear misplaced for any of the following reasons:

[The selected envelope size doesn't match the selected paper size](#)

If the envelope size you chose doesn't match the selected paper size, choose which of the two sizes you want Publisher to use when you print your envelope.

Do one of the following:

[Have Publisher use the selected envelope size regardless of the selected paper size](#)

1. On the **Tools** menu, click **Options**.
2. Click the **Print** tab.
3. Select the **Automatically use envelope paper sizes** check box.

[Have Publisher use the selected paper size regardless of the selected envelope size](#)

1. On the **Tools** menu, click **Options**.
2. Click the **Print** tab.
3. Clear the **Automatically use envelope paper sizes** check box.

[The orientation and placement are incorrect](#)

If text and graphics are placed incorrectly on the envelope or miss the envelope entirely, follow this procedure to ensure correct orientation and placement.

1. On the **Tools** menu, click **Options**.
2. Click the **Print** tab.
3. Select the **Print envelopes to this printer using these settings** check box.
4. Under **Orientation**, select the option you want.
5. Under **Placement**, select the option you want.
6. Select any other options you want in this dialog box.

Note To use Publisher's default settings again, clear the **Print envelopes to this printer using these settings** check box.

[The page is not set up correctly for envelopes](#)

Your envelope's size setting might not match the paper size setting, so some text might be off the page.

1. On the **File** menu, click **Page Setup**.
2. Click the **Layout** tab.
3. Under **Publication type**, select **Envelope**.
4. Under **Page size**, select the envelope size you want.
5. Click **OK**.
6. Try printing your envelope again.

[Show All](#)

Troubleshoot printing scanned pictures

 [My pictures won't print or print too slowly.](#)

Try switching to a lower print resolution.

1. On the **File** menu, click **Print**.
2. Click **Advanced Print Settings**, and then click the **Separations** tab.
3. Under **Resolution**, click the lowest resolution possible. Fewer [dots per inch \(DPI\)](#) means lower resolution.

If there is only one number listed, your printer prints only at that resolution.

4. Click **OK**.

[Show All](#)

About Web publications

You can create two types of publications with Microsoft Publisher: print publications and Web publications. When you work on a Web publication, you work in **Web** mode. The options available to you in **Web** mode are tailored specifically to Web publications so that you can create a publication that is optimized for display in a Web [browser](#). For this reason, certain text formatting options and other features that are specific to print publications, such as **Commercial Printing Tools**, are not available in **Web** mode.

You can always determine which publication mode you are in by looking at the [title bar](#) of your open publication, which will display either **Print Publication** or **Web Publication**, depending on the publication type.

[Show All](#)

Convert from print to Web or from Web to print

You can convert a print publication to a Web publication, and vice versa. If you used a wizard to create your original publication, you will not be able to use the options available in that wizard in your converted publication. Also, because certain print features are not available in **Web** mode, and certain Web features are not available in **Print** mode, your publication may undergo formatting changes when you convert it from one publication type to the other.

[Convert a print publication to a Web publication](#)

1. Open the print publication you want to convert to a Web publication.
2. On the **File** menu, click **Convert to Web Publication**.
3. Follow the instructions in the Convert to Web Publication Wizard.

[Convert a Web publication to a print publication](#)

1. Open the Web publication that you want to convert to a print publication.
2. On the **File** menu, click **Convert to Print Publication**.
3. Follow the instructions in the Convert to Print Publication Wizard.

[Show All](#)

Troubleshoot converting publications from print to Web

When you work on a print publication, the options available to you are tailored to print publications. When you convert your publication from print to Web, certain print features are no longer available in the Web publication because they cannot be displayed accurately in a Web [browser](#). For this reason, your publication may undergo formatting changes when you convert it from a print publication to a Web publication.

Formatting and layout

[Some hyperlinks do not appear in the converted publication.](#)

If your print publication contains hyperlinks in rotated text boxes or rotated [AutoShapes](#), or text boxes or AutoShapes with BorderArt, these hyperlinks will not function after you convert your publication into a Web publication. You can restore the hyperlinks in your Web publication by returning any rotated text boxes or AutoShapes that contain hyperlinks to their original position, or by removing BorderArt from text boxes or AutoShapes that contain hyperlinks.

[All of my text appears in a single column.](#)

Multiple column layout within text boxes is available only if you are working on a print publication. If you convert a print publication with multiple columns into a Web publication, your text will be reformatted into a single column. You can create multiple columns in a Web publication by creating separate text boxes for each column that you want and then linking these text boxes.

[How?](#)

1. To create a second column, click **Text Box** on the **Objects** toolbar.
2. In your publication, point to where you want one corner of the text to

- appear, and then drag diagonally until you have the text box size you want.
3. Click in the text box that you want as the first column.
 4. On the **Connect Text Boxes** toolbar, click **Create Text Box Link**
.
 5. Click in the text box you want to use as the next column.

This text box is now connected to the first box.

6. To connect more text boxes, repeat steps 3 through 5.

 [Special character spacing \(tracking or scaling\) does not appear in the converted publication.](#)

Tracking and scaling are available only if you are working on a print publication. If you convert a print publication that features tracking or scaling into a Web publication, this special character spacing in your publication will be restored to normal.

 [The text formatting is different in my converted publication.](#)

Certain font effects, such as **Outline**, **Shadow**, **Emboss**, and **Engrave**, are available only if you are working on a print publication. If you convert a print publication that features any of these font effects into a Web publication, the text that features this formatting will be restored to normal.

 [Underline styles changed to single underlines.](#)

You can apply different underline styles only if you are working on a print publication. If you convert a print publication with any underline styles to a Web publication, all of the underlined text will be converted to single underlines.

 [Text does not wrap around shapes, pictures, or objects in my converted publication.](#)

You can wrap text around [graphics](#) or [frames](#) only if you are working on a print publication. If you convert a print publication that contains wrapped text to a Web publication, the text wrapping will be turned off. You may need to adjust the layout of your converted Web publication to accommodate the absence of

text wrapping.

[The spacing of the lines before or after paragraphs changed.](#)

Precise spacing for horizontal rules is available only if you are working on a print publication. In Web publications, the default spacing for horizontal rules is optimized for screen display.

[The appearance of the lines before or after paragraphs changed.](#)

Multiple line styles for horizontal rules are available only if you are working on a print publication. If you are working on a Web publication, you will be able to apply only the **Single** style to horizontal rules. If you convert a print publication that has different horizontal rule styles to a Web publication, all horizontal rules in the publication will be converted to single lines.

Tables

[My table changed position on the page.](#)

You can rotate tables only if you are working on a print publication. If you convert a print publication that contains a rotated table into a Web publication, the table will be returned to its original position in the new Web publication.

[The cell diagonals in my tables do not appear.](#)

Cell diagonals in table cells are available only if you are working on a print publication. If you convert a print publication that contains a table with cell diagonals to a Web publication, the cell diagonals will not appear.

[The pattern, texture, picture fills, or gradient fills in my table cells do not appear.](#)

Non-solid fills are available for table cells only if you are working on a print publication. If you convert a print publication with a table that contains non-solid fills in the table cells, all of these cells will be converted to a solid fill.

[Patterned borders for my table cells do not appear.](#)

Patterned borders are available for tables only if you are working on a print publication. If you convert a print publication with a table that has patterned cell borders to a Web publication, these patterned borders will be converted to solid lines.

[Show All](#)

Create a Web site

[From a wizard](#)

1. On the **File** menu, click **New**.
2. In the **New Publication** [task pane](#), click **Web Sites and E-mail**, and then click **Web Sites**.
3. Do one of the following:
 - To create a custom Web site based on your site goals, click **Easy Web Site Builder**.
 - To create a Web site that includes a Home page, an About Us page, and a Contact Us page, click **3-Page Web Site**.
 - To create a Web site that features product sales pages, click **Product Sales**.
 - To create a Web site that features professional services pages, click **Professional Services**.
4. In the right pane, click the publication design that you want.

[From scratch](#)

1. On the **File** menu, click **New**.
2. In the **New Publication** task pane, under **New**, click **Blank Web Page**.

[From an existing HTML file](#)

1. On the **File** menu, click **Open**.
2. In the **Look in** list, click the drive, folder, or Internet location that contains the file you want to open.
3. In the folder list, locate and open the folder that contains the file.
4. Select the file.
5. Click the Web page you want to open, and then click **Open**.

[Show All](#)

Add a page to your Web site

[Add a specific page type](#)

1. On the **Insert** menu, click **Page**.
2. In the **Insert Web Page** dialog box, under **Select a page type**, select the page type that you want, and then click **OK**.

[Add pages based on your goals for the Web site](#)

1. On the **View** menu, click **Task Pane** to display the [task pane](#).
2. On the task pane menu, click **Web Site Options**.
3. Under **Add to your Web site**, click **Add functionality**.
4. In the **Easy Web Site Builder** dialog box, select the options that you want for your Web site, and then click **OK**.

[Add a duplicate page](#)

If you add a duplicate page, it will be a copy of the page you select, and it will not automatically update if you change the publication design of any other wizard pages in your publication.

1. On the [page sorter](#), click the page that you would like to copy.
2. On the **Insert** menu, click **Duplicate Page**.

[Add a blank page](#)

1. On the [page sorter](#), right-click the page where you want to insert a blank page.
2. On the shortcut menu, click **Insert Page**.
3. In the **Insert Web Page** dialog box, under **Select a page type**, click **Blank**.

Note If you have cleared the check box **Use a wizard for blank publications** (**Tools** menu, **Options** command, **User Assistance** tab) and you create a Web site by selecting **Blank Web page** in the **New Publication** task pane, the **Insert Page** dialog box will appear immediately.

[Show All](#)

Plan your Web site

Before you create your Web site, ask yourself these questions:

- What do I want the site to do?
- Whom do I want to visit my site, and how do I keep them coming back?
- What look and tone— exciting, humorous, serious— will help convey my message to my audience?

It's critical to target information to your particular audience. Publish content that they find important. For a nonprofit organization, this could be information about current events. For a mid-sized corporation, it could be the latest news about corporate tools and processes. Whoever your audience, ask yourself what essential information they need to know, and then give it to them.

[Effective ways to use the Web site that you create](#)

- Give technical support to customers or workgroups.
- Post a calendar of events for group members.
- Offer a clearinghouse on consumer product information.
- Create a personal [home page](#) for planning family events, sharing vacation photos, pursuing a hobby, or just having fun.
- Post an electronic resume for prospective employers.

[Products and services on the Web](#)

- Reach potential clients with information about services or products.
- Introduce new products and services, and make special offers.
- Sell merchandise directly through an electronic catalog.
- Build corporate identity, brand awareness, and good public relations.
- Publish the latest product or service information.
- Publish your product literature and user guides.

[Information gathering, feedback or interaction via the Web](#)

- Conduct research through surveys and questionnaires.

- Create an educational forum for sharing the latest information in a given discipline.
- Exchange information among members of clubs and across organizations.
- Recruit participants for volunteer and fundraising activities.
- Develop a qualified list of client prospects for goods and services.

[How others contact you via the Web](#)

- Mail, call, or send you a fax.
- Send e-mail messages.
- Submit forms on your Web site that allow them to order products and give you credit card information.

[Show All](#)

Update a Web site

To update a Web site, make changes to the original Publisher file (.pub), and then publish your updated Web site to the Web again.

 [Publish updates to a Web site](#)

Publishing updates to a Web site is slightly different from publishing a Web site for the first time. After you publish a Web site to a location on the Web or a network, a shortcut to the [Web server](#) or network [server](#) will appear in **My Network Places**.

1. On the **File** menu, click **Publish to the Web**.
2. In the **Publish to the Web** dialog box, click **My Network Places**.
3. Double-click the shortcut to the folder on the Web server or network server where you published your Web site.
4. In the **File name** box, type the name of the file you are updating.
5. Double-click the folder where you want to save the file, and then click **Save**.

Note If you used an [FTP](#) program from your [Internet Service Provider](#) to publish your Web site, you will need to use the same program to publish updates to your Web site. Contact your Internet Service Provider for information about updating your Web site.

[Show All](#)

Add keywords and a description for your Web site

Keywords are a [META tag](#) that identifies your Web site to Internet [search engines](#). Keywords are most effective when you add them to your [home page](#), but you can add keywords to any page of your Web site.

The description is another META tag that identifies your Web site to Internet search engines. You can add a description to your home page to inform people about the purpose of your Web site.

1. On the **Tools** menu, click **Web Page Options**.
2. In the **Keywords** box, type the keywords you want, separated by commas. Limit of 256 characters.
3. In the **Description** box, type a brief description of your site. Limit of 256 characters.

Note You may need to submit your Web site to a search engine in order to make it possible for people to search for your site on the Internet. Most search engines provide information about how to submit your Web site.

[Show All](#)

Specify the title and file name of a Web page

A Web page title can be different from the file name. For example, the title of your home page could be "My home page" even though the file name is "index.htm."

[Specify the title](#)

A Web page title is visible in a Web browser [title bar](#). It is used by Internet browsers as the text for favorite or bookmarked Web sites. It also might be displayed in a list of sites found during a Web search.

1. Go to the page for which you want to specify the title.
2. On the **Tools** menu, click **Web Page Options**.
3. In the **Page title** box, type a title for your Web page.

[Specify the file name](#)

A Web page file name is the name of the file created in [HTML](#) format for a single page in Microsoft Publisher. It has an .htm or .html extension; for example, index.htm.

To specify file names for the individual pages in your Web site, do the following:

[Specify the file name for pages other than the home page](#)

By default, Publisher automatically creates file names for the pages in your Web site when you publish your Web site to the Web. If you want to specify the file names for the individual pages in your Web site, you can use the **Web Page Options** dialog box.

1. Go to the page for which you want to specify the file name.
2. On the **Tools** menu, click **Web Page Options**.
3. Under **Publish to the Web**, in the **File name** box, type the file name for

your Web page.

Do not use spaces or special characters in the file name.

Note You cannot use the **Web Page Options** dialog box to specify the file name for the home page (first page) of your Web site. You must specify a file name for the home page of your Web site when you publish your site to the Web.

[Specify the file name for the home page](#)

You can specify a file name for the home page of your Web site when you publish it to the Web. To publish your Web site on the [World Wide Web \(WWW\)](#), you need to subscribe to a Web hosting service. It is recommended that you use "index.htm" as the file name for your [home page](#) because it designates your home page as the default page that will be displayed when visitors type the [URL](#) for your Web site. If you do not use "index.htm" as the default file name for your home page, visitors to your Web site will have to type your URL plus the exact file name for your home page; for example, <http://www.adventure-works.com/yourfilename.htm>.

1. On the **File** menu, click **Publish to the Web**.
2. In the **File name** box in the **Publish to the Web** dialog box, type the URL of the Web or network server where you will save your Web site, and then click **Save**.
3. If prompted, type your user name and password, and then click **OK**.

The directory associated with your URL will appear in the **Publish to the Web** dialog box.

4. Double-click the folder where you want to save your Web site.
5. In the **File name** box, select **index** as the default name for your home page.
6. Click **Save**.

[Show All](#)

About Web keywords

Keywords (also called [META tags](#)) are words that are typed into an Internet search engine to find a specific kind of Web site. To help people find your site, identify keywords that represent your site. To maximize access to your Web site, identify as many variations of a word or phrase as possible.

If a person searches on one or more of your keywords, your site is listed in the results of their search. The more representative your keywords are and the more keywords you have that match what the user is searching on, the higher your site is in the list of search results.

Here are some tips for choosing keywords for your Web site:

- Include singular and plural words

For example: dog, dogs, kennel, kennels

- Include active and passive verbs

For example: feed dogs, dogs are fed, board dogs, dogs are boarded

- Include words that aren't in your site but represent its overall content

For example: pet sitter, pet motel

[Show All](#)

Troubleshoot saving Web sites

[I can't edit my Web site in Publisher.](#)

If you save your Web site as an [HTML](#) file type (.html or .mhtml), you will not be able to edit it in Publisher the same way you can edit a Publisher file (.pub). To make changes to your Web site in Publisher, save a current version of your Web site as a Publisher file (.pub), and make your changes to the Publisher file. Then resave your Web site as either an .html or.mhtml file.

[I saved changes to my Web site, but those changes don't appear on the Web.](#)

If you make changes to the Publisher file (.pub) version of your Web site, you need to republish your Web site in order for the updated version of your site to appear on the Web.

[Show All](#)

Test your Web site

[Before you publish your Web site](#)

[Check your publication for problems](#)

Use the Design Checker to scan your Web publication for common layout and Web page problems.

1. On the **Tools** menu, click **Design Checker**.

The Design Checker will run according to the options you have set in **Design Checker Options**.

2. In the **Design Checker** task pane, under **Select an item to fix**, click the arrow next to the item you want to fix, and then do one of the following:
 - Click **Go to this Item** to go to the page where the problem item is.
 - Click **Fix:automatic fix suggestion** to automatically fix the problem with the item.

Note The automatic fix will vary depending on the problem. In most cases, no automatic fix is available.

- Click **Never Run this Check Again** to disable the check. This affects all instances of the problem.
- Click **Explain** to open a help topic that more fully explains the problem and offers suggestions about how to fix it.

[Preview your Web site](#)

On the **File** menu, click **Web Page Preview**. This will open your Web site in a browser. Check to make sure that:

- Text is visible and legible.
- Graphics are visible on each page and download quickly.
- Hyperlinks work and take the user to expected destinations.

- Your site opens and functions correctly on different computers.
- Background sounds work, if used.

[After you have published your Web site](#)

Review your Web site:

- Access the site with your browser.
- Read all the text.
- View all of the pictures and other design elements.
- Check all the hyperlinks to make sure they connect properly.
- Test any submit or reset buttons in forms.

[Show All](#)

About Web fonts and font schemes

[Web fonts](#)

Web fonts are Latin text fonts that have been designed or selected for easy screen readability. If you are working on a Web publication, you can use Web fonts to improve the readability of the text on your Web site for users who may have screens of different sizes. The following fonts are Web fonts:

- Arial
- Arial Black
- Comic Sans MS
- Courier New
- Georgia
- Impact
- Symbol
- Times New Roman
- Trebuchet
- Verdana
- Wingdings

[Web font schemes](#)

Web font schemes are composed of complementary sets of Web fonts. You can use a Web font scheme to give your Web site a professional look. The following font schemes are Web font schemes:

- Archival
- Basis
- Binary
- Casual
- Data
- Foundation
- Impact
- Online
- Versatile

- Virtual

[Show All](#)

Speed up downloading Web pages by using Vector Markup Language

You can use [Vector Markup Language \(VML\)](#) to speed up the downloading time for graphics on your Web site.

1. On the **Tools** menu, click **Options**.
2. Click the **Web** tab.
3. Under **Saving**, select the **Rely on VML for faster graphics downloading** check box.

Note Requires Microsoft Internet Explorer 5.0 or later to view graphics in VML format. People who view your Web site in a [browser](#) that does not recognize graphics in VML format will not see any graphics.

[Show All](#)

Tips for creating accessible Web sites

When you plan your Web site, it is also important to think about how to make your Web site [accessible](#) to a broad range of visitors, including those with disabilities. There are several things that you can do in Microsoft Publisher to make your Web site more accessible to people with disabilities, who may have to use [accessibility aids](#) to operate a computer.

The following tips list some things that you can do to create an accessible Web site:

[Create alternative text for graphics or pictures](#)

Alternative text is useful for people who turn off graphics or who use screen readers. Create [alternative text](#) for the [graphics](#) that you use on your Web site.

[How?](#)

1. Right-click the graphic for which you would like to create alternative text, and then click **Format <object type>**.
2. Click the **Web** tab.
3. Under **Alternative text**, type a brief description of your graphic.

[Use navigation bars](#)

Create a navigation bar to help your users locate information on your Web site. Navigation bars are available only if you are working on a Web publication.

[How?](#)

1. On the **Insert** menu, point to **Navigation Bar**, and then click **New**.
2. In the **Design Gallery** dialog box, on the **Objects by Category** tab, click the navigation bar design that you want.
3. Click **Insert Object**.
4. In the **Create New Navigation Bar** dialog box, type a name for the navigation bar in the **Name** box.

5. Under **Insert Options**, do one of the following:
 - To insert the navigation bar on each of the existing pages of your publication, click **Insert on every page**.
 - To insert the navigation bar on only the current page, click **Insert on this page only**.
6. Under **Automatic update**, do one of the following:
 - To update the navigation bar with links to all of the existing pages in the publication, select the check box **Update this navigation bar with links to existing pages in this publication**, and then click **OK**.
 - To specify which pages should be linked on the navigation bar, clear the check box **Update this navigation bar with links to existing pages in this publication**, and then specify which pages you want to link in the **Navigation Bar Properties** dialog box.

[How?](#)

1. In the **Navigation Bar Properties** dialog box, click **Add Link**.
2. In the **Add Link** dialog box, under **Link to**, click **Place in this Document**.
3. Under **Select a place in this document**, click the page that you want to link to the navigation bar.
4. In the **Text to display** box, type the text that you want to appear on the navigation bar, and then click **OK**.
5. In the **Navigation Bar Properties** dialog box, click **OK**.

Publisher adds links to the navigation bar for all of the pages that are set to be linked to new navigation bars.

Note Navigation bars with buttons are not accessible to users who must rely entirely upon a keyboard when using a computer. If you want to ensure that your navigation bar is accessible to a broad range of visitors, use a text-only navigation bar style.

[Create form controls inline](#)

If you want visitors to your Web site to be able to use the TAB key to move through and select the [form controls](#) on your Web site, you must create these form controls inline. If you create all of your form controls inline, your Web form will be accessible to those users with disabilities who must rely entirely

upon the keyboard when using a computer.

[How?](#)

1. Insert a text box in the location where you want to add form controls. Form controls are available only if you are working on a Web publication.

[How?](#)

1. On the **Objects** toolbar, click **Text box** .
2. In your publication, point to where you want one corner of the text to appear, and then drag diagonally until you have the text box size you want.
2. Click in the text box to get a cursor.
3. On the **Objects** toolbar, click **Form Control** , and then click the form control that you want.
4. Repeat steps 2 and 3 until you have inserted all of the form controls that you want.

You can insert form controls horizontally on the same line, or you can press ENTER after inserting each form control to arrange the form controls vertically.

[Label all form controls](#)

If you have created a Web form on your Web site by adding form controls, make sure that all of the form controls have a brief text description that explains the function or purpose of the form control.

[Create descriptive text for all hyperlinks](#)

Make sure that the text for all of the hyperlinks in your Web site is descriptive. Hyperlink text should provide your visitors with a clear indication of the destination of the hyperlink.

[Format your text and graphics so that the text on your Web site is easy to read](#)

There are several steps that you can take to increase the readability of text on your Web site:

- Make sure that the font size for the main text on your Web site is at least 10 points in size.
- Make sure there is a high color contrast between the font colors that you use and the background color. For example, use a dark font color if your Web site has a light background color.
- Avoid busy background patterns that might interfere with the legibility of text.
- Use only Web fonts on your Web site. Web fonts have been designed or selected for easy screen readability.

[How?](#)

Select from the following fonts:

- Arial
- Arial Black
- Comic Sans MS
- Courier New
- Georgia
- Impact
- Symbol
- Times New Roman
- Trebuchet
- Verdana
- Wingdings

[Show All](#)

Set the width of a Web page

[Optimize your Web page for low-resolution or high-resolution screens](#)

You can optimize your Web page so that it can be viewed on either low- or high-resolution screens.

1. On the **File** menu, click **Page Setup**.
2. Click the **Layout** tab.
3. In the **Publication type** list, select **Web page**.
4. Under **Page size**, do one of the following:
 - Select **Narrow (640x480 display)** for a page that can be viewed on a low-resolution screen without horizontal scrolling.
 - Select **Standard (800x600 display)** for a page that can be viewed on a high-resolution screen without horizontal scrolling.

[Create a custom-sized Web page](#)

1. On the **File** menu, click **Page Setup**, and then click the **Layout** tab.
2. In the **Publication type** list, select **Custom**.
3. Under **Page size**, type the measurements you want in the **Width** and **Height** boxes.

Note Pixels are the default unit of measurement for Web pages. If you have changed the unit of measurement in the **Measurement units** box (**Tools** menu, **Options** command, **General** tab), Publisher will display your selected unit of measurement in the **Width** and **Height** boxes. You can still type your measurements in [pixels](#). Use any of the following words or abbreviations: pixel, pixels, px. Publisher will convert pixels into the default unit of measurement that you selected. For example, 1 inch=96 pixels.

[Show All](#)

Change Web page text colors for hyperlinks

Each color scheme has default settings for the colors that are used to display ordinary text, text that is a [hyperlink](#), and text that is a [followed hyperlink](#). You can change the default colors that are used for each of these kinds of text on your Web page.

1. If the **Color Schemes** task pane is not visible, click **Color Schemes** on the **Format** menu.
2. In the **Color Schemes** task pane, click **Custom color scheme**.
3. Click the arrow next to **Main** to select the color for text containing no hyperlinks.
4. Click the arrow next to **Hyperlink** to select the color that text becomes after you insert it as a hyperlink.
5. Click the arrow next to **Followed hyperlink** to select the color that a text hyperlink becomes after a reader clicks it.

Note Select text colors that display clearly against the current background color.

Set a background color or texture for a Web site

1. On the **Format** menu, click **Background**.
2. Do one of the following:
 - To select a background color, click a background in the task pane, then, under **More colors**, select that same color.
 - To see more color choices, click **More colors**, and then select the options you want.
 - To use a gradient, texture, pattern, picture, or tint, click **More backgrounds**, and then select the options you want.

Notes

- If you select a picture for a background, the picture is repeated, or tiled, to create the background texture for your Web pages.
- If you select a custom picture file for your background texture, make sure it is 20 kilobytes or smaller. Large picture files will require people who are viewing your Web site to wait a long time for the graphic to download.

[Show All](#)

Add a pattern or color to the page background

[Add to every page of your publication](#)

Change a master page to add a pattern or color that appears on every page to which that master page is applied.

1. On the **View** menu, click **Master Page**.
2. In the **Edit Master Pages** task pane, click the arrow next to the master page where you want to add a background, and then click **Edit**.
3. On the **Format** menu, click **Background**.
4. In the task pane, select the options you want.
5. To return to a publication page, click **Close Master View** on the **Edit Master Pages** toolbar.

[Add to a single page](#)

1. Go to the page you want to change.
2. On the **Format** menu, click **Background**.
3. In the task pane, select the options you want.

[Show All](#)

Troubleshoot Web background color or texture

[I can't hide the background color or texture of a Web site.](#)

The **Ignore Master Page** command on the **View** menu doesn't work with Web page background colors or textures. A Web page background is not the same as a master page. You can remove a background from your Web page.

[How?](#)

1. On the **Format** menu, click **Background**.
2. In the **Background** task pane, click **No Fill**.

[I added a background and now my Web page takes a long time to download.](#)

If you select a picture file for your background texture, make sure it is 20 kilobytes or smaller. Large picture files will require people who are viewing your Web site to wait a long time for the graphic to download.

[Show All](#)

Add a background sound to a Web page

When you add a background sound to a Web page in Publisher, the sound plays when you view your Web page in a [browser](#). The background sound will not play when you view the Web page in Publisher.

1. Go to the page where you want to add a background sound.
2. On the **Tools** menu, click **Web Page Options**.
3. Under **Background sound**, do one of the following:
 - In the **File name** box, enter the path of the sound file you want.
 - To browse for a background sound, click **Browse**, click the sound file you want, and then click **Open**.
4. Under **Background sound**, do one of the following:
 - To have the sound play continuously, click **Loop forever**.
 - To have the sound play a specific number of times, click **Loop**, and then type or select the number you want.
5. Click **OK**.

[Show All](#)

Add an HTML code fragment to a Web page

Using your own [HTML code fragment](#), you can add objects, such as counters and scrolling marquees, or scripts, such as VBScript, to your Web site.

1. On the **Insert** menu, click **HTML Code Fragment**.
2. In the **HTML Code Fragment** box, insert your HTML code fragment by typing or pasting from another source over the entire placeholder text.
3. Click **OK**.

Your HTML code fragment appears as code in a frame on your Web page, and the result of your HTML code fragment appears when you preview or publish your Web page.

Security If you use an HTML code fragment from an unknown source, it may cause performance or security problems for your Web site. For example, your Web pages might not load properly. Publisher does not check HTML code fragments for accuracy or security. If you are copying and pasting an HTML code fragment that is not your own, make sure that it is from a trusted source.

[Show All](#)

Make my text look the same in all browsers

Text can look different in different [browsers](#). If you want text on a Web page to look the same in all browsers, you can use a Web font, or you can convert that text to a picture.

- Do one of the following:

[Select a Web font](#)

The following Web fonts are Latin text fonts that have been designed or selected for easy screen readability. These Web fonts are also [TrueType fonts](#), which many of your readers will already have installed on their computers:

- Arial
- Arial Black
- Comic Sans MS
- Courier New
- Georgia
- Impact
- Symbol
- Times New Roman
- Trebuchet
- Verdana
- Wingdings

When you work on Web publications, you can limit the selection of available fonts to Web fonts.

[How?](#)

1. In a Web publication, click **Font** on the **Format** menu.
2. In the **Font** dialog box, click **Show only Web fonts**.

[Insert your text as WordArt](#)

1. On the **Objects toolbar**, click **Insert WordArt** .
2. Click the special effect you want, and then click **OK**.
3. In the **Edit WordArt Text** dialog box, type the text you want to format, select any other options you want, and then click **OK**.
4. To add or change effects to the text, use the tools on the **WordArt toolbar**.

[Insert your text as a picture](#)

1. Click the text box that you want to convert to a picture.
2. On the **Edit** menu, click **Cut**.
3. On the **Edit** menu, click **Paste Special**.
4. Under **As**, click one of the following Web graphic formats:
 - **Picture (GIF)**
 - **Picture (PNG)**
 - **Picture (JPG/JFIF)**
5. Click **OK**.

Note When text is converted to a picture, you can no longer edit it as text. Also, your Web site may take longer to download in a browser if you convert your text into a picture.

[Show All](#)

Publish a Web site

You can publish a Web site to a [Web server](#), a network server, a [File Transfer Protocol \(FTP\)](#) server, or to a folder on your own computer.

[Publish a Web site to a location on the Internet or on a network](#)

To publish your Web site on the [World Wide Web \(WWW\)](#), you need to subscribe to a Web hosting service. A Web hosting service provides Internet access and storage space on Web servers. Before you can publish your Web site, you should ask your [Internet Service Provider](#) or system administrator for the [Uniform Resource Locator \(URL\)](#) of the Web site where you can save files.

1. On the **File** menu, click **Publish to the Web**.
2. In the **File name** box in the **Publish to the Web** dialog box, type the URL of the Web or network server where you want to save your Web site, and then click **Save**.
3. If prompted, type your user name and password, and then click **OK**.

The directory associated with your URL will appear in the **Publish to the Web** dialog box.

4. Double-click the folder where you want to save your Web site.
5. In the **File name** box, select **index** as the default name for your home page, and then click **Save**.
6. When prompted, click **OK**.

[Publish a Web site using FTP](#)

Before following this procedure, contact your Internet Service Provider or system administrator to get the information you need to publish to an [FTP](#) site. You also have to create an FTP site in **FTP Locations**.

[How?](#)

1. On the **File** menu, click **Publish to the Web**.

2. In the **Save in** box, click **FTP Locations**.
3. Double-click **Add/Modify FTP Locations**.
4. Enter the information you received from your Internet Service Provider, and then click **OK**.
5. Click **Cancel**.

1. On the **File** menu, click **Publish to the Web**.
2. In the **Save in** box, click **FTP Locations**.
3. In the list of FTP sites, double-click the site you want, and then double-click the folder where you want to publish your Web site.
4. Click **Save**.

 [Publish a Web site to a folder on your computer](#)

1. On the **File** menu, click **Publish to the Web**.
2. In the **Save in** list, in the **Publish to the Web** dialog box, click the drive or folder where you want to publish your Web site.
3. Do one of the following:
 - In the folder list, double-click the folder where you want to publish your Web site.
 - Click **Create New Folder**  to create a new folder, and then type a name for the new folder in the **Name** box.
4. In the **File name** box, type a file name for your Home page.
5. Click **Save**.

Note If your Internet Service Provider (ISP) requires you to use a specific program to upload your Web site, or if you are publishing your Web site to a corporate intranet, you may need to save a version of your Web site in a specific [HTML](#) file format and follow a different procedure to publish your Web site. Ask your ISP or your system administrator for information about how to save and publish your Web site.

[Show All](#)

About saving and publishing Web sites

When you create a Web site using Publisher, you create a Web publication that is a Publisher file (.pub). When you publish this Web site to the Web, Publisher converts your .pub file to [filtered HTML](#) files and then exports these files to the destination you select.

For best results, you should edit your Web site as a .pub file in Publisher. To make changes to your Web site, you should keep a current version of your Web site on your local computer as a .pub file. If you are using an external [FTP](#) program to publish your Web site, and you need to save your Web site as an .html or .mhtml file before you publish it to the Web, you should also save a current version as a .pub file. When you want to make changes to your published Web site, edit this original .pub file, and then publish it to the Web again to replace your published Web site with the updated version.

[Show All](#)

Troubleshoot publishing Web sites

[I can't connect to the Internet.](#)

You might be experiencing [Internet](#) connection problems. To publish your Web site, you must have access to the Internet, either through a modem or through a network connection that provides Internet access. To check your Internet connection, do one of the following:

- If you're using a modem to gain access to the Internet, check your modem connection. Most external modems have lights that show when they're sending or receiving signals. Consult your modem's user manual for more information.
- If you connect to the Internet through an [Internet Service Provider](#), you may need to log on to the service again. You may also want to test other Internet connections from the same service provider.
- If you have Internet access through your company's network, there could be network problems or Internet connection problems. If the problem persists, contact your network administrator.

[My Web site loads slowly.](#)

- You may have a slow Internet connection, or you may be experiencing problems with your Internet connection. Check your connection speed or try to log on to your Internet Service Provider again.
- If your Web site loads slowly when you publish updates, check to see whether you selected the **Enable incremental publish to the Web** option. This option allows you to publish updates to a previously published Web site quickly by uploading only the files that contain the changes you have made.

[How?](#)

1. On the **Tools** menu, click **Options**, and then click the **Web** tab.
2. Under **Saving**, select **Enable incremental publish to the Web**.

[After I published my Web site, some features did not work.](#)

You may have published to a [Web server](#) that does not have the most recent version of the FrontPage Server Extensions from Microsoft. Without these server extensions, certain features will not work, such as Web forms.

Contact your Internet Service Provider or network administrator to find out if the Web server or network server that you are publishing to has the necessary server extensions.

[I published my updated Web site to the Web, but I don't see the changes I made.](#)

If you try to publish an updated version of your Web site to the Web, and your changes do not appear, it may be because you made previous changes to your Web site files directly on the [Web server](#) or the network server. If you made changes to your Web site directly on the server, you will not be able to publish later updates to the site from the original .pub file by using the **Publish to the Web** command. This is because the files that you changed on the server will no longer match up with the files that Publisher exports.

To update your Web site by using the **Publish to the Web** command, you will need to ensure that Publisher publishes your entire Web site, and not just the updates to the .pub file.

[How?](#)

1. On the **Tools** menu, click **Options**, and then click the **Web** tab.
2. Under **Saving**, clear the **Enable incremental publish to the Web** check box.

[Show All](#)

Troubleshoot how Web pages display in a browser

 [The fill color, border, or shadow of the text box doesn't appear when I view my page in a browser.](#)

Some older versions of Web [browsers](#) cannot display fill color, line borders, or shadows of Microsoft Publisher text boxes. Be sure you are using the current version of your Web browser, or use Microsoft Internet Explorer version 5.0 or later.

You can't guarantee how your fill color, line borders, or shadows of text boxes will look to people viewing your Web site because they may be using a browser that doesn't support these features.

 [The layout is wrong when I view my page in a browser.](#)

Some earlier versions of browsers don't support Hypertext Markup Language (HTML) tables. If your browser doesn't support HTML tables, your Web page layout won't preview correctly. Be sure you are using the current version of your Web browser, or use Microsoft Internet Explorer. You can download Internet Explorer from the Microsoft Web site.

Some earlier versions of browsers don't fully support Cascading Style Sheet Positioning. In this case, objects will appear in a linear manner rather than layered when previewed.

You can also upgrade to a newer browser to view your layout correctly.

[Show All](#)

Troubleshoot the look of HTML fragments and forms

[The result of my HTML code fragment doesn't look right when I preview.](#)

There are several possible reasons why the result of your HTML code fragment doesn't look right when you preview in a browser:

- Your code fragment functions, but might need to be adjusted to perform the way you want it to. Change the code fragment in Microsoft Publisher and preview it again.
- The HTML code fragment overlaps another object in Publisher. Separate the objects and preview it again.
- Different browsers interpret HTML in different ways, thus any unexpected result could be caused by the browser you're using.
- You placed BorderArt around the HTML code fragment in Publisher. Remove the BorderArt and preview it again.

[The result of my HTML code fragment doesn't appear when I preview.](#)

There are a few reasons why you may not see the result of your HTML code fragment when you preview in a browser:

- The HTML code fragment you inserted is not correct. Check the code fragment in Microsoft Publisher and change it if necessary.
- The HTML code fragment overlaps another object in Publisher. Separate the objects and preview again.

[My Web form controls don't work.](#)

When adding form controls to a Web page, do not overlap them with other controls or objects and do not use these special effects on them:

- Rotation
- Fill color

- Fill effects (tints, shades, patterns, and gradients)
- Shadowing
- Borders or BorderArt
- Hyperlinks

[Show All](#)

About filtered HTML

When you publish a Web site to the Web using the **Publish to the Web** command (**File** menu), Publisher converts your Publisher file (.pub) into smaller [filtered HTML](#) files that can be published to the Web more quickly. Publisher encodes its filtered HTML with [Vector Markup Language \(VML\)](#) information that speeds up the downloading time for graphics on your Web site.

You cannot edit a Web page in Publisher when it is saved as filtered HTML. To edit a Web page in Publisher, save a copy of your Web site to your local computer as a .pub file. To make changes to your published Web site, edit the original .pub file in Publisher, and then publish it again.

[Show All](#)

Turn incremental publish to the Web on or off

In Publisher, incremental publish to the Web allows you to publish updates to a previously published Web site quickly by publishing only those files you have updated. For example, when you make changes to your Web site in Publisher and then publish the updated version of your Web site to the Web using the **Publish to the Web** command, Publisher will publish only those changes you have made to your Web site, instead of republishing the entire Web site. Incremental publish to the Web speeds up the task of updating your Web site.

If you make changes to your Web site directly on a [Web server](#) outside of Publisher, enabling incremental publish to the Web may prevent you from publishing subsequent updates to your Web site using the **Publish to the Web** command. If you plan to manage your Web site files directly on the Web server (such as through a separate [FTP](#) program), you should turn off incremental publish to the Web.

1. On the **Tools** menu, click **Options**, and then click the **Web** tab.
2. Under **Saving**, do one of the following:
 - To turn off incremental publish to the Web, clear the **Enable incremental publish to the Web** check box.
 - To turn on incremental publish to the Web, select the **Enable incremental publish to the Web** check box.

Note Incremental publish to the Web is enabled by default in Publisher.

[Show All](#)

Create a shortcut for FTP

Before you can add an [FTP](#) site to the list in FTP Locations, you must have access to the Internet or to an intranet.

1. On the **File** menu, click **Open**.
2. In the **Look in** box, click the arrow, and then click **FTP Locations**.
3. Double-click **Add/Modify FTP Locations**.
4. In the **Name of FTP site** box, type the FTP site name; for example, type: ftp.samples.microsoft.com.
5. Do one of the following:
 - If you want to log on to an FTP site that allows anonymous log on, under **Log on as**, click **Anonymous**.
 - If you want to log on to an FTP site that you have user privileges for, under **Log on as**, click **User**, and then type your password in the **Password** box.
6. Click **Add**.
7. Click **OK**.

[Show All](#)

Change the logon name or password for an FTP site

1. On the **File** menu, click **Open**.
2. In the **Look in** box, click **FTP Locations**.
3. Right-click the [FTP](#) site you want to change, and then click **Modify**.
4. Change the options you want, and then click **OK**.

[Show All](#)

Add, remove, change, or reorder links on a navigation bar

[Add links to a navigation bar](#)

You can use a navigation bar to provide links to other pages within your Web site, external Web sites or files, or e-mail addresses.

1. Select the navigation bar to which you want to add links.
2. On the **Format** menu, click **Navigation Bar Properties**, and then click the **General** tab.
3. Click **Add Link**.
4. In the **Add link** dialog box, do one of the following:

[Add a link to another page on the Web site](#)

1. Under **Link to**, click **Place in this document**.
2. Under **Select a place in this document**, click the page that you want to link to the navigation bar.
3. In the **Text to display** box, type the text that you want to appear on the navigation bar, and then click **OK**.
4. In the **Navigation Bar Properties** dialog, click **OK**.

[Add a link to an external destination](#)

1. Under **Link to**, click **Existing File or Web Page**.
2. Do one of the following:
 - In the **Address** box, type the [URL](#) for the Web page that you want to link to.
 - In the **Look in** box, click the arrow on the right to locate and select the file that you want.
3. In the **Text to display** box, type the text that you want to appear on the navigation bar, and then click **OK**.
4. In the **Navigation Bar Properties** dialog box, click **OK**.

[Add a link to an e-mail address](#)

You can add links to the navigation bar that enable visitors to send e-mail to a specific e-mail address.

1. Under **Link to**, click **E-mail Address**.
2. Under **E-mail Address**, type the e-mail address that you want to use, or select an e-mail address from the **Recently used e-mail addresses** box.
3. In the **Subject** box, type the text that you want to appear as subject of the e-mail message.
4. In the **Text to display** box, type the text that you want to appear on the navigation bar, and then click **OK**.
5. In the **Navigation Bar Properties** dialog box, click **OK**.

Note Some Web browsers and e-mail programs might not recognize the subject line.

5. Repeat steps 3 and 4 until you have added all of the links that you want to add to the navigation bar.

[Remove links from a navigation bar](#)

1. Select the navigation bar from which you want to remove links.
2. On the **Format** menu, click **Navigation Bar Properties**, and then click the **General** tab.
3. Under **Links**, click the link that you want to remove from the navigation bar.
4. Click **Remove Link**.
5. Repeat steps 3 and 4 until you have removed all of the links that you want to remove from the navigation bar, and then click **OK**.

[Change a link on a navigation bar](#)

You can change the destination of a link. You can also change the text that displays on the navigation bar.

1. Select the navigation bar that you want to change.
2. On the **Format** menu, click **Navigation Bar Properties**, and then click the

General tab.

3. Under **Links**, click the link that you want to change, and then click **Modify Link**.
4. In the **Modify Link** dialog box, do one of the following:

[Change destination of a link to another page](#)

1. Under **Link to**, click **Place in this document**.
2. Under **Select a place in this document**, click the page that you want to link to the navigation bar.
3. In the **Text to display** box, type the the text that you want to display on the the navigation bar button, and then click **OK**.
4. In the **Navigation Bar Properties** dialog box, click **OK**.

[Change destination of a link to an external destination](#)

1. Under **Link to**, click **Existing File or Web Page**.
2. Do one of the following:
 - In the **Address** box, type the [URL](#) for the Web page that you want to link to.
 - In the **Look in** box, click the arrow on the right to locate and select the file that you want.
3. In the **Text to display** box, type the the text that you want to display on the the navigation bar button, and then click **OK**.
4. In the **Navigation Bar Properties** dialog box, click **OK**.

[Change destination of a link to an e-mail address](#)

1. Under **Link to**, click **E-mail Address**.
2. Under **E-mail Address**, type the e-mail address that you want to use, or select an e-mail address from the **Recently used e-mail addresses** box.
3. In the **Subject** box, type the text that you want to appear as subject of the e-mail message.
4. In the **Text to display** box, type the the text that you want to display on the the navigation bar button, and then click **OK**.
5. In the **Navigation Bar Properties** dialog box, click **OK**.

Note Some Web browsers and e-mail programs might not recognize the

subject line.

[Change the text that displays on the navigation bar for a link](#)

1. In the **Text to display** box, type the the text that you want to display on the the navigation bar button, and then click **OK**.
2. In the **Navigation Bar Properties** dialog box, click **OK**.

[Reorder links on a navigation bar](#)

You can change the order in which links appear on a navigation bar. If you reorder links on the navigation bar, it will not change the actual order of pages in your Web publication. Similarly, if you move the pages in your publication, it will not reorder the corresponding links on the navigation bar.

1. Select the navigation bar that you want to change.
2. On the **Format** menu, click **Navigation Bar Properties**, and then click the **General** tab.
3. Under **Links**, click the link that you want to move, and then click either **Move Up** or **Move Down** to move the link.
4. Repeat step 3 until all of the links are arranged in the order that you want, and then click **OK**.

[Show All](#)

Change the look of a navigation bar

[Change the design of the navigation bar buttons](#)

1. Select the navigation bar that you want to change.
2. On the **Format** menu, click **Navigation Bar Properties**, and then click the **Style** tab.
3. In the list box under **Apply a design**, click the style that you want.

[Change the size or style of the navigation bar links](#)

1. Select the navigation bar that you want to change.
2. On the **Format** menu, click **Navigation Bar Properties**, and then click the **Style** tab.
3. Under **Apply a design**, do one of the following:
 - To select a small button style, click **Small buttons**.
 - To select a large button style, click **Large buttons**.
 - To select text only buttons, click **Text only**.

[Make navigation bar buttons show selected state of a page](#)

You can make the navigation bar show the selected state of a Web page to help your Web site visitors keep track of which page they are viewing. When a navigation bar is set to show the selected state of a Web page, the link or button for the selected page will have a different appearance from the links for the other pages of the Web site, and its hyperlink will be inactive.

1. Select the navigation bar that you want to change.
2. On the **Format** menu, click **Navigation Bar Properties**, and then click the **Style** tab.
3. Select the **Show selected state** check box.

Note The **Show selected state** check box is selected by default. If you clear this check box, all of the buttons on the navigation bar will look the same, regardless of the selected state of a page.

[Change the orientation of the navigation bar](#)

You can make the buttons or links in a navigation bar display in either a vertical column or a horizontal row.

1. Select the navigation bar that you want to change.
2. On the **Format** menu, click **Navigation Bar Properties**, and then click the **Style** tab.
3. Under **Orientation and alignment**, do one of the following:
 - To select a vertical navigation bar, click **Vertical (column of hyperlinks)**.
 - To select a horizontal navigation bar, click **Horizontal (row of hyperlinks)**.

[Change the maximum number of hyperlinks across for a horizontal navigation bar](#)

You can specify how many buttons you want to display across a row in horizontal navigation bars. If there are more buttons in the navigation bar than can be displayed in a single row, the navigation bar will display more than one row of buttons.

You can change the number of links that display across a row for a text-only navigation bar by resizing the text box that contains the text-only navigation bar.

1. Select the horizontal navigation bar that you want to change.
2. On the **Format** menu, click **Navigation Bar Properties**, and then click the **Style** tab.
3. Under **Orientation and alignment**, type or select the number of hyperlinks that you want to display in a row in the **Maximum number of hyperlinks across** box.

[Change the alignment of navigation bar hyperlinks on the page](#)

You can change the alignment of navigation bar links on the page for vertical, text-only navigation bars or for horizontal navigation bars.

1. Select the vertical, text-only navigation bar or horizontal navigation bar that you want to change.

2. On the **Format** menu, click **Navigation Bar Properties**, and then click the **Style** tab.
3. In the **hyperlink alignment** box, do one of the following:
 - To align hyperlinks to the left of the page, click **Left**.
 - To center the hyperlinks on the page, click **Center**.
 - To align navigation bar hyperlinks to the right of the page, click **Right**.

[Change the color of a navigation bar](#)

The best way to apply consistent colors changes to every instance of a navigation bar in your publication is by changing the color scheme for your publication. If you change the color of your navigation bar by changing the color scheme, your navigation bar will retain any of its original fill effects, and it will retain complementary formatting for the selected state appearance of buttons.

[How?](#)

1. On the **Format** menu, click **Color Schemes**.
2. In the **Color Schemes** task pane, click the color scheme that you want to apply to your publication.

[Change the fonts for text on a navigation bar](#)

The best way to apply consistent font changes to all of the buttons on every instance of a navigation bar in your publication is by changing the font scheme for your publication. If you change the fonts by changing the font scheme, your navigation bar will have consistent complementary formatting for button text in both the selected and unselected states.

[How?](#)

1. On the **Format** menu, click **Font Schemes**.
2. In the **Font Schemes** task pane, click the font scheme that you want to apply to your publication.

[Show All](#)

Create a new navigation bar

Navigation bars are available only if you are working on a Web publication.

1. On the **Insert** menu, point to **Navigation Bar**, and then click **New**.
2. In the **Design Gallery** dialog box, on the **Objects by Category** tab, click the navigation bar design that you want.
3. Click **Insert Object**.
4. In the **Create New Navigation Bar** dialog box, type a name for the navigation bar in the **Name** box.
5. Under **Insert Options**, do one of the following:
 - To insert the navigation bar on each of the existing pages of your publication, click **Insert on every page**.
 - To insert the navigation bar on only the current page, click **Insert on this page only**.
6. Under **Automatic update**, do one of the following:
 - To update the navigation bar with links to all of the existing pages in the publication that are set to be linked to new navigation bars, select the check box **Update this navigation bar with links to existing pages in this publication**, and then click **OK**.
 - To specify which pages should be linked on the navigation bar, clear the check box **Update this navigation bar with links to existing pages in this publication**, and then specify which pages you want to link in the **Navigation Bar Properties** dialog box.

[How?](#)

1. In the **Navigation Bar Properties** dialog box, click **Add Link**.
2. In the **Add Link** dialog box, under **Link to**, click **Place in this document**.
3. Under **Select a place in this document**, click the page that you want to link to the navigation bar.
4. In the **Text to display** box, type the text that you want to appear on the navigation bar, and then click **OK**.
5. In the **Navigation Bar Properties** dialog box, click **OK**.

Microsoft Publisher adds links to the navigation bar for all of the pages that are set to be linked to new navigation bars.

[Show All](#)

About navigation bars

A navigation bar is a grouped set of [hyperlinks](#) that enables Web site visitors to navigate to the pages on your Web site or to other external destinations. Navigation bars can have buttons or plain text hyperlinks. You can insert navigation bars only if you are working on a Web publication.

Use navigation bars to provide Web site visitors with a way to locate information on your Web site and to navigate to the different pages of the site. Navigation bars assist Web site visitors by listing the pages that a site contains. Navigation bars also provide visitors with a way to keep track of which page they are viewing.

You can add more than one navigation bar to your Web site if you want to create primary and secondary navigation structures for the pages on your Web site. For example, you can insert a primary navigation bar on your home page that links to the main pages on your Web site. You can then insert additional navigation bars on each of these main pages that direct your visitors to specific pages that branch out from these main pages. You can also add additional navigation bars if you want to organize a series of links to external destinations.

You can format a navigation bar in the following ways:

- You can position navigation bars vertically or horizontally on the page.
- You can add multiple navigation bars to each page.
- You can change the design of navigation bar buttons.
- You can change the size of navigation bar buttons.
- You can make the navigation bar show the selected state of a page.
- You can change the number of links that horizontal navigation bars display in a row.

[Show All](#)

Troubleshoot navigation bars

[I inserted a new navigation bar, but it did not update with links to all of the existing pages in my Web site.](#)

- You might not have selected the **Update this navigation bar with links to existing pages in this publication** check box in the **Create New Navigation Bar** dialog box. When you select this check box, Microsoft Publisher will add links to the navigation bar for all of the pages in your Web site that are set to be linked to new navigation bars. If you clear this check box, Publisher will prompt you to select the pages that you want to link.
- You might not have set all of the pages in your Web publication to link to new navigation bars that are added to your publication. To specify that a page be linked to new navigation bars that you add, you must select the **Add hyperlink to new navigation bars that are added to this publication** check box in the **Web Page Options** dialog box (**Tools** menu, **Web Page Options** command).

If your navigation bar did not update with links to pages for either of the reasons listed above, you can update the navigation bar with links to these pages manually.

[How?](#)

1. Select the navigation bar to which you want to add links.
2. On the **Format** menu, click **Navigation Bar Properties**, and then click the **General** tab.
3. Click **Add Link**.
4. In the **Add link** dialog box, under **Link to**, click **Place in this document**.
5. Under **Select a place in this document**, click the page that you want to link to the navigation bar.
6. In the **Text to display** box, type the text that you want to appear on the navigation bar, and then click **OK**.
7. In the **Navigation Bar Properties** dialog box, click **OK**.

[I added new pages to my Web publication, but the existing navigation bar did not update with links for the new pages.](#)

- You might not have selected the **Add hyperlink to navigation bars** check box in the **Insert Web Page** or **Insert Page** dialog box when adding pages to your Web publication.
- You might not have set the navigation bar to update with links to new pages that are added to the publication. The **Update this navigation bar with links to new pages that are added to this publication** check box must be selected in order for an existing navigation bar to update automatically with links to new pages that are added.

If your navigation bar did not update with links to new pages for either of the reasons listed above, you can add pages to the navigation bar manually.

[How?](#)

1. Select the navigation bar to which you want to add links.
2. On the **Format** menu, click **Navigation Bar Properties**, and then click the **General** tab.
3. Click **Add Link**.
4. In the **Add link** dialog box, under **Link to**, click **Place in this document**.
5. Under **Select a place in this document**, click the page that you want to link to the navigation bar.
6. In the **Text to display** box, type the text that you want to appear on the navigation bar, and then click **OK**.
7. In the **Navigation Bar Properties** dialog box, click **OK**.

[I added new pages to my publication, but they do not contain any of my publication's navigation bars.](#)

When you add new pages to a publication that has existing navigation bars, you must insert any existing navigation bars that you want to appear on the new pages.

[How?](#)

1. On the [page sorter](#), click the page where you want to insert an existing navigation bar.
2. On the **Insert** menu, point to **Navigation Bar**, and then click **Existing**.
3. In the **Design Gallery** dialog box, on the **My Objects** tab, click the existing navigation bar that you want to insert.
4. Click **Insert Object**.

[I changed my page title, but the navigation bar did not update with the new title text.](#)

If you change the title of a page after inserting a navigation bar, you will need to change the text in the **Text to display** field for the navigation bar in order to update the navigation bar with the new page title.

[How?](#)

1. Select the navigation bar that contains the link text you want to change.
2. On the **Format** menu, click **Navigation Bar Properties**, and then click the **General** tab.
3. Under **Links**, click the link that you want to change, and then click **Modify Link**.
4. In the **Modify Link** dialog box, in the **Text to display** box, type the text that you want to display on the navigation bar button, and then click **OK**.
5. In the **Navigation Bar Properties** dialog box, click **OK**.

[The text on my navigation bar buttons does not appear.](#)

You might have changed the color of the navigation bar button to a color that matches the font color of the text. Try changing the color of the button or the color of the button text.

[My navigation bar does not update with new colors when I change the color scheme for my Web publication.](#)

You might have changed the color of the navigation bar or the navigation bar buttons to a non-scheme color. If you fill the navigation bar with a color that is not a [scheme color](#), it will not automatically update when you change the [color](#)

[scheme](#) of your publication. For best results, change the color the of the navigation bar by changing the color scheme for your publication. If you change the color of your navigation bar by changing the color scheme, your navigation bar will retain any of its original fill effects, and it will retain complementary formatting for the selected state appearance of buttons.

 [A change that I applied to a navigation bar button on one page does not apply to the same button in other instances of that navigation bar on other pages.](#)

- You might have changed only the selected state appearance of the button. When you view a specific page in your Web publication, the navigation bar button for the page in view will look different from the other buttons on the navigation bar in order to indicate the selected state of the page.

If you apply formatting changes to a button when it is in its selected state, you are editing the selected state appearance of the button, and those changes will not appear on other pages when that navigation bar button is not in a selected state. Similarly, if you edit buttons when they are not selected, the changes that you apply to the unselected state will not apply to the appearance of the selected state of the button. To change the appearance of the selected state of all of the navigation bar buttons, you must change each button separately, when it is in its selected state.

- The navigation bars might not be part of the same set. If you added multiple identical navigation bars to a publication by inserting a new navigation bar each time, each navigation bar will be a unique navigation bar that is not related to the other navigation bars in the publication. To have multiple instances of the same navigation bar occur in a publication, you must add this navigation bar to a page by inserting it as an existing navigation bar.

 [How?](#)

1. On the [page sorter](#), click the page where you want to insert an existing navigation bar.
2. On the **Insert** menu, point to **Navigation Bar**, and then click **Existing**.
3. In the **Design Gallery** dialog box box, on the **My Objects** tab, click the existing navigation bar that you want to insert.
4. Click **Insert Object**.

[The navigation bar buttons in my publication do not change to show the selected stage of a page.](#)

- You might not have selected the **Show selected state** check box in the **Navigation Bar Properties** dialog box. You can make your navigation bar buttons show the selected state of a page.

[How?](#)

1. Select the navigation bar that you want to change.
 2. On the **Format** menu, click **Navigation Bar Properties**, and then click the **Style** tab.
 3. Select the **Show selected state** check box.
- You might have changed the color of the entire navigation bar. If the navigation bar design for your publication uses a change in button color to show the selected state of a page, any color changes that you apply to the entire navigation bar may override the selected state formatting for buttons. To restore the original formatting of your navigation bar, try deleting the navigation bar and inserting a new navigation bar.

[I cannot change the text for the links in my text-only navigation bar.](#)

You cannot select the text on a text-only navigation bar. To change the font for a text-only navigation bar, update the **Font Scheme** for the publication. To change the text that displays for a link on a text-only navigation bar, change the text for the link in the **Text to display** box.

[How?](#)

1. Select the navigation bar that contains the link text you want to change.
2. On the **Format** menu, click **Navigation Bar Properties**, and then click the **General** tab.
3. Under **Links**, click the link that you want to change, and then click **Modify Link**.
4. In the **Modify Link** dialog box, in the **Text to display** box, type the text that you want to display on the the navigation bar button, and then click **OK**.
5. In the **Navigation Bar Properties** dialog box, click **OK**.

[Show All](#)

Delete a navigation bar

[Delete a navigation bar](#)

1. Select the navigation bar that you want to delete.
2. On the **Edit** menu, click **Delete Object**.

Note If there is more than one instance of a navigation bar in your Web publication, you will need to delete that navigation bar on each of the pages where it appears in order to remove the navigation bar from your publication completely.

[Delete a navigation bar design from the Design Gallery](#)

You can delete a navigation bar design from the Design Gallery, if you no longer want to use that navigation bar design in your publication. Deleting a navigation bar from the Design Gallery does not remove that navigation bar from the publication itself.

1. On the **Insert** menu, click **Design Gallery Object**.
2. In the **Design Gallery** dialog box, click the **My Objects** tab.
3. Click the navigation bar design that you want to delete, and then click **Options**.
4. Click **Delete This Object**.

[Show All](#)

Insert an existing navigation bar

If you already have a navigation bar on some pages of your Web publication, but you also want it to appear on other pages, you can add it to these pages.

Navigation bars are available only if you are working on a Web publication.

1. On the [page sorter](#), click the page where you want to insert an existing navigation bar.
2. On the **Insert** menu, point to **Navigation Bar**, and then click **Existing**.
3. In the **Design Gallery** dialog box, on the **My Objects** tab, click the existing navigation bar that you want to insert.
4. Click **Insert Object**.

[Show All](#)

About hyperlinks

A hyperlink is a link from a document that, when clicked, opens another page or file. The destination is frequently another Web page, but it can also be a picture, an e-mail address, or a program. The hyperlink itself can be text or a picture.

When a site visitor clicks the hyperlink, the destination is shown in a Web browser, opened, or run, depending on the type of destination. For example, a hyperlink to a page shows the page in the Web browser, and a hyperlink to an [AVI](#) file opens the file in a media player.

[How hyperlinks are used](#)

You can use hyperlinks to do the following:

- Navigate to a file or Web page on a network, intranet, or Internet.
- Navigate to a file or Web page that you plan to create in the future.
- Send an e-mail message.
- Start a file transfer, such as downloading or an -- [FTP](#) process.

When you point to text or a picture that contains a hyperlink, the pointer becomes a hand , indicating that it is something you can click.

[What a URL is and how it works](#)

When you create a hyperlink, its destination is encoded as a [Uniform Resource Locator](#) (URL), such as `http://example.microsoft.com/news.htm` or `file://ComputerName/SharedFolder/FileName.htm`. The following illustration defines the parts of the URL:



The diagram shows the URL `http://www.microsoft.com/office/productinfo/default.htm` with four numbered callouts: 1 points to `http://`, 2 points to `www.microsoft.com/`, 3 points to `office/productinfo/`, and 4 points to `default.htm`.

- 1 [Protocol](#)
- 2 [Web server](#) or [network location](#)
- 3 [Path](#)
- 4 File name

What is the difference between an absolute and a relative hyperlink?

An *absolute* URL contains a full address, including the protocol, the Web server, the path and the file name.

A *relative* URL has one or more missing parts. The missing information is taken from the page that contains the URL. For example, if the [protocol](#) and [Web server](#) are missing, the Web browser uses the protocol and domain, such as .com, .org, .edu, of the current page.

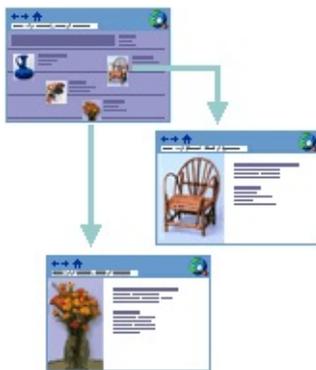
It is common for pages in a web to use relative URLs containing only a partial path and file name. If the files are moved to another server, any hyperlinks will continue to work as long as the relative positions of the pages remains unchanged. For example, a hyperlink on Products.htm points to a page named apple.htm in a folder named Food; if both pages are moved to a folder named Food on a different server, the URL in the hyperlink will still be correct.

[Using text versus pictures](#)

A text hyperlink is a word or phrase that has been assigned a destination URL.

A picture hyperlink is a picture that has been assigned a destination URL in one of two ways:

- The entire picture can be assigned a default hyperlink. In this case, the site visitor can click any part of the picture to display its destination. An example of a picture with a default hyperlink is a button.
- The picture can be assigned one or more hyperlinks. A picture that contains more than one hyperlink is called an image map. For example, an image map can be a picture that represents different parts of a Web site (such as the home page, a catalog page, and so on). The site visitor clicks a certain area of the image map to display the corresponding page.

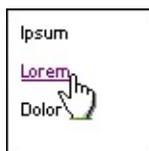


How hyperlinks are shown

Hyperlinks can be indicated in various ways. Web browsers usually underline text hyperlinks and display them in different colors. For example, this is how a text hyperlink might look before you click it.



This is how a text hyperlink might look after you click it.



Hyperlinks on a picture are not always visible, but a site visitor can tell that a picture has a hyperlink by positioning the mouse pointer over it—the mouse pointer changes appearance, usually to a pointing hand . Position your mouse pointer over the following button:



To emphasize a hyperlink even more, you can add animation to hyperlinks.



A hyperlink should also give a visual cue about where it leads; for example, the hyperlinks below could be used to lead to a web's home page:

[Home Page](#)



[Show All](#)

Create a hyperlink

[Create a hyperlink to a file or page](#)

1. Select either text or a picture.
2. Click **Insert Hyperlink** .
3. Under **Link to**, click **Existing File or Web Page**.
4. Do one of the following:
 - To select a file from your My Documents folder, click **Current Folder**.
 - To select a file that was recently viewed in your Web browser, click **Browsed Pages**.
 - To select a file that you were recently working in, click **Recent Files**.
5. Navigate to the file or page you want.

[Create a hyperlink to an e-mail address](#)

1. Select either text or a picture.
2. Click **Insert Hyperlink** .
3. Under **Link to**, click **E-mail Address**.
4. Either type the e-mail address you want in the **E-mail address** box, or select an e-mail address from the **Recently used e-mail addresses** box.
5. In the **Subject** box, type the subject of the e-mail message.

Note Some Web browsers and e-mail programs might not recognize the subject line.

[Create a hyperlink to another place in your document](#)

1. Select either text or a picture.
2. Click **Insert Hyperlink** .
3. Under **Link to**, click **Place in This Document**.
4. Select the page you want.

[Create a hyperlink to a new page](#)

1. Select either text or a picture.
2. Click **Insert Hyperlink** .
3. Under **Link to**, click **Create New Document**.
4. Either type the path and name of the new file, or click **Change** to navigate to a location.
5. Select either **Edit the new document later** or **Edit the new document now**.

[Show All](#)

Change a hyperlink

[Change the destination of a hyperlink](#)

1. Select the hyperlink you want to change.
2. Click **Insert Hyperlink** .
3. Change the hyperlink destination.

[Change the display text of a hyperlink](#)

1. Select the hyperlink text.
2. Type the new text in the highlighted area.

[Change a hyperlink to regular text](#)

1. Select the hyperlink.
2. Click **Insert Hyperlink** .
3. Click **Remove Link**.

[Show All](#)

Remove a hyperlink

[Remove a hyperlink completely, including hyperlink text](#)

- Select the hyperlink, and then press DELETE.

[Remove a hyperlink but keep the text](#)

1. Select the hyperlink.
2. Click **Insert Hyperlink** .
3. Click **Remove Link**.

Change the color of text hyperlinks and body text

The easiest way to change the color of text hyperlinks and body text is to choose another standard color scheme. However, switching color schemes also changes other colors in your publication.

To customize the color of text hyperlinks and body text, you must create a custom color scheme.

1. On the **Format** menu, click **Color Schemes**.
2. In the **Color Schemes** task pane, click **Custom color scheme**.
3. In the **Color Schemes** dialog box, click the **Custom** tab.
4. Under **Scheme colors**, click the arrow next to the text color you want to change.
5. On the color palette, click the color you want.

Under **Sample**, the text colors change to show you how your colors will appear against your background color or texture.

6. Click **OK**.

[Show All](#)

Troubleshoot hyperlinks

[A hyperlink goes to the wrong destination.](#)

This can be caused by one of following:

The destination might have been entered incorrectly Make sure that the hyperlink destination is correct.

The original destination may have moved to a different location Use your Internet browser to navigate to the destination to ensure that it still exists.

[A hyperlink does not work.](#)

This can be caused by one of the following:

The destination might have moved or might not exist any more Verify that the file exists. If the destination file is on the Internet, search for it in your Web browser. If the file is on your hard disk or a network, search for it in Microsoft Windows Explorer.

The text you believe is a hyperlink only looks like a hyperlink Select the text and click **Insert Hyperlink**  to make sure the text is a hyperlink.

You may not have access to the destination If the destination file is on the Internet, make sure you have a connection to the Internet. If the destination is on a network, contact your Network Administrator to ensure that you have access to the destination file.

[A hyperlink does not appear.](#)

This can be caused by one of the following:

The hyperlink is located in a rotated text box or AutoShape In a Web publication, hyperlinks will not function properly if they are located in rotated text boxes or [AutoShapes](#). You can restore the hyperlinks in your Web publication by returning the rotated text boxes or AutoShapes that contain

hyperlinks to their original position.

The hyperlink is located in a text box or AutoShape with BorderArt In a Web publication, hyperlinks will not function properly if they are located in a text box or [AutoShape](#) with BorderArt. You can restore the hyperlinks in your publication by removing any BorderArt from the text boxes or AutoShapes that contain hyperlinks.

[Show All](#)

About Web graphics

Consult the following guidelines when you add pictures to your Web page.

- Keep the size your graphics files as small as possible to avoid lengthy downloads for your visitors. Try to stay under a total of 40 KB of graphics per page.
- To speed up the downloading time for graphics on your Web site, select **Rely on VML for faster graphics downloading** on the **Web** tab (**Options** command, **Tools** menu.) If you select this option, people who view your Web site in a [browser](#) that does not recognize graphics in [Vector Markup Language \(VML\)](#) format (such as Microsoft Internet Explorer 4.0 or earlier) will not see any graphics.
- Place larger graphics on a separate Web page and link to it via a hyperlinked thumbnail image of the graphic.
- Use the same image more than once. It lends consistency and is downloaded a single time. Images that can be reused include navigation buttons or a company logo.
- If you want to use a graphic from another source (for example, if you want to copy a graphic from a Web site), you'll need permission from the copyright holder for the image.
- Depending on its purpose, save each image as one of the following Web graphic file formats:

Format	Description
GIF	Graphic Interchange Format. Use for clip art, drawings, and black and white photographs.
JPG or JPEG	Joint Photographic Experts Group. Use for color photographs and scanned images.
Animated GIF	Animated Graphic Interchange Format. Use to add movement to a Web page, but use sparingly so that visitors are not distracted from the Web site's message.
	Portable Network Graphics. Use to improve the quality of graphics on your Web site. The PNG graphic file format (.png) is used for a wide range of graphics, from small images (such as bullets and banners) to complex images (such as photographs). If you select this

PNG

option, people who view your Web site in a browser that does not support PNG graphics (such as Microsoft Internet Explorer 5.0 or earlier) will see either improperly displayed or missing graphics. To allow PNG graphics, select **Allow PNG as a graphics format to improve graphics quality** on the **Web** tab (**Options** command, **Tools** menu).

[Show All](#)

Add an animated picture to a Web page

1. On the **Insert** menu, point to **Picture**, and then click **From File**.
2. In the **Insert Picture** dialog box, locate the folder that contains the animated picture that you want to insert, and then click the file that you want.
3. Click **Insert**.

The picture is not animated in Microsoft Publisher; you must preview it in a [browser](#) to see the animation.

[Show All](#)

Add a thumbnail

[Create a thumbnail](#)

1. On your Web page, click the graphic you want to copy for your thumbnail.
2. On the **Edit** menu, click **Copy**.
3. On the **Edit** menu, click **Paste**.

You now have two copies of the same graphic, one on top of the other.

4. Right-click the top graphic, and then click **Format Picture**.
5. Click the **Size** tab.
6. Under **Scale**, select the **Lock aspect ratio** box.
7. Click **OK**.
8. Position the pointer over one of the [handles](#) of the graphic on top until you see the **Resize** pointer.



9. Hold down SHIFT and drag the handle to resize the object until it is approximately 1 square inch. This image is your thumbnail.

[Link a thumbnail to the original graphic](#)

1. Position the thumbnail on the page.
2. Click the original graphic.
3. Click **Cut** .
4. Go to or create the page you want the original graphic to be on.
5. Click **Paste** .
6. Go back to the page that has the thumbnail, and click it.
7. Click **Insert Hyperlink** .
8. Insert a hyperlink to the page that contains the larger graphic.

Add alternative text to a Web page graphic

Use a text descriptor for a picture (known as alternative text or ALT text) to aid those who have text-only browsers, have turned their graphics display off, have slow speed connections to the Internet, or use voice readers.

1. Open your Web page in Microsoft Publisher.
2. Select the picture to which you want to add alternate text.
3. On the **Format** menu, click **Picture**.
4. Click the **Web** tab.
5. Under **Alternative text**, type text that describes the content of the picture.

[Show All](#)

Troubleshoot animated graphics on a Web site

Microsoft Publisher does not display animation when you add an animated picture to a Web page. You see the animation when you preview your Web page in a browser.

If your picture is not animated in the browser:

- You might have added a file that has lost its animated properties because of the method you used to place it in your Web page. For example, if you used the **Copy** and **Paste** commands, the picture might have lost animation properties. Try inserting the picture.

 [How?](#)

1. On the **Insert** menu, point to **Picture**, and then click **From file**.
 2. Navigate to and then select the animated picture you want.
 3. Click **Insert**.
- Your picture might overlap another object on the page. In this case, separate the two objects.
 - You may have rotated the picture, which disables the animation.

Note Once an animated picture is in Publisher, you can copy and paste it from one place to another.

[Show All](#)

Troubleshoot Web animations and graphics

 [My picture isn't animated.](#)

Microsoft Publisher does not display animation when you add an animated picture to a Web page. You see the animation when you preview your Web page in a browser.

If your picture is not animated in the browser, it might be due to one of the following causes:

- You might have added a file that has lost its animated properties because of the method you used to place it initially in your Web page (for example, using the **Copy** and **Paste** commands). Find the original file and insert it using the **Insert** menu.

After an animated picture has been inserted into your Web publication, you can copy and paste it from one place to another.

- You might have rotated the picture, which disables the animation.

 [The quality of my graphic is poor.](#)

The quality of your original graphic might be poor. Or, you might have resized the graphic, which can change its appearance and quality. Try inserting the graphic again at its original size or replacing it with another graphic.

About Web form controls

Form controls are the individual boxes and buttons with which a Web site visitor enters information. Microsoft Publisher supports seven types of form controls:

Use a **Checkbox** to present multiple choices. You can add several checkboxes to present a group of related but independent choices, and visitors can select any number of checkboxes from the group.

- Car
- Bus
- Walk

Use a group of **Option Buttons** to present a yes/no choice. Visitors can only select one option button (choice) within the group. You can have more than one group of option buttons per form or page.

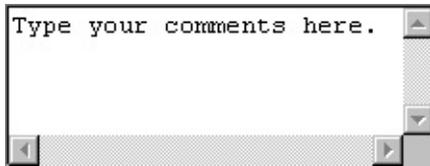
- Yes
- No

Use a **List Box** to present a group of items in a list. Visitors can scroll to select from one to any number of choices in the list box. You determine the available choices and the number that may be selected when you set the properties of the list box.



Use a **Textbox** to provide only one line for typing information.

Use a **Text Area** to provide several lines for typing information.

A rectangular text area with a light gray background and a thin black border. The text "Type your comments here." is written in a monospaced font at the top left. On the right side, there is a vertical scrollbar with a small arrow pointing up. On the bottom side, there is a horizontal scrollbar with a small arrow pointing right.

You must include a **Submit** button on every form. This button allows visitors to send you their form data. You can rename the button.

The button can also be designated as a reset button to provide a way to clear form data and allow the Web visitor to start over.

A rectangular button with a light gray background and a thin black border. The word "Submit" is centered on the button in a simple, sans-serif font.A rectangular button with a light gray background and a thin black border. The word "Reset" is centered on the button in a simple, sans-serif font.

About assigning labels and values to form controls

The words you choose for the labels and values of the controls on your form are the words that will be returned to you when someone completes your form on the Web and clicks the **Submit** button.

For many controls, you can use the same words for the labels and values as those used on the form itself. For example, you add two list boxes to your form. One is labeled "Dogs" and contains a list of dog breeds. The other is labeled "Cats" and contains a list of cat breeds. You assign each control its own label and each item in the two lists its own value. If someone selects the values Collie and Tabby, the data you receive will be:

Dogs: Collie

Cats: Tabby

Sometimes a control's value represents a "selected" or "not selected" state. For example, you add a check box with the text label, "Click this box to receive our catalog." You assign the label Catalog and the value Yes to represent the check box in a checked state. If someone clicks the check box, you receive "Catalog: Yes" as your data. If the check box remains unselected, you receive "Catalog:" as your data.

[Show All](#)

Create a pre-designed Web form

1. On the **Objects [toolbar](#)**, click **Design Gallery Object** .
2. Under **Categories**, click **Reply Forms**.
3. Under **Reply Forms**, choose a form.
4. Click **Insert Object**.
5. Double-click each [control](#) and select the options you want.

[Show All](#)

Create a Web form and add form controls

Add the following form controls to create your Web form:

[Add a checkbox](#)

Use a checkbox to present a yes/no choice. If you add several checkboxes to present a group of related but independent choices, visitors can click any number of checkboxes from the group.

1. On the **Objects toolbar**, click **Form Control** .
2. Click **Checkbox**.
3. Double-click the checkbox.
4. Under **Data processing**, in the **Return data with this label** box, enter a label.
5. Under **Data processing**, in the **Checkbox value** box, enter a value.

[Create a group of option buttons](#)

Use a group of option buttons to present multiple choices. Visitors can only select one option button (choice) within the group. You can have more than one group of option buttons per form or page. Create a group by using the same label for each option button in the group.

1. On the **Objects toolbar**, click **Form Control** .
2. Click **Option Button**.
3. Repeat steps 1 and 2 for each option button you want.
4. Double-click the first option button in the group (not its label) on your Web form.
5. Under **Data processing**, in the **Return data with this label** box, enter a label.
6. In the **Option button value box**, enter a value for the option button.
7. Repeat steps 4, 5, and 6 for each additional option button in the group.

Note Option buttons appear in the same place in your publication. You'll need to move them in order to see all of the inserted option buttons.

[Add a list box](#)

Use a list box to present a group of items in a list. Users can scroll to select from one or any number of choices in the list box. You determine the available choices and the number that may be selected when you set the properties of the list box.

1. On the **Objects** [toolbar](#), click **Form Control** .
2. Click **List Box**.
3. Double-click the list box.
4. Under **Data processing**, in the **Return data with this label** box, enter a label.
5. Under **Appearance**, select the options you want.

[Add a textbox](#)

Use a textbox to provide only one line for typing information.

1. On the **Objects** [toolbar](#), click **Form Control** .
2. Click **Textbox**.
3. Double-click the textbox.
4. Under **Appearance**, in the **Default Text** box, enter [default text](#).
5. Under **Data processing**, in the **Return data with this label** box, enter a label.

[Add a text area](#)

Use a text area to provide several lines for typing information.

1. On the **Objects** [toolbar](#), click **Form Control** .
2. Click **Text Area**.

3. Double-click the text area.
4. Under **Appearance**, in the **Default Text** box, enter [default text](#).
5. Under **Data processing**, in the **Return data with this label** box, enter a label.

[Add a submit button](#)

You must include a submit command button on every form. This button allows visitors to send you their form data. You can rename the button.

1. On the **Objects toolbar**, click **Form Control** .
2. Click **Submit**.
3. Under **Button Properties**, click **Submit** if it is not already chosen.
4. Click **Form Properties**.
5. Choose one of the following methods of data retrieval:

[Save the data in a file on my Web server](#)

To save your form data on a Web server, your Internet service provider must support Microsoft FrontPage server extensions.

1. Under **Data retrieval method**, click **Save the data in a file on my Web server**.
2. Under **Data retrieval information**, type a name for the file where you want to store the data (the form data file).
3. In the **File Format** box, click the format in which you want to save the data.

[Send data to me in e-mail](#)

To receive your data by e-mail, your Internet service provider must support Microsoft FrontPage 98 version 3.0 or later server extensions.

1. Under **Data retrieval method**, click **Send data to me in e-mail**.
2. Under **Data retrieval information**, in the **Send data to this e-mail address** box, type the e-mail address where you want the data to be sent.
3. In the **Subject of e-mail** box, type the text you want to appear in the subject line of the e-mail you receive.

[Use a program from my ISP \(Internet Service Provider\)](#)

To complete this procedure, you must have information from your Internet service provider.

1. Under **Data retrieval method**, click **Use a program from my ISP**.
 2. Under **Data retrieval information**, in the **Action** box, type the address of the program supplied by your Internet service provider.
 3. Click **Get** or **Post**, as indicated by your Internet service provider.
 4. Under **Hidden fields**, click **Add**.
 5. In the **Name** box, type the name of a hidden field item supplied by your Internet service provider.
 6. In the **Value** box, type the value of the hidden field item supplied by your Internet service provider.
 7. Click **OK**.
 8. Repeat steps 5 through 8 to add more hidden fields as needed.
6. If necessary, add a text box with information in addition to the label on the submit button.

[Add a reset button](#)

1. On the **Objects toolbar**, click **Form Control** .
2. Click **Submit**.

3. Under **Button Properties**, click **Reset** if it is not already chosen.
4. Click **OK**.
5. If necessary, add a text box with information in addition to adding the name **Reset** on the button.

[Show All](#)

Label a form control

Label a form control with explanatory text for your Web site visitor.

1. On the **Objects toolbar**, click **Text Box** .
2. Position the mouse pointer where you want a corner of the text box to appear, click, and then drag the mouse diagonally.
3. Type the label for the control.

Note You do not need to create labels for option buttons and check boxes. Microsoft Publisher creates placeholder labels automatically and you type the text you want.

Change or remove a hidden field

1. Double-click the **Submit** button on your form.
2. Click **Form Properties**.
3. Under **Data retrieval method**, click **Use a program from my ISP**.
4. Under **Hidden fields**, click the hidden field you want to change or remove.
5. To change a hidden field, click the field, click **Modify**, and then make the changes. To remove a hidden field, click the field, and then click **Remove**.
6. Click **OK**.

[Show All](#)

Set Web form control properties

You can set the properties of the following form controls:

[Submit button](#)

1. Double-click the submit button on your Web form.
2. Under **Button properties**, click **Submit**.
3. Do one of the following:
 - To label the button "Submit," select the **Button text is same as button type** box.
 - To rename the button, clear the **Button text is same as button type** check box, and then type the new name in the **Button text** box.
4. To select your method of data retrieval, click **Form Properties**, and then select the options that you want.

[Textbox](#)

1. Double-click the textbox on your Web form.
2. In the **Default text** box, type your [default text](#).
3. In the **Number of characters allowed** box, enter the maximum number of characters that visitors will be allowed to type in the text box.
4. If visitors' responses will be sensitive in nature (such as passwords), select the **Hide sensitive text with asterisks** box.
5. Under **Data processing**, in the **Return data with this label** box, type the label you want associated with the data you receive from this control.

[Reset button](#)

1. Double-click the reset button on your Web form.
2. Under **Button properties**, click **Reset**.
3. Do one of the following:
 - To label the button "Reset," select the **Button text is same as button type** box.
 - To rename the button, clear the **Button text is same as button type** check box, and then type a name in the **Button text** box.

[Text area](#)

1. Double-click the text area on your Web form.
2. In the **Default text** box, type your [default text](#).
3. Under **Data processing**, in the **Return data with this label** box, type the label you want associated with the data that you receive from this control.

[List box](#)

1. Double-click the list box on your Web form.
2. Under **Data processing**, locate the **Return data with this label** box and type the label you want associated with the data you receive from this control.
3. Click **Add** to add items to the list box.
4. Type the name of the item. The item will appear inside the list box with this name.
5. Under **Show item as**, click **Selected** if you want this item to appear selected in the list box.
6. If you want the form data you receive to be different from the item text inside the list box, clear the **Item value is same as item text** check box.
7. In the **Item value** box, type a value for the list box.
8. Click **OK**.
9. To let Web site visitors select more than one item at a time from the list box, under **Appearance**, select the **User can select more than one item** check box.

[Group of option buttons](#)

1. Double-click the first option button in a group (not its label) on your Web form.
2. Under **Appearance**, click **Selected** if you want this option button to appear selected.
3. In the **Return data with this label** box, type the label you want associated with the data you receive from this group of option buttons.
4. In the **Option button value** box, type the value you want to receive if this control is selected. This is your form data.
5. Click **OK**.
6. Repeat steps 1 through 5 for all option buttons in the group.

7. Make sure that the label you specified in step 3 for the **Return data with this label** box is the same for all option buttons in the group.

[Checkbox](#)

1. Double-click the checkbox (not its label) on your Web form.
2. Under **Appearance**, click **Selected** if you want this checkbox to appear selected.
3. Under **Data processing**, in the two boxes **Return data with this label** and **Checkbox value**, specify how you want form data to be processed and returned to you.

Test an electronic form on the Web

After you have published your Web site to the Web, test your electronic form to make sure it functions as you intended, and returns the form data to you.

1. Use a browser to locate your Web site on the Web.
2. Complete the electronic form yourself and record your responses.
3. As you use the form, make sure the controls work as you intended.
4. Submit your form.
5. Verify that you received the data you entered. If you didn't, contact your Internet service provider.
6. Check the data to make sure you understand the format in which the responses were returned to you.

[Show All](#)

Troubleshoot Web forms

[I can't find my form data file.](#)

Your form data file is located in the directory where you told Microsoft Publisher to publish your Web site. When you publish your site to the Web, a message box appears that contains the Web server address. If necessary, confirm the address with your Internet service provider.

[The form data I received isn't what I expected.](#)

The data you receive from your form consists of the labels you chose when you set the properties of your form controls and the values that you chose or the user entered. Try changing some of the labels and values to make your data more useful.

[I received only some of the data from my form.](#)

The user might not have filled in the entire form. With forms, you either receive all of the data that was entered or none of it.

If you placed more than one set of option buttons on your form, you might not have defined each set as a group. If you don't define each separate set of options as a distinct group, every option button on your form is part of one large group. This means that your readers can click only one option button on the entire form, and you will receive data from only one option button.

[I haven't received any data from my form.](#)

Make sure that your Web site was published to the Web successfully. Test the site on the Web and then check with your Internet service provider.

If your data is being saved in a file on a Web server, verify the following:

- Your Internet service provider supports Microsoft FrontPage server extensions.

- The file name you specified in the **Form Properties** dialog box is a valid file name (call your Internet service provider).

If your data is being sent to you in e-mail, verify the following:

- Your Internet service provider supports Microsoft FrontPage version 3.0 or later server extensions.
- The e-mail address you specified in the **Form Properties** dialog box is correct.

If you use a program supplied by your Internet service provider to receive your data, check with your provider to verify the following:

- The address you specified in the **Action** box of the **Form Properties** dialog box is correct.
- The hidden fields information that you specified in the **Form Properties** dialog box is correct.

[My form data file doesn't appear on the Web server.](#)

The file that you named in the **Form Properties** dialog box is created when you publish your site to the Web. If the file is not there after publishing, republish your site.

If the file is still not on the Web server, you might have typed an invalid file name. Check with your Internet service provider to see if there are any file naming limitations for that Web server, and then verify that the file name you chose is valid. You might have typed the full path of the file. Do not include the path when you type the file name; type only the file name and extension.

Do not delete the form data file. Your file will not be recreated when users submit data.

[Show All](#)

Create form controls inline

If you want visitors to your Web site to be able to use the TAB key to move through and select the [form controls](#) on your Web site, you can create the form controls inline. Form controls are available only if you are working on a Web publication.

1. Insert a text box in the location where you want to add form controls.

[How?](#)

1. On the **Objects** toolbar, click **Text box** .
2. In your publication, point to where you want one corner of the text to appear, and then drag diagonally until you have the text box size you want.
2. Click in the text box to get a cursor.
3. On the **Objects** toolbar, click **Form Control** , and then click the form control that you want.
4. Repeat steps 2 and 3 until you have inserted all of the form controls that you want.

You can insert form controls horizontally on the same line, or you can press ENTER after inserting each form control to arrange the form controls vertically.

Note To test your form controls, click **Web Page Preview** on the **File** menu. You should be able to use the TAB key to move through the form controls in the order in which they were inserted. Press the arrow keys to move through groups of option buttons.

About sending a publication in e-mail

If you use Microsoft Office Outlook 2003 or Microsoft Outlook Express (version 5.0 or later) as your default e-mail program, you can use Microsoft Publisher to send your publication in e-mail.

You can send any publication as an e-mail message. You can send just a page of the publication as an e-mail message or the entire publication as an attachment. When sending a page as an e-mail message, some adjustments may need to be made to the width of your publication in order for it to fit in an e-mail message. Most print publications are not sized to fit an e-mail message, and Publisher does not automatically adjust the width to fit.

You can also choose pre-designed publications specifically for e-mail messages that are the correct size for an e-mail message. When you send the current page as an e-mail message, it is recommended that you preview the message to verify layout before you send it. The message will be previewed in your default browser. This allows you to make any necessary changes to text or graphics before sending the page to a recipient.

Note Some problems may not appear in the browser preview, so it is also recommended that you send it to yourself first to verify the size of the file and final formatting. Make any corrections, if necessary, and then send it to the recipient.

[Show All](#)

Send a publication in e-mail

[Using the Microsoft Publisher e-mail wizard](#)

1. On the **File** menu, click **New**.
2. Under **New from a Design**, click **Web Sites and E-mail**.
3. Under **Web Sites and E-mail**, click **E-mail**.
4. Under **E-mail**, click the type of publication you want.
5. In the **Preview Gallery** on the right, click the design you want.
6. Replace text and pictures in the publication with your own information.
7. On the **File** menu, point to **Send E-Mail**, and then click the command you want.

[Send a publication as an attachment](#)

Note To view a publication sent as an attachment, the recipient must have Microsoft Publisher 2002 or later installed.

1. On the **File** menu, point to **Send E-Mail**, and click **Send Publication as Attachment**.
2. Type or select the recipient's e-mail address and other information you want.
3. Click **Send**.

[Send current page as an e-mail message](#)

1. On the **File** menu, point to **Send E-Mail**, and click **Send This Page as Message**.
2. Type or select the recipient's e-mail address and other information you want.
3. Click **Send**.

Notes

- The recipient of the message does not need to have Office Publisher 2003 installed to view the message.
- The e-mail message may look slightly different depending on which version of Microsoft Outlook or Outlook Express the recipient is using.

 [Preview the current page before sending](#)

- On the **File** menu, point to **Send E-mail**, and then click **E-Mail Preview**.

Your current message is displayed in your browser as it will appear when it is sent as an e-mail message.

Note To send the current page as an e-mail message or to preview the current page before sending, you must have Microsoft Office Outlook 2003 or Microsoft Outlook Express (version 5.0 or later) installed on your computer.

[Show All](#)

Troubleshoot sending a publication in e-mail

[My text turns to a picture when I preview or send my current page as an e-mail message.](#)

Text associated with the following situations will preview and be exported as an image:

- Fonts that are not optimized for display on the Web
- Objects with fill colors or line borders
- Text boxes or tables that are rotated, overlapping, or touching
- Text boxes or tables that contain [inline objects](#)
- Text boxes that extend into the [scratch area](#)
- Text boxes with columns
- All the text boxes in a chain of connected text boxes, if any of the text boxes in the chain fit any of the descriptions above
- [Form controls](#)
- Tables with diagonals
- Publication with a background fill or graphic

[Send Current Page as Message and E-mail Preview do not appear under Send E-mail on the File menu.](#)

Check that you have Microsoft Office Outlook 2003 or Microsoft Outlook Express (version 5.0 or later) installed and configured correctly.

[My text is blurry.](#)

Check to make sure that your background and text are not close in color. If they are, they may be blurry when your publication is sent.

[Show All](#)

Insert merge fields

You can insert [merge fields](#) into your mail merge publication or your catalog merge template during Step 3 of the Mail and Catalog Merge Wizard. Your mail merge publication or your catalog merge template must be connected to a [data source](#) before you can insert merge fields.

[Insert merge fields into a mail merge publication](#)

1. If it is not already open, open your mail merge publication.
2. On the **Tools** menu, point to **Mail and Catalog Merge**, and then click **Insert Field**.
3. In your mail merge publication, click where you want to insert the merge field.
4. Insert any of the following:

[Address block with name, address, and other information](#)

1. In the **Mail and Catalog Merge** task pane (**Step 3: Create your publication**), click **Address block**.
2. In the **Insert Address Block** dialog box, click the address elements you want to include, and then click **OK**.

Note If the names of the [data fields](#) in your data source do not match the names of the fields that Microsoft Publisher uses for the address block, you may need to click **Match Fields** in the **Insert Address Block** dialog. In the **Match Fields** dialog, use the drop down lists to select the fields from your data source that correspond to the Publisher fields.

[Greeting line](#)

1. In the **Mail and Catalog Merge** task pane (**Step 3: Create your publication**), click **Greeting line**.
2. In the **Greeting Line** dialog box, select the greeting line format, which includes the salutation, name format, and following punctuation.
3. Select the text you want to appear in cases where Publisher cannot

interpret the recipient's name; for example, when the data source contains no first or last name for a recipient, but only a company name.

4. Click **OK**.

Note If the names of the [data fields](#) in your data source do not match the names of the fields that Publisher uses for the greeting line, you may need to click **Match Fields** in the **Greeting Line** dialog. In the **Match Fields** dialog, use the drop down lists to select the fields from your data source that correspond to the Publisher fields.

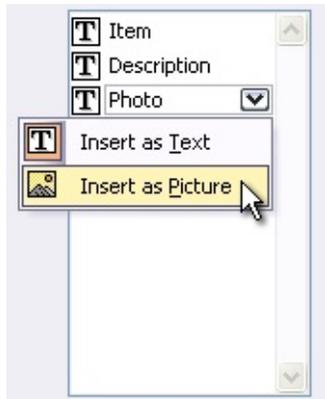
[Address fields](#)

1. In the **Mail and Catalog Merge** task pane (**Step 3: Create your publication**), click **Address fields**.
2. In the **Insert Address Field** dialog box, click the address elements you want to include, and then click **OK**.

Note If the names of the [data fields](#) in your data source do not match the names of the fields that Publisher uses for the address fields, you may need to click **Match Fields** in the **Insert Address Field** dialog. In the **Match Fields** dialog, use the drop down lists to select the fields from your data source that correspond to the Publisher fields.

[Other fields of information](#)

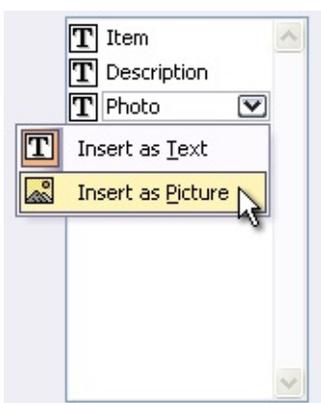
1. In the **Mail and Catalog Merge** task pane (**Step 3: Create your publication**), in the list box under **Create your publication**, point to the field that you want to insert, click the arrow on the right, and then click **Insert as Text** or **Insert as Picture**.



If you select **Insert as Text**, Publisher inserts a merge field into your mail merge publication at the insertion point you selected. If you select **Insert as Picture**, Publisher inserts a merge field within a picture frame into your mail merge publication at the insertion point you selected.

[Insert merge fields into a catalog merge template](#)

1. If it is not already active, open your catalog merge template.
2. On the **Tools** menu, point to **Mail and Catalog Merge**, and then click **Insert Field**.
3. In the **Mail and Catalog Merge** task pane (**Step 3: Create your catalog merge template**), point to the field that you want to insert, click the arrow on the right, and then click **Insert as Text** or **Insert as Picture**.



If you select **Insert as Text**, Publisher inserts a merge field within a text box into the **Catalog Merge Area**. If you select **Insert as Picture**, Publisher inserts a merge field within a picture frame into the **Catalog Merge Area**.

Publisher inserts each merge field within a new text box or picture frame, unless a text box in the catalog merge area is already selected. If a previously inserted text box is selected when you insert a new merge field, the merge field will be inserted into this selected text box.

4. Repeat Step 3 until you have inserted all of the fields that you want from your data source.
5. Arrange the text boxes or picture frames containing the merge fields in the **Catalog Merge Area**.

[How?](#)

Do any of the following:

[Move a text box or picture frame](#)

1. Click the text box or picture frame that you want to move to select it.
2. Position the mouse pointer over the text box or picture frame until the pointer changes to the **Move** pointer \rightarrow .
3. Drag the text box or picture frame to a new position.

[Resize a text box or picture frame](#)

1. Click the text box or picture frame that you want to resize to select it.
2. Position the mouse pointer over one of the [handles](#) on the text box or picture frame until the pointer changes to the **Resize** pointer \updownarrow \leftrightarrow .
3. Drag the mouse until the text box or picture frame is the size you want.

[Show All](#)

Merge pictures into a publication

You can merge pictures into your publication when you create either a [mail merge](#) or a [catalog merge](#). Before you begin your mail merge or catalog merge, you may need to do some preparation in order to set up your [data source](#) so that it points to the location of the picture files you want to use.

To successfully merge pictures into your final publication, you must do both of the following:



[Set up a data source with picture file information](#)

When you create or update your data source in preparation for your mail merge or catalog merge project, you need to include either file names or [paths](#) for the picture files you want to merge. Do not include the actual pictures or images in your data source.

You can merge only one picture per merge field. If you want to merge several pictures for each record in your data source, you will need to add a column or [data field](#) per record to your data source for each of the pictures that you want to use.

1. Open the data source file that contains the information you want to update; for example, a Microsoft Excel worksheet.
2. Create a new column or data field for each picture type that you want to include.
3. Type a unique column heading or name for each picture data field that you create.

These names will become the names for the [merge fields](#) that you select when you create your mail merge or catalog merge. You should make sure that each name is unique so that you can determine which picture each field represents.

4. In each of the picture fields for each of the records in your data source, do one of the following:
 - If you plan to save your picture files and your data source in the same

folder, type the file name for the relevant picture. For example:
firstphoto.jpg

- If the pictures files will be located in a different folder from the data source, type the path for the relevant picture. For example:
C:\Documents and Settings\Username\My Documents\My Pictures\Catalog Project\firstphoto.jpg.

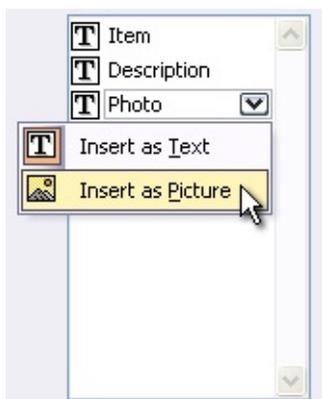
5. When you have finished adding picture information to your data source, save your updated data source file.

[Insert the merge fields that represent picture files as picture fields](#)

If you want to merge pictures into your publication, you need to make sure that you insert any [merge field](#) that represents a picture file as a picture field by clicking **Insert as Picture** when you first insert the merge field. If you do not designate the merge fields for pictures as picture fields, Microsoft Publisher will merge the picture file information from your data source as plain text.

[Insert merge fields for pictures into a mail merge publication](#)

1. If it is not already open, open your mail merge publication.
2. On the **Tools** menu, point to **Mail and Catalog Merge**, and then click **Insert Field**.
3. In your mail merge publication, click where you want to insert the merge field for a picture.
4. In the **Mail and Catalog Merge** task pane (**Step 3: Create your publication**), in the list box under **Create your publication**, point to the field that you want to insert, click the arrow on the right, and then click **Insert as Picture**.

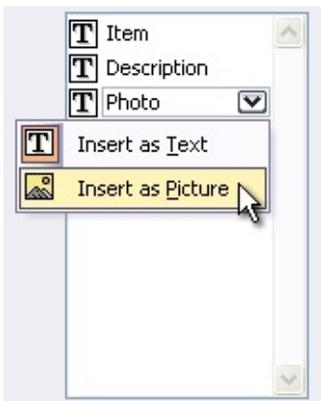


Publisher inserts a merge field within a picture frame into your mail merge publication at the insertion point you selected.

5. Repeat Step 3 until you have inserted all of the fields that you want from your data source.

[Insert merge fields for pictures into a catalog merge template](#)

1. If it is not already open, open your catalog merge template.
2. On the **Tools** menu, point to **Mail and Catalog Merge**, and then click **Insert Field**.
3. In the **Mail and Catalog Merge** task pane (**Step 3: Create your catalog merge template**), point to the field that you want to insert as a picture, click the arrow on the right, and then click **Insert as Picture**.



Publisher inserts a merge field within a picture frame into the **Catalog Merge Area**.

4. Repeat Step 3 until you have inserted all of the fields that you want from your data source.

[Show All](#)

Print merged publications

Before you can print a merged publication, you must create a [mail merge](#) or a [catalog merge](#).

[How?](#)

1. On the **Tools** menu, point to **Mail and Catalog Merge**, and then click **Mail and Catalog Merge Wizard**.
2. In the **Mail and Catalog Merge** task pane, click the merge type that you want.
3. Follow the steps in the wizard to complete the merge.

[Print the results of a mail merge](#)

Do one of the following:

[Print directly from the **Mail and Catalog Merge** task pane](#)

1. In the **Mail and Catalog Merge** task pane (**Step 5: Complete the merge**), click **Print**.
2. In the **Print Merge** dialog box, select the options that you want, and then click **OK**.

[Open and print a mail merge publication](#)

1. Open your mail merge publication.
2. On the **File** menu, click **Print Merge**.
3. In the **Print Merge** dialog box, select the options that you want, and then click **OK**.

[Print the results of a catalog merge](#)

1. In the **Mail and Catalog Merge** task pane (**Step 5: Complete the merge**), do one of the following:
 - Click **Create new publication** to create a new publication that

contains the merged publication pages.

- Click **Add to existing publication** to add the merged pages to the end of an existing publication.

Microsoft Publisher adds the merged pages to your new or existing publication.

2. In the new or existing publication, click **Print** on the **File** menu.
3. In the **Print** dialog box, select the options that you want, and then click **OK**.

[Show All](#)

Cancel a merge

You can cancel a merge to disconnect a mail merge publication or a catalog merge template from its [data source](#).

1. On the **Tools** menu, point to **Mail and Catalog Merge**, and then click **Cancel Merge**.
2. When asked if you want to cancel the merge, click **Yes**.

The publication is disconnected from its data source.

Note If you cancel a [mail merge](#), fields other than Address Fields, Greeting Lines, and Address Blocks will be converted to regular text. If you cancel a [catalog merge](#), the [catalog merge area](#) will remain, and all fields in it will be converted to regular text.

[Show All](#)

Change the look of merged text

To format merged text, you must format the [merge fields](#). Do not format the text in the original [data source](#) because the original formatting in the data source is not retained when Microsoft Publisher merges the text into your publication.

[Format merged text](#)

1. In your mail merge publication or catalog merge template, select the field containing the information you want to format.
2. On the **Format** menu, click **Font**, and then select the options you want.

[Add recurring text next to merge data](#)

You can add recurring text or information that will appear next to certain kinds of information from your data source. For example, you can insert a currency symbol next to a merge field that is a placeholder for an item price in your catalog.

1. In your mail merge publication or catalog merge template, click in the location where you want to insert the text or symbol.
2. Do one of the following:
 - Type the text you want to appear.
 - Insert the symbol that you want to appear.

[How?](#)

1. On the **Insert** menu, click **Symbol**.
2. In the **Symbol** dialog box, click the symbol or special character that you want, and then click **Insert**.

[Highlight data in the catalog merge area](#)

If you are creating a catalog merge template, you can highlight certain types of information by applying borders or fills to the text boxes in the [catalog merge area](#) that contain the merge fields for that information. For example, if you want

to highlight the sale price of an item in your catalog, you can apply a bright yellow fill to the text box that contains the merge field for the sale price.

1. Select the text box that you want to change.
2. On the **Format** menu, click **Text Box**, and then click the **Colors and Lines** tab.
3. Do any of the following:

[Fill the text box with a color](#)

- Under **Fill**, click the arrow next to **Color**, and then select the options that you want.

[Apply a border to the text box](#)

- Under **Line**, select the options that you want.

Note If you apply BorderArt or wide borders to the text boxes and picture frames in the catalog merge area, they might overlap or cut off the information from your data source that displays in your merged pages. For best results, select narrow border styles.

[Show All](#)

View how a publication will look with data merged into it

Before you can view how a publication will look after it is merged with a [data source](#), you must have connected your publication to a data source and inserted at least one [merge field](#).

[Preview a mail merge](#)

1. Open your mail merge publication.
2. On the **Tools** menu, point to **Mail and Catalog Merge**, and then click **Show Merge Results**.

Merge fields are replaced by information from the first entry of your data source. You cannot edit your data source entries here, but you can format, move, or delete data.

3. In the **Mail and Catalog Merge** task pane, under **Preview your publication**, click the navigation buttons   to see what other entries look like in your publication.

[Preview a catalog merge](#)

1. Open your catalog merge template.
2. On the **Tools** menu, point to **Mail and Catalog Merge**, and then click **Show Merge Results**.

Merge fields are replaced by information from the first entry of your data source. You cannot edit your data source entries here, but you can format, move, or delete data.

3. In the **Mail and Catalog Merge** task pane, under **Preview your catalog merge template**, click the navigation buttons   to see what other entries will look like in your publication.

Note The entries from your data source will preview in the [catalog merge area](#), but the catalog merge area itself will not repeat down the page when you preview the merge.

[Show All](#)

Create a mail merge

Use [mail merge](#) to create individually customized publications or to automatically address envelopes, labels, postcards, brochures, newsletters, and other publications for mass mailing. The Mail and Catalog Merge Wizard guides you through the [mail merge](#) process step-by-step.

If you want to merge pictures into your publication pages, your data source must include either file names or [paths](#) for the picture files you want to merge. Do not include the actual pictures or images in your data source.



[Step-by-step instructions for performing a mail merge](#)

The Mail and Catalog Merge Wizard guides you through the steps involved in creating a mail merge. The following procedures provide detailed information about creating a mail merge in step-by-step order.



[Step 1 of 5: Select a merge type](#)

1. On the **Tools** menu, point to **Mail and Catalog Merge**, and then click **Mail and Catalog Merge Wizard**.
2. In the **Mail and Catalog Merge** task pane, under **Select a merge type**, click **Mail Merge**.
3. Click **Next: Select data source**.



[Step 2 of 5: Select data source](#)

1. In the **Mail and Catalog Merge** task pane (**Step 2: Select data source**), do one of the following:



[Connect to an existing list or data source, such as a database, a spreadsheet, a Microsoft Word table, or an Address List](#)

1. Under **Select data source**, click **Use an existing list**, and then click **Browse**.

By default, Microsoft Publisher opens the **My Data Sources** folder. If your data source is located somewhere other than the **My Data Sources** folder, you may need to browse to locate it.

2. In the **Select Data Source** dialog box, click the [data source](#) that you want.
3. Click **Open**.

Depending on the type of data source you select, other dialog boxes may appear requesting specific information.

For example, if your data source is a Microsoft Excel worksheet that has information on multiple tabs, you need to select the tab that contains the information you want, and then click **OK**.

[Connect to a Microsoft Outlook Contacts list](#)

1. Under **Select data source**, click **Select from Outlook contacts**, and then click **Choose Contacts Folder**.
2. In the **Select Contact List folder** dialog box, click the contact list you want, and then click **OK**.

All of the contacts in the folder appear in the **Mail Merge Recipients** dialog box, where you can filter and sort the list of recipients to include in the merge.

[Create a new address list](#)

1. Under **Select data source**, click **Type a new list**, and then click **Create**.
2. In the **New Address List** dialog box, under **Enter Address Information**, type the information for the first entry in the relevant fields. You do not have to fill in every field.
3. When you have finished entering information for the first entry, click **New Entry**.
4. Repeat steps 3 and 4 until you have finished adding entries, and then click **Close**.
5. In the **Save Address List** dialog box, type a name for the address list in the **File name** box, and select a folder in which to save the list.

By default, the address list is saved in the **My Data Sources** folder. It is best to keep the address list here because this is also the default folder in which Publisher looks for data sources.

All of the contacts in your new list appear in the **Mail Merge Recipients** dialog box, where you can filter and sort the list of recipients to include in the merge.

2. In the **Mail Merge Recipients** dialog box, select the recipients you want to include.

[How?](#)

1. Do one of the following:

[Use the check boxes to designate recipients](#)

- In the **Mail Merge Recipients** dialog box, select the check boxes next to the recipients you want to include, and clear the check boxes next to the recipients you want to exclude.

[Tip](#)

If you want to include only a few records in the list, click **Clear All**, and then select the records you want.

[Filter items in the list](#)

If you only want to use certain entries in your list, you can filter your list by a specific criterion. After you filter the list, you can use the check boxes to include and exclude records.

1. Click the arrow next to the column heading of the item you want to filter by.
2. Click any of the following:
 - **(Blanks)** displays all the records in which the corresponding field is blank.
 - **(Nonblanks)** displays all the records in which the corresponding field contains information.

- If your data source contains records that share the same information, and there are ten or fewer unique values in the column, you can filter by specific information. For example, if there are multiple addresses that list Australia as the country/region, you can filter on **Australia**.

The **Mail Merge Recipients** dialog box displays only the designated records. To display all the records again, click **(All)**

[Sort items in the list](#)

If you want to see items in alphabetical order, you can sort the items in your list.

- In the **Mail Merge Recipients** dialog box, click the column heading of the item you want to sort by. For example, if you want to display the list alphabetically by last name, click the **Last Name** column heading.
2. Click **OK** to return to the Mail and Catalog Merge Wizard. Publisher will use the recipients you designated for the merge.
 3. Click **Next: Create your publication**.

[Step 3 of 5: Create your publication](#)

1. If you have not already done so, insert a text box and type the text that you want to appear in every version of your mail merge publication.

[How?](#)

1. On the **Objects** tool bar, click **Text Box** .
 2. In your publication, point to where you want one corner of the text box to appear, and then drag diagonally until you have the text box size you want.
 3. Click inside the text box, and then type the text that you want to appear in every version of your mail merge publication.
2. Insert merge fields into your publication.

[How?](#)

1. In your mail merge publication, click where you want to insert the [merge field](#).
2. Insert any of the following:

[Address block with name, address, and other information](#)

1. In the **Mail and Catalog Merge** task pane (**Step 3: Create your publication**), click **Address block**.
2. In the **Insert Address Block** dialog box, click the address elements you want to include, and then click **OK**.

Note If the names of the [data fields](#) in your data source do not match the names of the fields that Publisher uses for the address block, you may need to click **Match Fields** in the **Insert Address Block** dialog. In the **Match Fields** dialog, use the drop down lists to select the fields from your data source that correspond to the Publisher fields.

[Greeting line](#)

1. In the **Mail and Catalog Merge** task pane (**Step 3: Create your publication**), click **Greeting line**.
2. In the **Greeting Line** dialog box, select the greeting line format, which includes the salutation, name format, and following punctuation.
3. Select the text you want to appear in cases where Publisher cannot interpret the recipient's name; for example, when the data source contains no first or last name for a recipient, but only a company name.
4. Click **OK**.

Note If the names of the [data fields](#) in your data source do not match the names of the fields that Publisher uses for the greeting line, you may need to click **Match Fields** in the **Greeting Line** dialog. In the **Match Fields** dialog, use the drop down lists to select the fields from your data source that correspond to the Publisher fields.

[Address fields](#)

1. In the **Mail and Catalog Merge** task pane (**Step 3: Create your**

publication), click **Address fields**.

2. In the **Insert Address Field** dialog box, click the address elements you want to include, and then click **OK**.

Note If the names of the [data fields](#) in your data source do not match the names of the fields that Publisher uses for the address fields, you may need to click **Match Fields** in the **Insert Address Field** dialog. In the **Match Fields** dialog, use the drop down lists to select the fields from your data source that correspond to the Publisher fields.

[Other fields of information](#)

1. In the **Mail and Catalog Merge** task pane (**Step 3: Create your publication**), in the list box under **Create your publication**, click the arrow next to the field that you want to include.
2. Click **Insert as Text** or **Insert as Picture**.
3. If you want to, apply formats to the merge fields to change the appearance of the merged data.

[How?](#)

To format the merged data, you must format the merge fields in your mail merge publication.

1. In your mail merge publication, select the field containing the information that you want to format.
2. On the **Format** menu, click **Font**, and then select the options that you want.
4. After you have completed your mail merge publication and inserted all of the merge fields, click **Save As** on the **File** menu. Type a name for your publication in the **File name** box, and then click **Save**.
5. Click **Next: Preview your publication**.

[Step 4 of 5: Preview your publication](#)

1. In the **Mail and Catalog Merge** task pane (**Step 4: Preview your publication**), do one of the following:
 - To preview entries in order, click the navigation buttons   to see

what other entries look like in your publication.

The information from the first record of your data source populates the merge fields. You cannot edit your data source entries here, but you can format, move, or delete data.

- To find and preview a specific entry in your data source, click **Find a recipient**, and then enter the search criteria in the **Find Entry** dialog box.
2. If necessary, make changes to your recipient list. Do one of the following:
 - To exclude a particular recipient from the merge, click **Exclude this recipient**.
 - To change the list of recipients, click **Edit recipient list**, and then make your changes in the **Mail Merge Recipients** dialog box.
 3. Click **Next: Complete the merge**.

[Step 5 of 5: Complete the merge](#)

1. In the **Mail and Catalog Merge** task pane (**Step 5: Complete the merge**), do one of the following:

[Print your merged publications](#)

1. Under **Merge**, click **Print**.
2. In the **Print Merge** dialog box, select the options that you want, and then click **OK**.

[Save the merged publications for later use](#)

If you want to edit your merged publications, save them for later use, or print them at a later time, you can collect and save all of your merged publications as a single new publication.

1. Under **Merge**, click **Create new publication**.

Publisher creates a new publication with the merged pages.

2. In your new publication, click **Save as** on the **File** menu. Type a name for your new publication in the **File name** box, and then click **Save**.

[Add the merged pages to an existing publication](#)

If you plan to add your merged pages to the end of an existing publication, make sure that your mail merge publication matches the existing publication in the following ways:

- Page size (height and width)
- Page view (one-page spread or two-page spread)
- Publication type (Web or print)
- Page order (left-to-right or right-to-left)

Publisher cannot add merged pages to an open publication. If you are working on the publication to which you want to merge, be sure to save and close it before you complete the merge. Publisher cannot add merged pages to the mail merge publication itself.

1. Under **Merge**, click **Add to existing publication**.
2. In the **Open Publication** dialog box, locate the publication to which you want to add the merged pages, and then click **Open**.

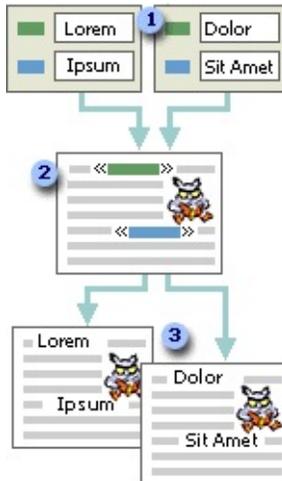
Publisher adds the merged pages to the existing publication.

3. In the existing publication, click **Save** on the **File** menu to save your updates.

[Show All](#)

About mail merge

Use [mail merge](#) to create individually customized publications, such as form letters or labels, by merging records from a [data source](#) with a publication. You can merge both text and pictures into your publications.



- 1** Data source with recipient information.
- 2** Mail merge publication with merge fields that are placeholders for the recipient information.
- 3** Resulting merged publications.

Mail merge is most often used to to automatically address envelopes, labels, postcards, brochures, newsletters, and other publications for mass mailing. You can also use it to personalize publications, for example, by adding people's names or personalized notes or other information.

[Show All](#)

Troubleshoot mail merge

[I can't connect to a data source.](#)

- The file containing the [data source](#) that you're trying to connect to might be open. To connect to a data source other than a Microsoft Publisher address list, make sure that the file is closed.
- Publisher might not be able to recognize the file format of the data source that you're trying to connect to. Make sure that you are using a data source that Publisher can use.

[How?](#)

The Publisher Mail and Catalog Merge Wizard can use [data sources](#) in the following formats:

- Microsoft Access (all versions)
- Microsoft Excel (versions 3.0 and later)
- Microsoft FoxPro (version 2.0 and later)
- Microsoft Outlook (all versions)
- Microsoft SQL 6.x, 7.0, and 2000
- Microsoft Word tables or merge data documents
- Microsoft Works for MS-DOS 3.0 (if database contains no formulas)
- Microsoft Works for Windows 3.0 and later (if database contains no formulas)
- Oracle 7.3, 8i (8.1.6) (if client software is installed)
- dBase III, IV, and V
- ASCII text files (except for fixed-field width files)
- Any data source with an OLE DB provider

[I have blanks in my merged information.](#)

- There are records in your [data source](#) that were not filled in. Edit your data source and fill in the missing fields, or filter the records so that no blank records are included in the merge.

[How?](#)

1. If it is not already open, open your mail merge publication.
2. On the **Tools** menu, point to **Mail and Catalog Merge**, and then click **Mail and Catalog Merge Wizard**.
3. In the **Mail and Catalog Merge** task pane, click **Next: Select data source**.
4. Under **Select data source**, click **Edit recipient list**.
5. Click the arrow next to the column heading of the item you want to filter by.
6. To exclude blank records from your merge, click **(Nonblanks)** to display all the records in which the corresponding field contains information.

The **Mail Merge Recipients** dialog box displays only the designated records. To display all the records again, click **(All)**.

[I can't view or print all the entries in my data source.](#)

You might have a filter applied to the [data source](#) in this publication.

1. On the **Tools** menu point to **Mail and Catalog Merge**, and then click **Filter or Sort**.
2. In the **Filter and Sort** dialog box, click the **Filter Records** tab.
3. Click **Clear All**.

[I can't connect my publication to a Microsoft Word data source.](#)

- The Microsoft Word document that you're trying to open doesn't contain a table that Publisher recognizes as a [data source](#).
- You might not have selected **Word Documents (*.doc)** in the **Files of type** list.

[Show All](#)

Create a catalog merge

Use [catalog merge](#) to create pages for a publication that displays one or more items per page, such as a catalog, a directory, or a photo album. The Microsoft Publisher Mail and Catalog Merge Wizard guides you through the catalog merge process step-by-step.

When you start the Mail and Catalog Merge Wizard to perform a catalog merge, the current publication becomes your catalog merge template. You use the catalog merge template to set up the way the records from your [data source](#) will look in the merged pages. You cannot merge information from your data source into the catalog merge template itself. You should start the Mail and Catalog Merge Wizard in a new publication, and not in the publication to which you plan to add the merged information. After you have created a catalog merge template, you can use it again, whenever you update the information in your data source, to create additional sets of merged pages.

The following tips will help you create a successful catalog merge:

- Start the catalog merge in a new publication.
- Limit the length of your catalog merge template to one page.
- If you want to merge pictures into your publication pages, include either file names or [paths](#) for the picture files you want to merge in your data source. Do not include the actual pictures or images in your data source.
- Set up the catalog merge template with the page dimensions that you want for your final merged pages.
- If you plan to add the merged pages that you create to the end of an existing publication, make sure that your catalog merge template matches the existing publication in the following ways:
 - Page size (height and width)
 - Page view (one-page spread or two-page spread)
 - Publication type (Web or print)
 - Page order (left-to-right or right-to-left)



[Step-by-step instructions for creating a catalog merge](#)

The following procedures provide detailed step-by-step instructions for creating

a catalog merge.

[Before you begin: Set up the page for your catalog merge template](#)

1. On the **File** menu, click **New**.
2. In the **New Publication** task pane, do one of the following:
 - To create merged pages for a print publication, click **Blank Print Publication**.
 - To create merged pages for a Web publication, click **Blank Web Page**.
3. Set the page size and orientation you want for the merged pages in your final publication.

[How?](#)

1. On the **File** menu, click **Page Setup**.
2. In the **Page Setup** dialog box, select the options that you want, and then click **OK**.

[Step 1 of 5: Select a merge type](#)

1. On the **Tools** menu, point to **Mail and Catalog Merge**, and then click **Mail and Catalog Merge Wizard**.
2. In the **Mail and Catalog Merge** task pane, under **Select a merge type**, click **Catalog Merge**.
3. Click **Next: Select data source**.

[Step 2 of 5: Select data source](#)

1. In the **Mail and Catalog Merge** task pane (**Step 2: Select data source**), click **Browse**.

By default, Publisher opens the **My Data Sources** folder. If your data source is located somewhere other than the **My Data Sources** folder, you may need to browse to locate it.

2. In the **Select Data Source** dialog box, click the [data source](#) that you want.
3. Click **Open**.

Depending on the type of data source you select, other dialog boxes may

appear requesting specific information. For example, if your data source is a Microsoft Excel worksheet that has information on multiple tabs, you need to select the tab that contains the information you want, and then click **OK**.

4. In the **Catalog Records** dialog box, select the records you want to include.

[How?](#)

1. Do one of the following:

[Use the check boxes to select records](#)

- In the **Catalog Records** dialog box, select the check boxes next to the records you want to include, and clear the check boxes next to the records you want to exclude.

[Tip](#)

If you want to include only a few records in the list, click **Clear All**, and then select the records you want.

[Filter items in the list](#)

If you only want to use certain entries in your list, you can filter your list by a specific criterion. After you filter the list, you can use the check boxes to include and exclude records.

1. Click the arrow next to the column heading of the item you want to filter by.
2. Click any of the following:
 - **(Blanks)** displays all the records in which the corresponding field is blank.
 - **(Nonblanks)** displays all the records in which the corresponding field contains information.
 - If your data source contains records that share the same information, and there are ten or fewer unique values in the column, you can filter by specific information. For example, if your data source is a lists of properties for sale and there

are multiple property records that list Buffalo as the city/location, you can filter on **Buffalo**.

The **Catalog Records** dialog box displays only the designated records. To display all the records again, click **(All)**

[Sort items in the list](#)

If you want to see items in alphabetical order, you can sort the items in your list.

- In the **Catalog Records** dialog box, click the column heading of the item you want to sort by. For example, if you want to display the list alphabetically by city/location, click the **City/Location** column heading.
2. Click **OK** to return to the Mail and Catalog Merge Wizard. Publisher will use the records you designated for the merge.
 5. Click **Next: Create your template**.

[Step 3 of 5: Create your catalog merge template](#)

To create your catalog merge template, you insert [merge fields](#) into the repeating [catalog merge area](#) of your template. When you complete your merge, the information from the relevant [data fields](#) of your data source will populate these merge fields. The merge fields will repeat on the pages of your merged publication just as you have arranged them in the catalog merge area. They will repeat once for each record in your data source until all of the records that you selected for the merge are displayed. If you insert merge fields outside of the catalog merge area, they will not repeat when you complete your merge.

1. If you want, move or resize the catalog merge area.

[How?](#)

You can change the way the catalog merge area repeats on the page by moving or resizing it in your catalog merge template. You can determine the number of times the catalog merge area will repeat by moving your mouse pointer over the area. A ToolTip will display information about how many times the catalog merge area will repeat on the page.

1. Click the **Catalog Merge Area** to select it.
 2. Position the mouse pointer over one of the [handles](#) on the **Catalog Merge Area**, and then drag the mouse.
2. Insert merge fields into the catalog merge area.

[How?](#)

- In the **Mail and Catalog Merge** task pane (**Step 3: Create your catalog merge template**), point to the field that you want to insert, click the arrow on the right, and then click **Insert as Text** or **Insert as Picture**.

If you click **Insert as Text**, Publisher inserts a merge field within a text box into the **Catalog Merge Area**. If you click **Insert as Picture**, Publisher inserts a merge field within a picture frame into the **Catalog Merge Area**.

Publisher inserts each merge field within a new text box or picture frame, unless a text box in the catalog merge area is already selected. If a previously inserted text box is selected when you insert a new merge field, the merge field will be inserted into this selected text box.

3. Repeat Step 2 until you have inserted all of the fields that you want from your data source.
4. Arrange the text boxes or picture frames containing the merge fields in the **Catalog Merge Area**.

[How?](#)

Do any of the following:

[Move a text box or picture frame](#)

1. Select the text box or picture frame that you want to move.
2. Position the mouse pointer over the text box or picture frame until the pointer changes to the **Move** pointer \leftrightarrow .
3. Drag the text box or picture frame to a new position.

[Resize a text box or picture frame](#)

1. Select the text box or picture frame that you want to resize.
 2. Position the mouse pointer over one of the [handles](#) on the text box or picture frame until the pointer changes to the **Resize** pointer↕ ↔.
 3. Drag the mouse until the text box or picture frame is the size you want.
5. If you want, apply formats to the merged fields to change the appearance of the merged data.

 [How?](#)

To format the merged data, you must format the merge fields in your catalog merge template.

1. In the catalog merge template, select the field containing the information that you want to format, including the surrounding merge field characters («« »»).
 2. On the **Format** menu, click **Font**, and then select the options that you want.
6. Type any recurring text or information that you want to appear next to the information from your data source. For example, add a currency symbol next to the merge field for a price.
7. Click **Next: Preview**.

 [Step 4 of 5: Preview your catalog merge template](#)

You can preview the records from your data source within the catalog merge area. The catalog merge area will not repeat on the page when you preview your records.

1. In the **Mail and Catalog Merge** task pane (**Step 4: Preview your catalog merge template**), do one of the following:
 - To preview entries in order, click the navigation buttons   to see what other entries will look like in your publication.

Merge fields are replaced by information from the first entry of your data source. You cannot edit your data source entries here, but you can format, move, or delete data.

- To find and preview a specific entry in your data source, click **Find a record**, and then enter the search criteria in the **Find Entry** dialog

- box.
2. If necessary, make changes to your record list. Do one of the following:
 - To exclude a particular record from the merge, click **Exclude this record**.
 - To change the list of records, click **Edit record list**, and then make your changes in the **Catalog Records** dialog box.
 3. After you have completed your catalog merge template and you have inserted all of the merge fields into the **Catalog Merge Area**, click **Save As** on the **File** menu. Type a name for your catalog merge template in the **File name** box, and then click **Save**.
 4. Click **Next: complete the merge**.

[Step 5 of 5: Complete the merge](#)

1. In the **Mail and Catalog Merge** task pane (**Step 5: Complete the merge**) do one of the following:

[Create a new publication with the merged pages](#)

1. Under **Merge**, click **Create new publication**.

Publisher creates a new publication with the merged pages.

2. In your new publication, click **Save as** on the **File** menu. Type a name for your new publication in the **File name** box, and then click **Save**.

[Add the merged pages to an existing publication](#)

If you plan to add your merged pages to the end of an existing publication, make sure that your catalog merge template matches the existing publication in the following ways:

- Page size (height and width)
- Page view (one-page spread or two-page spread)
- Publication type (Web or print)
- Page order (left-to-right or right-to-left)

Publisher cannot add merged pages to an open publication. If you are working on the publication to which you want to merge, be sure to save and

close it before you complete your merge. You cannot add merged pages to the catalog merge template itself.

1. Under **Merge**, click **Add to existing publication**.
2. In the **Open Publication** dialog box, locate the publication to which you want to add the merged pages, and then click **Open**.

Publisher adds the merged pages to the end of the existing publication.

3. In the existing publication, click **Save** on the **File** menu to save your updates.



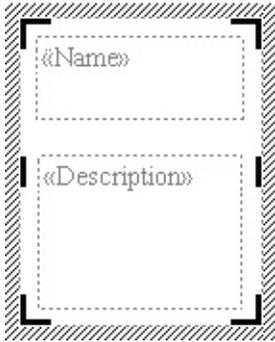
To rearrange the pages in your updated publication, click any page that you want to move on the [page sorter](#), and then drag it to the location that you want.

2. If necessary, save any changes that you made to your catalog merge template. You can use this catalog merge template again to create additional merged pages whenever you update the information in your [data source](#).

[Show All](#)

Arrange merge fields in the catalog merge area

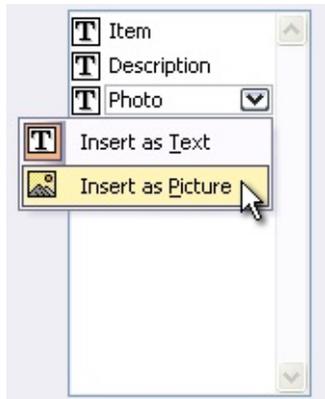
When you insert [merge fields](#) into the [catalog merge area](#) of your catalog merge template, Microsoft Publisher inserts each field in either a text box or picture frame, depending upon the type of field you insert. Arrange the text boxes or picture frames containing these merge fields in the catalog merge area. When you complete the merge, the catalog merge area will repeat this arrangement on the page, once for each record in your [data source](#). Merge fields that are inserted outside the catalog merge area will not repeat.



1. Insert merge fields into the **Catalog Merge Area**.

[How?](#)

1. If it is not already active, open your catalog merge template.
2. On the **Tools** menu, point to **Mail and Catalog Merge**, and then click **Insert Field**.
3. In the **Mail and Catalog Merge** task pane (**Step 3: Create your catalog merge template**), point to the field that you want to insert, click the arrow on the right, and then click **Insert as Text** or **Insert as Picture**.



If you select **Insert as Text**, Publisher inserts a merge field within a text box into the **Catalog Merge Area**. If you select **Insert as Picture**, Publisher inserts a merge field within a picture frame into the **Catalog Merge Area**.

Publisher inserts each merge field within a new text box or picture frame, unless a text box in the catalog merge area is already selected. If a previously inserted text box is selected when you insert a new merge field, the merge field will be inserted into this selected text box.

4. Repeat Step 3 until you have inserted all of the fields that you want from your data source.
2. Do any of the following:

[Move a text box or picture frame](#)

1. Select the text box or picture frame that you want to move.
2. Position the mouse pointer over the text box or picture frame until the pointer changes to the **Move** pointer \updownarrow .
3. Drag the text box or picture frame to a new position.

[Resize a text box or picture frame](#)

1. Select the text box or picture frame that you want to resize.
2. Position the mouse pointer over one of the [handles](#) on the text box or picture frame until the pointer changes to the **Resize** pointer $\updownarrow \leftrightarrow$.
3. Drag the mouse until the text box or picture frame is the size you want.

[Rotate a text box or picture frame](#)

1. Select the text box or picture frame you want to rotate.
2. Point to the green rotation handle.
3. Drag the mouse in the direction you want the object to rotate.

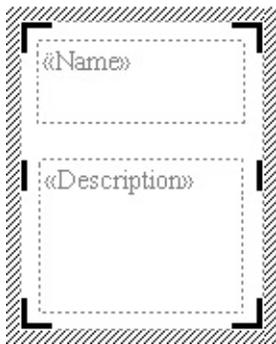
 **Tips**

- Think about the different types of information in your [data source](#) when you position or resize the text boxes and picture frames in your catalog merge area. A one word or two word item name might require a smaller text box than a lengthy text description.
- Use layout [guides](#) to help you position the text boxes and picture frames evenly in the catalog merge area. To view layout guides, click **Boundaries and Guides** on the **View** menu. Set layout guides in the **Layout Guides** dialog box (**Arrange** menu, **Layout Guides**).

[Show All](#)

About the repeating catalog merge area

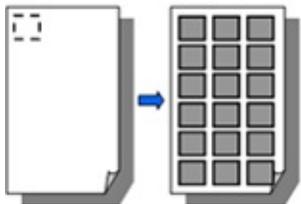
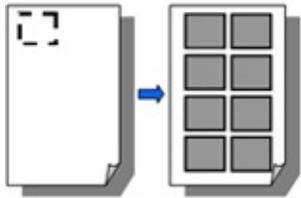
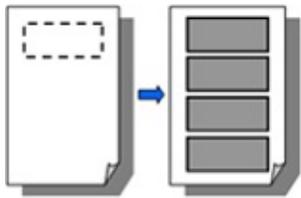
When you select **Catalog Merge** as the merge type in the **Mail and Catalog Merge** task pane, a [catalog merge area](#) appears on the publication page. The catalog merge area is the rectangular region of the page in a catalog merge template where you insert [merge fields](#) as placeholders for the information in your [data source](#). When you complete the merge, the information from your data source will populate these fields, and the contents of the catalog merge area will repeat in the merged publication pages until all of the records from your data source are displayed.



You can change the way the catalog merge area repeats on the page in your merged publication by resizing or moving this area in your catalog merge template. If you move your mouse pointer over the area, a ToolTip displays the number of times that the catalog merge area will repeat per page.

If you make the catalog merge area larger, you will decrease the number of records that appear per page in your final merged publication pages. If the catalog merge area is large enough, it may only appear once per page. If you make the catalog merge area smaller, you will increase the number of records that appear per page in your merged publication pages.

When resizing the catalog merge area, think about both the amount of information in the records in your data source and the page size of your merged publication pages. Make sure that the catalog merge area is large enough to display this information clearly.

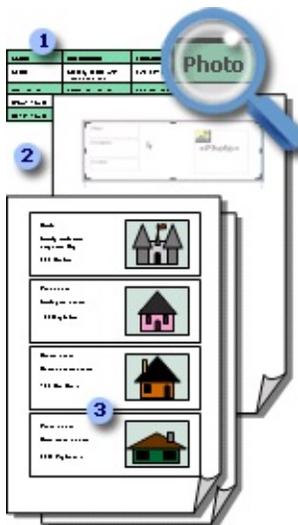


[Show All](#)

About catalog merge

Use [catalog merge](#) to create catalogs, directories, photo albums, or any other type of publication that displays one or more items per page. Catalog merge lets you merge multiple records from a [data source](#) into a single publication. You can merge both text and pictures into your publication.

When you use catalog merge, you combine information from a data source with a catalog merge template to generate merged pages, which you can save as a new publication or add to the end of an existing publication. You can also save your catalog merge template and use it again, whenever you update the information in your data source, to create additional sets of merged pages.



- 1** Data source with record information, such as item names and descriptions.
- 2** Catalog merge template with catalog merge area containing merge fields that are placeholders for record information.
- 3** Resulting merged pages displaying multiple records per page.

[Overview of the catalog merge process](#)

The Mail and Catalog Merge Wizard guides you through each step of the catalog merge process, but you will probably have to do some planning and preparation

before you begin the wizard.

From beginning to end, a catalog merge project involves the following steps:

Determine the information you want to include in your completed catalog publication Before you begin your catalog merge, you need to think about what kind of information you want to list in the final merged pages. Knowing the kind of information that you want to include will help you create or update the [data source](#) you will use for your catalog merge.

Create or update a data source After you determine what types of information you want to list in your merged pages, you can create or update a data source with this information. The [data fields](#) you include in your data source correspond to the [merge fields](#) that you insert into your catalog merge template, so knowing the merge fields you will need will help you to structure your data source file with the necessary information.

Microsoft Publisher's Mail and Catalog Merge Wizard can use a variety of data source formats, but you can easily create a basic data source by creating an Address List in Publisher, or by creating a Microsoft Excel worksheet or a Microsoft Word table.

If you plan to merge photos into your catalog pages, you will need to type the [path](#) for each picture file that you plan to use in the appropriate column or data field of your data source.

Open a new publication that will serve as your catalog merge template

After you have planned your catalog merge project and updated or created a data source, you can start the Mail and Catalog Merge Wizard and begin your catalog merge. When you begin a catalog merge, you create a publication that is your catalog merge template. In your catalog merge template, you design the layout of your final merged pages. When you complete the merge, you use the catalog merge template to generate merged pages, which you can save as a new publication or add to the end of an existing publication.

Your catalog merge template should have the same layout (page size and orientation) that you want for your final merged pages. Also, it should contain any text or graphics that you want to appear on each page of your final publication, for example, a background image.

If you plan to add your merged pages to the end of an existing publication, make sure that your catalog merge template matches the existing publication in the following ways:

- Page size (height and width)
- Page view (one-page spread or two-page spread)
- Publication type (Web or print)
- Page order (left-to-right or right-to-left)

Select your data source After you format your catalog merge template page, use the Mail and Catalog Merge Wizard to locate and connect to your data source.

Insert merge fields After you connect your catalog merge template to your data source, insert and arrange merge fields in the [catalog merge area](#) of your template. The catalog merge area is the part of your catalog merge template that determines how your records display and repeat in your final merged publication pages. You can move and resize the catalog merge area to accommodate the amount of data that you want to insert. You can also move or resize the catalog merge area to change the number of times this area will repeat on each page after the merge is completed.

The merge fields that you insert in the catalog merge area of your template page will repeat on the pages of your merged publication just as you have arranged them. They will repeat once for each record in your data source. If you insert merge fields outside of the catalog merge area, they will not repeat when you complete your merge.

Preview your merge After you insert merge fields into your catalog merge template, you can preview your merged data in the catalog merge area to see if it looks the way that you want.

Merge data from your data source with your catalog merge template When you complete your merge, Publisher creates a set of merged pages displaying all of the records in your data source. You can save these pages as a new publication, or add them to the end of an existing publication.

Save your catalog merge template It is a good idea to save your catalog merge template. You can use it again to create additional sets of merged pages when you update the information in your data source.

[Show All](#)

About creating catalogs

There are two primary ways to create catalogs using Microsoft Publisher:



[Start with a pre-designed catalog publication](#)

If you want to create a catalog that will list a small number of items, then you might want to start your catalog by selecting one of Publisher's pre-designed catalog publications. (In the **New Publication** task pane, click **Publications for Print**, click **Catalogs**, and then click the design that you want.)

You can replace the placeholder text and graphics in the pre-designed catalog publication with your own text and graphics. You can also customize the appearance of your catalog by changing the page layout, font scheme, or color scheme.



[Use the Mail and Catalog Merge Wizard to create merged pages for a catalog](#)

If you would like to create a large catalog that displays many items and you maintain records of these items in a spreadsheet, table, [database](#), or another [data source](#) file, you can create catalog pages by using [catalog merge](#) to merge these records to a publication.

With catalog merge, you can merge multiple records from a data source into a single publication. You can use catalog merge to create pages for any publication that displays one or more items per page, such as a catalog, a directory, or a photo album. You can merge both text and pictures into your publication.

To create merged pages using catalog merge, start with a new, blank, one-page publication. This publication will become your catalog merge template. In your catalog merge template, you design the layout for the merged data in your final publication pages. You insert [merge fields](#) as placeholders for the information in your data source into the [catalog merge area](#) of your catalog merge template. When you complete a merge, the information in your data source populates these merge fields, and the catalog merge area repeats in the merged publication pages.

until all of the records from your data source are displayed.

When you complete a merge, you can add the merged pages to the end of an existing publication, or you can save the merged pages as a new publication. You can then edit these pages as you would any other Publisher publication. You can save your catalog merge template and use it again in the future to create additional sets of merged pages whenever you update the information in your data source.

You can also create a catalog by using a combination of the above two methods:

[Use the Mail and Catalog Merge Wizard with a pre-designed catalog publication](#)

If you plan to use the Mail and Catalog Merge Wizard to create content for your catalog, but you want to use the cover design from a pre-designed catalog publication, you can do so easily.

First, create a front and back cover for your catalog by selecting the pre-designed catalog publication that you want. Delete all but the first and last pages of the catalog, and then save and close the publication.

When you create your catalog merge template, be sure to set it up with the same page dimensions and page view (two-page spread) as the catalog cover. You can do this by selecting **Booklet** under **Publication type** in the **Page Setup** dialog box (**File** menu, **Page Setup** command).

When you complete your merge, click the option **Add to existing publication**, and select your saved catalog cover publication. Publisher adds the merged pages to the end of the cover publication. To rearrange the pages or move the back cover page to the end of the publication, click a page on the [page sorter](#), and drag it to the location you want.

[Show All](#)

Troubleshoot catalog merge

Completing the merge

[Publisher will not let me merge to the publication I selected.](#)

- You might be trying to merge to a publication that is open. Microsoft Publisher cannot add merged pages to a publication that is open. Save and close the publication and try again.
- You might be trying to add merged pages to a publication that does not match your catalog merge template in publication type or page order. If you plan to add merged pages to the end of an existing publication, you must select a publication that matches your catalog merge template in the following ways:
 - Publication type (Web or print)
 - Page order (left-to-right or right-to-left)

To complete the merge, make any necessary changes to either the catalog merge template or the existing publication, and then merge again. Or, select another publication that matches the catalog merge template in publication type and page order.

- You might be trying to add merged pages to the catalog merge template itself. You cannot add merged pages to the catalog merge template. Select another publication or click **Create new publication** to save the merged pages as a new publication.
- You might be trying to add merged pages to file that is not a Publisher file. Select a Publisher file.

[I can't connect to a data source.](#)

- The file containing the [data source](#) that you're trying to connect to might be open. To connect to a data source other than a Publisher address list, make sure that the file is closed.
- Publisher might not be able to recognize the file format of the data source that you're trying to connect to. Make sure that you are using a data source

that Publisher can use.

[How?](#)

The Publisher Mail and Catalog Merge Wizard can use [data sources](#) in the following formats:

- Microsoft Access (all versions)
- Microsoft Excel (versions 3.0 and later)
- Microsoft FoxPro (version 2.0 and later)
- Microsoft Outlook (all versions)
- Microsoft SQL 6.x, 7.0, and 2000
- Microsoft Word tables or merge data documents
- Microsoft Works for MS-DOS 3.0 (if database contains no formulas)
- Microsoft Works for Windows 3.0 and later (if database contains no formulas)
- Oracle 7.3, 8i (8.1.6) (if client software is installed)
- dBase III, IV, and V
- ASCII text files (except for fixed-field width files)
- Any data source with an OLE DB provider

Merged pages

[Publisher merged all of the pages to the end of the publication.](#)

- When you complete the merge by clicking **Add to existing publication**, Publisher adds the merged pages to the end of the selected publication by default. To rearrange the pages in your updated publication, click the [page sorter](#) and drag the pages to the location that you want.

[The records do not display properly on the page when I add merged pages to an existing publication.](#)

If you complete a catalog merge by selecting the option **Add to existing publication**, the merged records might not display properly on the pages of your updated publication if the publication that you select does not have the same page size or page view as the catalog merge template.

To achieve the best results when adding merged pages to an existing publication, select a publication that matches the catalog merge template in the following ways:

- Page size (height and width)
- Page view (one-page spread or two-page spread)

To improve the results of the catalog merge, make any necessary changes to the page size or page view of either the catalog merge template or the existing publication, and then complete the merge again.

[I have blank records in my merged publication.](#)

- There are records in your [data source](#) that were not filled in. Edit your data source to fill in or remove the missing fields, or filter the records so that no blank records are included in the merge.

[How?](#)

1. If it is not already open, open your catalog merge template.
2. On the **Tools** menu, point to **Mail and Catalog Merge**, and then click **Mail and Catalog Merge Wizard**.
3. In the **Mail and Catalog Merge** task pane, click **Next: Select data source**.
4. Under **Select data source**, click **Edit record list**.
5. Click the arrow next to the column heading of the item you want to filter by.
6. To exclude blank records from your merge, click **(Nonblanks)** to display all the records in which the corresponding field contains information.

The **Catalog Records** dialog box displays only the designated records. To display all the records again, click **(All)**.

[The catalog merge area does not repeat on the page in my merged pages.](#)

- You might have resized the [catalog merge area](#) so that it is too large to repeat more than once per page. In your catalog merge template, check the ToolTip for the catalog merge area to determine how many times the

catalog merge area is supposed to repeat per page. If possible, try resizing the catalog merge area, or consider changing the page size of your catalog merge template (changing the page size of the catalog merge template will change the page size of the merged publication pages that you create when you complete the merge).

- You might have moved the catalog merge area to a location on the page, such as the page center, where it will not be able to repeat more than once per page. Try moving the catalog merge area.

[There are extra pages mixed in with my merged pages, and the catalog merge area does not repeat on the merged pages.](#)

- If there is more than one page in your catalog merge template, you might have completed the merge while displaying a page that does not contain the catalog merge area. The catalog merge area must be in view when you complete your merge. For best results, limit your catalog merge template to one page.

[Some of my merge fields do not repeat and they do not contain any information from my data source.](#)

- You might have inserted merge fields outside the catalog merge area. Any merge fields inserted into your catalog merge template outside the catalog merge area will not merge data or repeat on the page. Any merge fields that partially overlap the border of the catalog merge area also will not repeat on the page.

Merged text and objects

[My merged data lost its text formatting.](#)

- Publisher does not preserve any of the text formatting in your original data source. To change the appearance of merged data in your merged publication pages, you must format the [merge fields](#).

[How?](#)

1. Select the merge field that you want to change.

2. On the **Format** menu, click **Font**.
3. In the **Font** dialog box, select the options that you want.

[My data gets cut off in my merged publication pages.](#)

- The text box that contains the [merge fields](#) for the data in the [catalog merge area](#) might be too small to contain all of the merged information from your data source. Try resizing the text box.
- The corresponding data field in your [data source](#) might contain text that exceeds 255 characters in length. Publisher can merge only up to 255 characters of text per merge field. You might need to restructure the information in your data source so that the information in your individual data fields does not exceed this character limit.

[All of my data runs together in my merged publication pages.](#)

- You might have inserted multiple [merge fields](#) in the same text box. If a text box is selected when you insert a merge field, Publisher will insert the field into the selected text box. If you do not want Publisher to insert multiple merge fields into the same text box, make sure that the text box for the field that you previously inserted is not selected when you insert the next field.
- You might not have included spaces between merge fields that are adjacent to one another. For example, if you want to merge a list of names, you would want to insert a space between the merge fields that represent the first and last name: ««First Name»» ««Last Name»».

[The color of text, lines, or objects changes when I merge to an existing publication.](#)

- You might have merged to an existing publication that has a [color scheme](#) that is different from the color scheme of your catalog merge template. If you applied [scheme colors](#) to any of the elements in your catalog merge template, these colors will update to the corresponding colors in the color scheme for the publication to which you add your merged pages. To avoid color changes in your merged publication pages, make sure your catalog merge template has the same color scheme as the existing publication to which you plan to add the merged pages. Or, apply only non-scheme colors to design elements in the catalog merge template.

[How?](#)

1. In your catalog merge template, select the text, line, or object to which you want to apply a non-scheme color.
2. On the **Formatting** toolbar, do one of the following:
 - To apply a non-scheme color to text, click the arrow next to **Font Color** , and then click **More Colors**.
 - To apply a non-scheme color to a line, click the arrow next to **Line Color** , and then click **More Line Colors**.
 - To fill an object with a non-scheme color, click the arrow next to **Fill Color** , and then click **More Fill Colors**.
3. Select the options that you want.

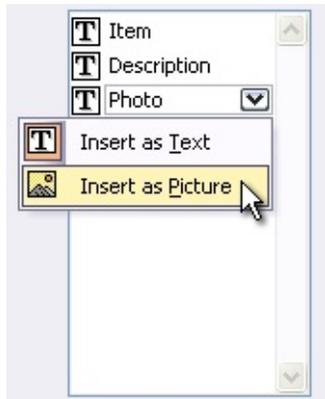
Merged pictures

[There are file names or paths instead of pictures in my merged pages.](#)

- You probably inserted the [merge fields](#) for your picture files as text fields instead of as picture fields. Reinsert the merge fields as picture fields.

[How?](#)

1. If it is not already open, open your catalog merge template.
2. On the **Tools** menu, point to **Mail and Catalog Merge**, and then click **Insert Field**.
3. Delete the existing merge fields you want to replace.
4. In the **Mail and Catalog Merge** task pane (**Step 3: Create your catalog merge template**), point to the field that you want to insert as a picture, click the arrow on the right, and then click **Insert as Picture**.



Publisher inserts a merge field within a picture frame into the **Catalog Merge Area**.

5. Repeat Step 4 until you have inserted all of the fields that you want from your data source.

[My pictures do not appear in my merged pages.](#)

- Your [data source](#) might not be set up properly to point Publisher to your picture files when you complete your merge. When you create or update your data source in preparation for your mail merge or catalog merge project, you need to include either file names or [paths](#) for the picture files you want to merge. Do not include the actual pictures or images in your data source.

[How?](#)

1. Open the data source file that contains the information you want to update; for example, a Microsoft Excel worksheet.
2. Create a new column or [data field](#) for each picture type that you want to include.
3. Type a unique column heading or name for each picture data field that you create.

These names will become the names for the [merge fields](#) that you select when you create your mail merge or catalog merge. You should make sure that each name is unique so that you can determine which pictures each field represents.

4. In each of the picture fields for each of the records in your data source, do one of the following:
 - If you plan to save your picture files and your data source in the same folder, type the file name for the relevant picture. For example: firstphoto.jpg.
 - If the pictures files will be located in a different folder from the data source, type the path for the relevant picture. For example: C:\Documents and Settings\Username\My Documents\My Pictures\Catalog Project\firstphoto.jpg.
5. When you have finished adding picture information to your data source, save your updated data source file.

Note You can merge only one picture per merge field. If you want to merge multiple pictures for each record in your data source, you will need to add another column or data field per record to your data source for each of the pictures that you want to use.

[Show All](#)

Create a data source for a mail merge or a catalog merge

If your information is not already organized into a [data source](#) file format that Microsoft Publisher can use, you can create a data source to use for your [mail merge](#) or [catalog merge](#) project.

Before you create your data source, think about the kinds of information you want to include in your final merged publication. The [data fields](#) in your data source correspond to the [merge fields](#) that you insert into your mail merge publication or catalog merge template. Be sure to structure your data source file so that it has all of the data fields that you will need for your merge.

 [Create an address list for a mail merge](#)

You can use Publisher to create an Address List for a mail merge project. After you create and save this list, you can use it over again for future mail merge projects.

1. On the **Tools** menu point to **Mail and Catalog Merge**, and then click **Create Address List**.
2. If you want, before you begin typing information for your list, add fields to the list that appears in the **New Address Lists** dialog box.

 [How?](#)

1. In the **New Address List** dialog box, click **Customize**.
2. In the **Customize Address Lists** dialog box, click **Add**.
3. In the **Add Field** dialog box, type a name for your new field, and then click **OK**.
4. Repeat steps 2 and 3 until you have added all of the fields that you want, and then click **OK**.
3. In the **New Address List** dialog box, under **Enter Address information**, type the information for the first entry in the relevant fields.
4. When you've finished entering information for the first entry, click **New**

Entry.

5. Repeat steps 3 and 4 until you have finished adding entries.
6. Click **Close**.
7. In the **Save Address List** dialog box, type a name for your address list in the **File name** box.

By default, the address list is saved in the **My Data Sources** folder. It is best to keep the address list here because this is the default folder in which Publisher looks for [data sources](#).

8. Click **Save**.

Note You can use an Address List to merge pictures. You will need to add fields for the picture information and then type the [path](#) for the picture file that you want to use for each entry in the list.

[Create a data source listing text and pictures](#)

You can use either Microsoft Excel or Microsoft Word to create a data source for your mail merge or catalog merge project. If you create an Excel worksheet or a Word table, your information will be organized into table form.

The columns in your Excel worksheet or Word table should represent the distinct categories of information, or [data fields](#), that you want to use in your mail merge or catalog merge. The first row of the table, the header record, should list the column names. These column names will become the names of the [merge fields](#) that you insert into your mail merge publication or catalog merge template. Each row in your table after the header record should list a complete set of information for each of the data fields.

1. Create the Excel worksheet or Word table that you want to use as a data source.

[How?](#)

Do one of the following:

[Create a worksheet in Excel](#)

- In Excel, on the **File** menu, click **New**, and then click **Blank Workbook** in the **New Workbook** task pane.

[Create a table in Word](#)

1. In Word, on the **File** menu, click **New**, and then click **Blank Document** in the **New Document** task pane.
 2. Click in the document where you want to create a table.
 3. In Word, on the **Table** menu, point to **Insert**, and then click **Table**.
 4. In the **Insert Table** dialog box, select the options that you want, and then click **OK**.
2. In each cell of the first row of the worksheet or table, type a unique column heading that describes the information to be listed in the column. For example, if you are creating a table that will list item names, descriptions, and photos that you want to merge into a catalog, you could type the following column headings: Item name, Description, Photo.

Each of these column headings will become a merge field that you can insert into your mail merge publication or catalog merge template.

3. In each of the following rows of the table, type the information for each of your records. For example, if you are creating a table that will list item names, descriptions, and photos, type the information for each individual item in its own row.
4. If you plan to merge photos into your final publication, you will need to type either the file name or [path](#) for each picture file that you want to use in the appropriate column or data field for each record. Do one of the following :
 - If you plan to save your picture files and your data source in the same folder, type the file name for the relevant picture. For example: firstphoto.jpg.
 - If the picture files will be located in a different folder from the data source, type the path for the relevant picture. For example:
C:\Documents and Settings\Username\My Documents\My Pictures\Catalog Project\firstphoto.jpg.
5. Repeat steps 3 and 4, as necessary, until you have finished typing the information that you want.
6. In either Excel or Word, click **Save as** on the **File** menu.
7. In the **Save as** dialog box, double-click the **My Data Sources** folder to

open it, type a name for your data source file, in the **File name** box, and then click **Save**.

Note If you want, you can save your data source file in another location. The **My Data Sources** folder is a convenient location because Publisher opens it first by default when you connect to a data source. If you save your data source file somewhere other than the **My Data Sources** folder, you will have to browse to locate it when you connect to a data source during a mail merge or a catalog merge.

[Show All](#)

Create an Address List for mail merge

1. On the **Tools** menu, point to **Mail and Catalog Merge**, and then click **Create Address List**.
2. If you want, before you begin typing information for your list, add fields to the list that appears in the **New Address List** dialog box.

[How?](#)

1. In the **New Address List** dialog box, click **Customize**.
2. In the **Customize Address Lists** dialog box, click **Add**.
3. In the **Add Field** dialog box, type a name for your new field, and then click **OK**.
4. Repeat steps 2 and 3 until you have added all of the fields that you want, and then click **OK**.
3. In the **New Address List** dialog box, under **Enter Address Information**, type the information for the first entry in the relevant fields.
4. When you've finished entering information for the first entry, click **New Entry**.
5. Repeat steps 3 and 4 until you have finished adding entries.
6. Click **Close**.
7. In the **Save Address List** dialog box, type a name for your address list in the **File name** box.

By default, the address list is saved in the **My Data Sources** folder. It is best to keep the address list here because this is the default folder in which Microsoft Publisher looks for [data sources](#).

8. Click **Save**.

[Show All](#)

Change the data source for a mail merge or a catalog merge

You can change the [data source](#) that you use to perform a mail merge or a catalog merge. Before you begin, make sure you have an existing data source.

1. Open your mail merge publication or your catalog merge template.
2. On the **Tools** menu, point to **Mail and Catalog Merge**, and then click **Open Data Source**.
3. When you are asked if you want to connect to a different data source, click **Yes**.
4. In the **Select Data Source** dialog box, click the name of a data source.

If you don't see the file you want, switch to the drive or folder that contains the file.

5. Click **Open**.

Note In your publication, the text "<<missing merge field>>" will appear in place of the [merge fields](#) from the old data source.

[Show All](#)

Change the order in which entries from a data source are merged

[Change the order of data source entries for a mail merge](#)

After you have connected your mail merge publication to a [data source](#), you can change the order in which the entries in your data source are merged.

1. In the **Mail and Catalog Merge** task pane (**Step 2: Select data source**), click **Edit recipient list**.
2. Do one of the following:

[Sort by a single criterion, such as City](#)

- Click the column heading you want to sort by. For example, **Last Name** or **City**.

[Sort by multiple criteria, such as City and Postal Code](#)

1. Click an arrow next to a column heading, and then click **Advanced**.
2. In the **Filter and Sort** dialog box, click the **Sort Records** tab.
3. In the **Sort by** box, select the field you want to sort by. For example, if you want to sort your mailing by city, click **City**.
4. Click **Ascending** or **Descending** to define the order in which the entries print. For example, click **Ascending** to have city names printed in this order: A City, B City, C City...
5. To further define your sort, go to the next line of the dialog box, and repeat steps 3 and 4. For example, to sort by postal code within a city, click **ZIP code**.
6. In the **Filter and Sort** dialog box, click **OK**.
7. In the **Mail Merge Recipients** dialog box, click **OK**.

[Change the order of data source entries for a catalog merge](#)

After you have connected your catalog merge template to a [data source](#), you can

change the order in which entries in your data source are merged.

1. In the **Mail and Catalog Merge** task pane (**Step 2: Select data source**), click **Edit record list**.
2. Do one of the following:

[Sort by a specific criterion](#)

- Click the column heading you want to sort by.

[Sort by multiple criteria](#)

1. Click an arrow next to a column heading, and then click **Advanced**.
2. In the **Filter and Sort** dialog box, click the **Sort Records** tab.
3. In the **Sort by** box, select the field you want to sort by..
4. Click **Ascending** or **Descending** to define the order in which the entries print. For example, click **Ascending** to have item names printed in this order: A Item, B Item, C Item...
5. To further define your sort, go to the next line of the dialog box, and repeat steps 3 and 4.
6. In the **Filter and Sort** dialog box, click **OK**.
7. In the **Catalog Records** dialog box, click **OK**.

[Show All](#)

Narrow the list of records that are merged

[Narrow the list of recipients for a mail merge](#)

After you have connected your mail merge publication to a [data source](#), you can narrow the list of recipients that are merged.

1. In the **Mail and Catalog Merge** task pane (**Step 2: Select data source**), click **Edit recipient list**.
2. Do any of the following:

[Narrow the list by a single criterion such as a country/region](#)

1. Click the arrow next to the column heading of the item you want to filter by.
2. Click any of the following:
 - **(Blanks)** displays all the records in which the corresponding field is blank.
 - **(Nonblanks)** displays all the records in which the corresponding field contains information.
 - If your data source contains records that share the same information, and there are ten or fewer unique values in the column, you can filter by specific information. For example, if there are multiple addresses that list Australia as the country/region, you can filter on **Australia**.

The **Mail Merge Recipients** dialog box displays only the designated records. To display all the records again, click **(All)**

[Omit a specific record](#)

- Clear the check box to the left of the record.

[Narrow the list by more detailed criteria](#)

You can apply several filters at once.

1. Click an arrow next to a column heading, and then click **Advanced**.
2. In the **Filter and Sort** dialog box, click the **Filter Records** tab.
3. In the **Field** box, choose the field that determines whether or not an entry will be included in your filtered list. For example, if you want to mail only to addresses in a specific city, click **City**.
4. In the **Comparison** box, select the comparison phrase you want. For example, for addresses only in a specific city select **Equal to**.
5. In the **Compare to** box, type the text or numbers you want to compare with the contents of the **Field** box.
6. To apply more than one filter, do one of the following:
 - To mail to addresses that meet the criteria for both filters, select **And**. For example, if the second filter is Last Name is equal to Brown, click **And** to mail only to Browns who live in a specific city.
 - To mail to addresses that meet the criteria for either of the filters, select **Or**. For example, click **Or** to mail to all Browns as well as all addresses in a specific city.
7. To add additional filter criteria, repeat steps 3 through 5.
8. In the **Filter and Sort** dialog box, click **OK**.
9. In the **Mail Merge Recipients** dialog box, click **OK**.

[Narrow the list of records for a catalog merge](#)

After you have connected your catalog merge template to a [data source](#), you can narrow the list of records that are merged.

1. In the **Mail and Catalog Merge** task pane (**Step 2: Select data source**), click **Edit record list**.
2. Do any of the following:

[Narrow the list by a single criterion](#)

1. Click the arrow next to the column heading of the item you want to filter by.
2. Click any of the following:
 - **(Blanks)** displays all the records in which the corresponding field is blank.

- **(Nonblanks)** displays all the records in which the corresponding field contains information.
- If your data source contains records that share the same information, and there are ten or fewer unique values in the column, you can filter by specific information. For example, if there are multiple items in your data source that list Toy as a description, you can filter on **Toy**.

The **Catalog Records** dialog box displays only the designated records. To display all the records again, click **(All)**

[Omit a specific record](#)

- Clear the check box to the left of the record.

[Narrow the list by more detailed criteria](#)

You can apply several filters at once.

1. Click an arrow next to a column heading, and then click **Advanced**.
2. In the **Filter and Sort** dialog box, click the **Filter Records** tab.
3. In the **Field** box, choose the field that determines whether or not an entry will be included in your filtered list.
4. In the **Comparison** box, select the comparison phrase you want. For example, for items of a specific type select **Equal to**.
5. In the **Compare to** box, type the text or numbers you want to compare with the contents of the **Field** box.
6. To apply more than one filter, do one of the following:
 - To merge records that meet the criteria for both filters, select **And**.
 - To merge records that meet the criteria for either of the filters, select **Or**.
7. To add additional filter criteria, repeat steps 3 through 5.
8. In the **Filter and Sort** dialog box, click **OK**.
9. In the **Catalog Records** dialog box, click **OK**.

[Show All](#)

Mail and Catalog Merge data sources used in Publisher

The Microsoft Publisher Mail and Catalog Merge Wizard can use [data sources](#) in the following formats:

- Microsoft Access (all versions)
- Microsoft Excel (versions 3.0 and later)
- Microsoft FoxPro (version 2.0 and later)
- Microsoft Outlook (all versions)
- Microsoft SQL 6.x, 7.0, and 2000
- Microsoft Word tables or merge data documents
- Microsoft Works for MS-DOS 3.0 (if database contains no formulas)
- Microsoft Works for Windows 3.0 and later (if database contains no formulas)
- Oracle 7.3, 8i (8.1.6) (if client software is installed)
- dBase III, IV, and V
- ASCII text files (except for fixed-field width files)
- Any data source with an OLE DB provider

About filtering and sorting in mail and catalog merge

Filtering allows you to merge a subset of records from your total data source. This differs from sorting, which allows you to merge your data in a particular order.

Filtering

You can use a filter in two ways:

- To print, preview, or merge only a portion of the records in your data source. For example, print labels with a postal code within the range you specify.
- To view only a portion of the entries in your Microsoft Publisher address list. For example, to update entries in your address list that don't have postal codes, apply a filter that displays only entries with an empty ZIP code field.

Sorting

Sort to change the following:

- The order in which your merged publications are printed or previewed. For example, sort your labels by the City field to view them alphabetically by City.
- The order in which entries appear in your Publisher address list. Entries in your Publisher address list occur in the same order that you entered them, but you can reorder them. For example, to reorder alphabetically, sort the entries by the Last Name field.

Note The filters and sort orders do not permanently change your data source, mail merge, or catalog merge.

[Show All](#)

Import text from another file

[Add text from a document in another application](#)

1. Open the application and then open file that contains the text that you want to add.
2. Select the text.
3. On the **Edit** menu, click **Copy**.
4. Open Microsoft Publisher, and then open the publication in which you want to insert the text.
5. Create a text box if you have not already done so.

[How?](#)

1. On the **Objects** toolbar, click **Text Box**  .
2. In the publication, point to where you want one corner of the text to appear, and then drag diagonally until the box is the size that you want.
6. In the text box, click where you want to paste the text.
7. On the **Edit** menu, click **Paste**.

[Tips](#)

- If the **Paste Options** button  appears below the pasted text, you can click it and then choose between retaining the original text formatting, or letting the pasted text assume the formatting of the text box.
- If you want to copy and paste more than one section of text, use the Office Clipboard.

[Insert text from a text file](#)

1. In your publication, create a text box if you have not already done so.

[How?](#)

1. On the **Objects** toolbar, click **Text Box**  .
2. In the publication, point to where you want one corner of the text to appear, and then drag diagonally until the box is the size you want.
2. In the text box, click where you want to paste the text.
3. On the **Insert** menu, click **Text File**.
4. Click the file you want to import.

If you do not see the name of the file you want to import text from, you may need to change the folder or drive.

5. Click **OK**.

Note If the text you're importing doesn't fit in the text box, Publisher might ask if you want to use [autoflow](#) for the remaining text.

[Add text from a document in another application that you do not have](#)

You may receive a document you cannot open because it was created using an application you do not have. Ask the sender of the document to save the document as Plain Text (ASCII text, Text Only, or .txt) or Rich Text Format (.rtf), and then send it to you again.

1. Open Publisher, and then open the publication that you want to import to.
2. Create a text box if you have not already done so.

[How?](#)

1. On the **Objects** toolbar, click **Text Box**  .
2. In the publication, point to where you want one corner of the text to appear, and then drag diagonally until the box is the size you want.
3. In the text box, click where you want to paste the imported text.
4. On the **Insert** menu, click **Text File**.
5. In the **Files of type** list, click **Plain Text** or **Rich Text Format**.

6. Click the file you want to import.

If you do not see the name of the file you want to import text from, you may need to change the folder or drive.

7. Click **OK**.

Note If the text you're importing doesn't fit in the text box, Publisher might ask if you want to use [autoflow](#) for the remaining text.

[Show All](#)

Troubleshoot importing text, pictures, and smart objects

 [Not all of my text appears in the text box.](#)

If there is more text than the text box can hold, Microsoft Publisher stores the extra text in [overflow](#), where you can't see it. If there is text in overflow, a **Text In Overflow** indicator  appears at the lower-right corner of the text box.

Here are some ways to get your text out of overflow and back into your publication.

 [Turn automatic copyfitting on](#)

You can have Microsoft Publisher automatically resize your text to fit in a text box.

 [Turn copyfitting on](#)

1. Click the text box.
2. On the **Format** menu, point to **AutoFit Text**.
3. Do one of the following:
 - To shrink or expand text to fit in the text box when you resize the box, click **Best Fit**.
 - To reduce the point size of text until there is no text in [overflow](#), click **Shrink Text On Overflow**. With this option, the text will not get any larger than its original size if the text box is made larger, but if the text box is made smaller, the text will shrink.

 [Enlarge the text box](#)

After selecting an object, you can resize it in a number of ways.

Note You can override the **To Guides** option (**Arrange** menu, **Snap** command) by holding down the ALT button while you drag the mouse.

[Drag the object to resize it](#)

- Position the mouse pointer over one of the [handles](#), and then drag the mouse.

[Drag the object and keep its center in the same place](#)

1. Hold down CTRL.
2. Position the mouse pointer over one of the handles, and then drag the mouse.
3. Release the mouse button before you release CTRL.

[Drag the object and maintain its proportions](#)

1. Hold down SHIFT.
2. Position the mouse pointer over one of the corner handles, and then drag the mouse.
3. Release the mouse button before you release SHIFT.

[Drag the object while keeping its center in the same place and maintaining its proportions](#)

1. Hold down CTRL + SHIFT.
2. Position the mouse pointer over one of the corner handles, and then drag the mouse.
3. Release the mouse before you release CTRL + SHIFT.

[Change to a specific height and width](#)

1. Right-click the text box.
2. On the shortcut menu, click **Format Text Box**.
3. In the dialog box, click the **Size** tab.
4. Under **Size and rotate**, enter measurements for the height and width of the object.

[Change by a specific proportion](#)

1. Right-click the text box.
2. On the shortcut menu, click **Format<object type>**.
3. In the dialog box, click the **Size** tab.
4. Under **Scale**, enter the percentage of the original height or width you want the object resized to.

To keep the **Height** and **Width** proportions the same, select the **Lock aspect ratio** check box.

[Reduce the margins in the text box](#)

1. Right-click the text box, and then click **Format Text Box**.
2. In the **Format Text Box** dialog box, click the **Text Box** tab.
3. Under **Text Box Margins**, type smaller amounts for the **Left**, **Right**, **Top**, and **Bottom** margins.

[Connect the filled text box to another box so any extra text is displayed in the other box](#)

When you connect [text boxes](#), text that won't fit into the first text box flows into the next text box. A chain of connected text boxes, also known as a story, can span multiple pages.

Use connected boxes to:

- Continue a story in another text box.
- Create columns of different widths.
- Move text from [overflow](#) into another box.

1. If needed, create a new text box.

[How?](#)

1. On the **Objects** toolbar, click **Text Box**  .
2. In your publication, point to where you want one corner of the text to appear, and then drag diagonally until you have the box size you want.
2. Click in the text box you want as the first text box in the story.
3. On the **Connect Text Boxes** toolbar, click **Create Text Box Link** .

The mouse pointer changes to a pitcher .

4. Click in the text box you want as the next in the story.

This text box is now connected to the first box and any text in [overflow](#) now appears in the next box.

5. To connect more text boxes to the story, repeat steps 3 and 4.

[Imported tables lose their formatting.](#)

If the information that you copied is from a program that supports Rich Text Format (RTF), then the text will retain its original formatting. Otherwise, it will take on the formatting of the Publisher table that you copied it to.

- To paste your text with formatting, click **Paste Special** on the **Edit** menu, and then click **Create new table**.

Programs that support RTF include Microsoft Excel, Microsoft Works for Windows, Microsoft Word for Windows, and other Windows-based word-processing programs.

[I get an "Out of memory" message when I try to import a bitmap.](#)

There's a difference between the size of a bitmap on disk and the amount of memory needed to import it into a publication. This is because many programs that create bitmap-type graphics compress them to save disk space. The actual size of the bitmap, therefore, is larger than its apparent size on disk.

To give you an idea of how much memory you need to import a bitmap: The uncompressed size of a simple black and white 3-by-3-inch bitmap (1 bit per pixel), with 300 dpi, is about 100 KB; about 790 KB for a 256-color bitmap (8 bits per pixel); and about 2.3 MB for a 16-million-color bitmap (24 bits per pixel).

[A WordArt, clip art, or OLE object changes when I paste it into another Office application.](#)

1. To preserve an object's formatting when you paste it into another

- application, on the **Edit** menu, click **Paste Special** instead of **Paste**.
2. Under **As**, click the **Picture** format you want, and then click **OK**.

This will keep any formatting, cropping, or rotation you applied to the object in Publisher. You will not, however, be able to work with the object as you did in Publisher. For example, [OLE](#) objects will no longer update, and WordArt objects cannot be changed by using the WordArt toolbar.

[The Paste Special command is not available.](#)

You may not have chosen the **Copy** command in the source program (the program in which you created the object), or the program you copied from doesn't support [OLE](#) for this type of object.

[When I import a Word document, some of my formatting or objects are lost.](#)

Sometimes this loss of formatting or objects cannot be prevented. It's best to import a Word document that does not include special formatting or objects, and then adjust the formatting and add objects in Publisher.

Or, instead of importing a Word document, you can copy the text from the Word document and paste it into your publication. This might preserve your formatting better than importing.

[I cannot import or paste a large table or spreadsheet.](#)

Publisher allows you to import or paste a table with a maximum of 128 rows and 128 columns. If your table exceeds this limit, you first need to edit it in the program in which it was created. When it has 128 or fewer rows and 128 or fewer columns, you can import it into Publisher.

[Show All](#)

Check your publication for problems

The **Design Checker** task pane will list all of the design problems that are detected in your publication, such as design elements that are partially off the page, [overflow](#) text in a [story](#), or a picture that is scaled disproportionately. In some cases, you will have the option of choosing an automatic fix for these problems. In other cases, you will have to fix the problem manually.

1. On the **Tools** menu, click **Design Checker**.
2. In the **Design Checker** task pane, under **Select an item to fix**, click the arrow next to the item you want to fix, and then do one of the following:
 - Click **Go to this Item** to go to the page where the problem item is located. You can then correct the problem by making any necessary changes.
 - Click the option that describes how to automatically fix the problem.

Note The automatic fix will vary depending on the problem. In some cases, no automatic fix is available.

- Click **Never Run this Check Again** to disable the check. This affects all instances of the problem. Before you click this option, make sure this is something you do not want to check for anywhere else in your publication.
- Click **Explain** to open a Help topic that explains the problem and offers suggestions about how to fix it.

[Show All](#)

Troubleshoot using the Design Checker

[Publisher is slower after I run the Design Checker.](#)

Once you start the Design Checker, it continues to work in the background, even if you go to another task pane. This may affect performance in Microsoft Publisher. To stop the Design Checker running in the background, do the following:

1. On the **Tools** menu, click **Design Checker**.
2. In the **Design Checker** task pane, click **Close Design Checker**.

Some checks may also cause slow performance in Publisher, especially if the publication has a large number of pages. To increase performance, disable the following checks:

- **Object is not visible**
- **Page cannot be reached from first page** (Web publications only)

[How?](#)

1. On the **Tools** menu, click **Design Checker**.
2. In the **Design Checker** task pane, click **Design Checker Options**.
3. Click the **Checks** tab.
4. Find the check you want to disable, and then clear the check box next to it. Repeat this step for all checks you want to disable.
5. Click **OK**.

[Show All](#)

Troubleshoot add-ins

 [I can't run an add-in that I installed.](#)

By default, Microsoft Publisher does not trust [add-ins](#). The default security level is set to **High**, which means that only signed macros from trusted sources will be allowed to run. Unsigned macros are automatically disabled.

To run an add-in that does not have a [digital signature](#), or an add-in that is signed by someone who is not on your list of trusted sources, you first need to change the security level to **Medium**, and then choose to disable or enable macros.

1. On the **Tools** menu, point to **Macro**, and then click **Security**.
2. Click the **Security Level** tab.
3. Click **Medium**.
4. Click **OK**.
5. Restart Publisher.
6. In the **Security Warning** dialog box, if the add-in is digitally signed, the **Always trust macros from this publisher** check box will be available. Select this check box if you want to add the publisher to your list of trusted publishers.

If you choose this option, the **Security Warning** dialog box will not be displayed in the future when you start an add-in that is digitally signed by this publisher.

7. Click **Disable Macros** or **Enable Macros**.

[Show All](#)

Remove a prior trusted source

If you have installed previous versions of Microsoft Publisher on your computer, you can view a list of prior trusted [macro](#) developers (also known as prior trusted sources). If you no longer trust a source contained in this list, you can remove it from the list.

1. On the **Tools** menu, click **Options**, and then click the **Security** tab.
2. Click **Macro Security**.
3. Click the **Prior Trusted Sources** tab.
4. In the list, click the name of the prior trusted source that you want to remove.
5. Click **Remove**.

[Show All](#)

Remove hidden information

Before you give others a copy of your publication, it's a good idea to review hidden information and decide whether it's appropriate to include. You may want to remove some information from the publication and from the publication file properties before you share the publication with others.

[Where is hidden information stored?](#)

File Properties

The following information is stored on the **Summary** tab of the **Properties** dialog box (**File** menu, **Properties** command):

- Title
- Subject
- Author
- Manager
- Company
- Category
- Keywords
- Comments
- Hyperlink base
- Template

Other hidden information

- If you change from one publication design to another, unused objects from the first design may be stored in your publication when you save it. There may be information in these objects that you do not want others to see. If you choose the **Remove information from file properties on save** option, these unused objects will be deleted from your publication when you save it.
- If you save and close a publication that you have sent in e-mail, the next time you open the publication and send it in e-mail, the message header appears with the same information you entered before (for example, in the

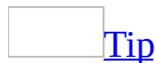
To and **Subject** fields). If you choose the **Remove information from file properties on save** option, any information in the message header is deleted from your publication when you save it.

- Microsoft uses an automatically-generated number to synchronize the [personal information](#) components in your publication with the information you entered in the **Personal Information** dialog box (**Edit** menu, **Personal Information** command). This number is deleted if you choose the **Remove information from file properties on save** option.

Remove information from file properties

When you create a publication, Microsoft Publisher automatically enters your name as Author on the **Summary** tab of the **Properties** dialog box (**File** menu). In addition, you can manually enter information about the file or author, including Title, Subject, Manager, and Company. If you choose to remove information from file properties when saving a publication, Publisher deletes all information in the Author, Manager, and Company fields.

1. On the **Tools** menu, click **Options**, and then click the **Security** tab.
2. Under **Privacy options**, select the **Remove information from file properties on save** check box.
3. Save the publication.



Tip

To remove information in the other fields on the **Summary** tab, you must remove it manually.

1. On the **File** menu, click **Properties**.
2. Click the **Summary** tab.
3. In the **Title**, **Subject**, **Category**, **Keywords**, **Comments**, **Hyperlink base**, and **Template** fields, highlight and delete any information you do not want saved with the publication.



[Information that is removed or changed](#)

When you select the **Remove information from file properties on save** option, the following information is removed from your publication:

- File properties: Author, Manager, and Company.
- Any objects from one pre-designed publication that were no longer used after you switched to a different publication design while working on the publication.
- Information in the message header in a publication that you have previously sent in e-mail.
- The automatically-generated number that is used to synchronize [personal](#)

[information](#) components with information you have entered in the **Personal Information** dialog box.

[Show All](#)

Hyphenate text written in another language

First make sure that you mark the text to be hyphenated as being in another language.

[How?](#)

When you mark text in a publication that is written in another language, you can then use thesauruses, hyphenate, and check the spelling for text in multiple languages.

Notes

- You cannot set WordArt as being in another language.
- You can set the language in merge fields, but the fields will not be spellchecked or hyphenated, nor will they be looked up in the thesaurus if the text was selected prior to opening the thesaurus.
- Web form controls marked as being in another language are not spellchecked, but any text associated with them is spellchecked.

1. Select the text you want to mark by doing one of the following:
 - Highlight a portion of text within a frame.
 - Press CTRL+A to select an entire [story](#) in connected text boxes.
2. On the **Tools** menu, point to **Language**, and then click **Set Language**.
3. In the **Language** dialog box, under **Mark selected text as**, click the language you want.
4. Click **OK**.

Note To reset the marked text as being in the default language, immediately click **Undo** on the **Edit** menu.

After you have marked the text, do one of the following:

[Hyphenate text automatically](#)

1. Click in the text box or table frame that contains the text you want to hyphenate.
2. On the **Tools** menu, point to **Language**, and then click **Hyphenation**.
3. Select the **Automatically hyphenate this story** check box.

Note If you select a text box that is part of a [story](#), the text in all the connected text boxes becomes hyphenated as well.

[Hyphenate text manually](#)

[Change where hyphens occur in a word](#)

You may want to control where hyphens occur in a word, especially if the word is long.

1. Select the word that contains the hyphen you want to change.
2. On the **Tools** menu, point to **Language**, and then click **Hyphenation**.
3. Clear the **Automatically hyphenate this story** box.
4. Click **Manual**.
5. In the **Hyphenate at:** box, do one of the following:
 - To add a hyphen, click where you want to place the hyphen, and then click **Yes**.
 - To remove a hyphen, select the hyphen, and then click **No**.

[Change the number of hyphens that Publisher adds](#)

You might want to change the frequency of hyphens in your publication for layout or aesthetic reasons.

1. On the **Tools** menu, point to **Language**, and then click **Hyphenation**.
2. In the **Hyphenation zone** box, do one of the following:.

For	Make the zone
A more even right edge	Smaller
Fewer white gaps in text	Smaller
Fewer hyphens	Larger
Fewer short syllables before or after the hyphen	Larger

[Add hyphens for words that can and cannot be separated](#)

You might want finer control over hyphenation in some instances, such as in hyphenated names or technical terms. For this fine control, place the insertion point where you want to insert a hyphen, and then do one of the following:

- For a word that is always hyphenated and can be separated onto two lines, such as "two-thirds," press hyphen (-).
- For a word that is always hyphenated and cannot be separated on two lines, such as "Lydia Brown-Smith," press CTRL+SHIFT+hyphen (-).
- For a word that can be hyphenated, but only when it's necessary to split the word onto two lines, press CTRL+hyphen (-).

[Show All](#)

Check the spelling of text written in another language

Make sure that you mark the text that is written in another language before you check the spelling.



When you mark text in a publication that is written in another language, you can then use a thesaurus, hyphenate, and check the spelling for text in multiple languages.

Notes

- You cannot set WordArt as being in another language.
- You can set the language in merge fields, but the fields will not be spellchecked or hyphenated, nor will they be looked up in the thesaurus if the text was selected prior to opening the thesaurus.
- Web form controls marked as being in another language are not spellchecked, but any text associated with them is spellchecked.

1. Select the text you want to mark by doing one of the following:
 - Highlight a portion of text within a frame.
 - Press CTRL+A to select an entire [story](#) in connected text boxes.
2. On the **Tools** menu, point to **Language**, and then click **Set Language**.
3. In the **Language** dialog box, under **Mark selected text as**, click the language you want.
4. Click **OK**.

Note To reset the marked text as being in the default language, immediately click **Undo** on the **Edit** menu.

1. To select the text you want to check the spelling of, do one of the following:
 - Highlight a portion of text within a frame.
 - Press CTRL+A to select an entire [story](#) in connected text boxes.
2. On the **Tools** menu, point to **Spelling**, and then click **Spelling**.

- If Microsoft Publisher finds no misspellings, it will display a message stating that it has finished checking the text, and the spelling check will end.
 - If Publisher finds a word it does not recognize, the **Check Spelling** dialog box will appear.
3. In the **Check Spelling** dialog box, click the option you want for each word that the spelling checker finds.

You can leave the spelling of the word as it is, change it, or add the word to the dictionary so that Publisher ignores it in the future.

4. To check the spelling in every text and table frame in the current publication, select the **Check all stories** check box.
5. Do one of the following:
- To stop the spelling check before all the text has been checked, in the **Check Spelling** dialog box, click **Close**.
 - To close the **Check Spelling** dialog box after Microsoft Publisher completes the check and displays a message, click **OK**.



If you check spelling or grammar in another language, and the correct files aren't available on your computer, then Publisher will try to automatically install them. If Publisher can't install the correct files, you might need to get the files from the Office 2003 Proofing Tools.

[Show All](#)

Mark text as another language

You can mark text in a publication as being in another language. This enables you to use a thesaurus, to hyphenate, and to check the spelling for text in multiple languages.

Notes

- You cannot set WordArt as being in another language.
- You can set the language in merge fields, but the fields will not be spellchecked or hyphenated, nor will they be looked up in the thesaurus if the text was selected prior to opening the thesaurus.
- Web form controls marked as being in another language are not spellchecked, but any text associated with them is spellchecked.

1. Select the text you want to mark by doing one of the following:
 - Highlight a portion of text within a frame.
 - Press CTRL+A to select an entire [story](#) in connected text boxes.
2. On the **Tools** menu, point to **Language**, and then click **Set Language**.
3. In the **Language** dialog box, under **Mark selected text as**, click the language you want.
4. Click **OK**.

Note To reset the marked text as being in the default language, immediately click **Undo** on the **Edit** menu.

[Show All](#)

Specify the language encoding for your Web site

If you create your Web site in a language other than the Publisher default, you can specify the language [encoding](#) that Web [browsers](#) will use to display the Web page.

1. On the **Tools** menu, click **Options**, and then click the **Web** tab.
2. Under **Encoding**, in the **Save this publication as** list, select the language encoding you want.

Notes

- To have Publisher always save your Web pages by using default language encoding, select the **Always save Web pages in the default encoding** check box. This setting affects the current Web site and any future Web sites that you save. This setting is useful if you reuse pages from other sources and you want to store all Web sites in one encoding.
- If your Web site will contain a mix of languages, select [Unicode \(UTF-8\)](#) as the default encoding. Unicode contains the basic roman character set, plus characters from languages throughout the world.

[Show All](#)

About text alignment for East Asian, South Asian, or right-to-left languages

The feature or some of the options described in this Help topic are only available if support for an East Asian, South Asian, or [right-to-left](#) language is enabled through Microsoft Office Language Settings.

Text alignment determines the appearance and orientation of the right and left edges of a paragraph relative to the text box margins (and any indents). The most common alignments are left, right, center, and justified.

You set alignment on the **Indents and Spacing** tab of the **Paragraph** dialog box (**Format** menu).

Text alignment options

- **Left** The leftmost character of each line is aligned to the left margin, and the right edge of each line is ragged. This is the default alignment for paragraphs with left-to-right text direction.
- **Center** The center of each line of text is aligned to the midpoint of the right and left text box margins, and the left and right edges of each line are ragged.
- **Right** The rightmost character of each line is aligned to the right margin, and the left edge of each line is ragged. This is the default alignment for paragraphs with right-to-left text direction.
- **Justified** The first and last characters of each line (except the last) are aligned to the left and right margins, and lines are filled by adding or subtracting space between and within words. The last line of the paragraph is aligned to the left margin if text direction is left-to-right, or to the right margin if text direction is right-to-left.
- **Distributed** The first and last characters of each line (except the last) are aligned to the left and right margins, and lines are filled by adding or subtracting the same amount from each character. The last line of the paragraph is aligned to the left margin if text direction is left-to-right, or to the right margin if text direction is right-to-left.
- **Distribute All Lines** The first and last characters of each line (including the last line of the paragraph) are aligned to the left and right margins, and lines are filled by adding or subtracting the same amount from each character.
- **Newspaper** Same as **Distributed**, but uses East Asian metrics. This option is only available if support for Japanese, Simplified Chinese, Traditional Chinese, or Korean is enabled through Microsoft Office Language Settings.
- **Justify (Asian)** Same as **Distributed**, but uses East Asian metrics, and scales the spacing by the width of characters. This option is only available if support for Japanese, Simplified Chinese, Traditional Chinese, or Korean is enabled through Microsoft Office Language Settings.
- **Inter-word** The first and last characters of each line (except the last) are aligned to the left and right margins, and lines are filled by adding or subtracting space between (but not within) words. The last line of the paragraph is aligned to the left margin if text direction is left-to-right, or to

the right margin if text direction is right-to-left. This option is only available if support for Thai, Hebrew, or an Indic or Arabic language is enabled through Microsoft Office Language Settings.

- **Distributed, Center Last** Same as **Distributed**, but the last line of the paragraph is aligned to the center. This option is only available if support for a South Asian language is enabled through Microsoft Office Language Settings.
- **Inter-cluster** Same as **Distributed**, but clusters are not broken. This option is only available if support for a South Asian language is enabled through Microsoft Office Language Settings.
- **Kashida** The first and last characters of each line are aligned to the left and right margins, and lines are filled by dividing the amount between the space character and [kashida](#), based on slider control. This option is only available if support for Arabic is enabled through Microsoft Office Language Settings.

[Show All](#)

Automatically adjust character spacing for mixed East Asian and Latin text

The feature or some of the options described in this Help topic are only available if support for Japanese, Simplified Chinese, Traditional Chinese, or Korean is enabled through Microsoft Office Language Settings.

When you type East Asian characters, or a combination of East Asian characters and Latin alphabet characters or numerals in the same paragraph, the spacing between certain characters or punctuation may look strange and make the text difficult to read. Publisher allows you to adjust the character spacing automatically in such cases.



[Adjust spacing between East Asian and Latin alphanumeric characters or numerals](#)

1. On the **Format** menu, click **Paragraph**, and then click the **Asian Typography** tab.
2. Under **Auto-spacing**, select the options you want to use.
 - To adjust character spacing between East Asian and Latin alphabet characters, select the **Adjust space between Asian and Latin text** check box.
 - To adjust character spacing between East Asian characters and numerals, select the **Adjust space between Asian text and numbers** check box.



[Adjust spacing of punctuation at the beginning of a line](#)

1. On the **Format** menu, click **Paragraph**, and then click the **Asian Typography** tab.
2. Under **Auto-spacing**, select the **Allow punctuation at the start of a line to compress** check box.

[Show All](#)

Enclose East Asian characters

The feature or some of the options described in this Help topic are only available if support for Japanese, Simplified Chinese, Traditional Chinese, or Korean is enabled through Microsoft Office Language Settings.

Enclosing a character shrinks the character and surrounds it with one of four shapes.



[Enclose a character](#)

1. Select the character you want to enclose.
2. On the **Format** menu, point to **Asian Layout**, and then click **Enclose Characters**.
3. In the **Enclose Characters** dialog, under **Style**, click **Shrink text**.
4. Under **Enclosure**, in the **Characters** list, select the character to enclose.
5. In the **Enclosure** list, select the type of enclosure you want.



[Remove the enclosure around a character](#)

1. Select the enclosed character.
2. On the **Format** menu, point to **Asian Layout**, and then click **Enclose Characters**.
3. In the **Enclose Characters** dialog box, under **Style**, click **None**.

[Show All](#)

Insert full-width East Asian characters for date and time

The feature or some of the options described in this Help topic are only available if support for Japanese, Simplified Chinese, Traditional Chinese, or Korean is enabled through Microsoft Office Language Settings.

1. Click in the text box or table where you want to insert a date or time.
2. On the **Insert** menu, click **Date and Time**.
3. In the **Language** list, click a language.
4. Under **Available formats**, click a date or time format.
5. Select the **Use full width characters** check box.
6. Click **OK**.

Note A date or time that is inserted using full-width characters will not be updated automatically.

[Tip](#)

If you do not select the **Use full width characters** option, the date or time that you insert will use half-width characters and will remain as horizontal text. To format this text as vertical text, do one of the following:

- Enter the date or time using full-width characters instead.
- Apply horizontal-in-vertical formatting to half-width characters.

[How?](#)

1. Select the portion of the date or time you want to change.
2. On the **Format** menu, point to **Asian Layout**, and then click **Horizontal in Vertical**.

[Show All](#)

Find and replace characters in East Asian text

The feature or some of the options described in this Help topic are only available if support for Japanese, Simplified Chinese, Traditional Chinese, or Korean is enabled through Microsoft Office Language Settings.

[Find text](#)

1. On the **Edit** menu, click **Find**.
2. In the **Find what** box, do one of the following:
 - Type the text you want to find. If you have recently searched for a character, word, or phrase and want to search for it again, click the down arrow and choose it from the list.
 - If you want to find a special character, such as a tab or an end-of-paragraph mark, type the appropriate character combination listed in the table below.

	To find	Type
	Any character	?
	A question mark	^?
	An optional hyphen	^-
	A nonbreaking hyphen (a hyphen in a word that is always hyphenated and can't be separated at the end of the line)	^~
	A line break	^N
	The end of a paragraph	^P
	A nonbreaking space (a space used in place of a normal space when you want to prevent a line break between two words)	^S
	A tab stop	^T
	A white space (a tab character or a space between words)	^W

3. If you want to find only characters that match the width of what you typed in the **Find what** box, under **Find options**, select the **Match width** check box.

4. Click **Find Next**.

[Find and replace text](#)

1. On the **Edit** menu, click **Replace**.
2. In the **Find what** box, type the text or punctuation you want to find.
3. In the **Replace with** box, type the replacement text. To delete the text you are searching for, leave the box empty.
4. If you want to find only characters that match the width of what you typed in the **Find what** box, under **Find options**, select the **Match width** check box.
5. Click **Find Next** to find the next occurrence of the text.
6. Do one of the following:
 - Click **Replace** if you want to change it.
 - Click **Replace All** to replace all occurrences.
 - Click **Find Next** to continue searching.
7. Repeat steps 5 and 6 until Publisher displays a message that you have reached the end of the text.

Notes

- Publisher enables you to use either half-width or full-width characters for alphabet characters, numerals, and Katakana. The space between half-width characters is automatically adjusted to be proportional, while the space between full-width characters is not. For this reason, full-width alphabet characters and numerals might appear too widely spaced and be difficult to read.
- The default **Search** option is **All**, which means that Publisher first searches the current [story](#), and then continues with all other stories in the publication, beginning on page one and ending on the last master page. To begin searching from the current location upwards to the beginning of the story, click the arrow next to **Search**, and then click **Up**. (This option is only available for **Find**, not **Replace**.) To begin searching from the current location downwards to the end of the story, click **Down**.
- Publisher cannot find text in the following: [Continued notices](#) in connected text boxes; text in data fields; text with phonetic guides; or horizontal text in vertical text flow.
- Publisher can find text in only two types of Web form controls: radio buttons and check boxes.

- Publisher can find text in [overflow](#), but cannot display it.

Select the font for East Asian and Latin text

The feature or some of the options described in this Help topic are only available if support for Japanese, Simplified Chinese, Traditional Chinese, or Korean is enabled through Microsoft Office Language Settings.

In Microsoft Publisher you can apply different fonts to East Asian characters, Latin alphabet characters and numerals, and special characters, all within the same publication. For example, to make a business report easier to read, you can apply MS Gothic font to the East Asian characters and Arial font to the Latin alphabet characters and numerals.

1. Select the text whose fonts you want to change.
2. On the **Format** menu, click **Font**.
3. In the **Font** dialog box, under **General**, in the **Asian text font** list, select the font that you want to apply to East Asian characters.
4. In the **Latin text font** list, select the font that you want to apply to Latin alphabet characters and numerals.
5. Click **OK**.

Set East Asian line break options

The feature or some of the options described in this Help topic are only available if support for Japanese, Simplified Chinese, Traditional Chinese, or Korean is enabled through Microsoft Office Language Settings.

1. Place the insertion point in the paragraph where you want to apply a line break control.
2. On the **Format** menu, click **Paragraph**, and then click the **Asian Typography** tab.
3. To change the designated characters, under **Line break**, do one of the following:
 - To allow most line breaks, click **None**.
 - To allow some line breaks, click **Standard** or **Strict** (only available for Japanese).
4. Click **OK**.

Automatically adjust character spacing for East Asian text and punctuation

The feature or some of the options described in this Help topic are only available if support for Japanese, Simplified Chinese, Traditional Chinese, or Korean is enabled through Microsoft Office Language Settings.

1. Select the text you want to change.
2. On the **Format** menu, click **Paragraph**, and then click the **Asian Typography** tab.
3. Under **Character spacing**, do one of the following:
 - To restore normal spacing between characters and punctuation, click **Do not compress**.
 - To compress only punctuation within text, click **Compress only punctuation**.
 - To compress both characters and punctuation in Japanese text, click **Compress punctuation and Japanese kana** (only available for Japanese).
4. Click **OK**.

Set Latin word wrap in East Asian text

The feature or some of the options described in this Help topic are only available if support for Japanese, Simplified Chinese, Traditional Chinese, or Korean is enabled through Microsoft Office Language Settings.

1. Select the paragraph to which you want to apply the word wrap setting.
2. On the **Format** menu, click **Paragraph**, and then click the **Asian Typography** tab.
3. Under **Line break**, select the **Allow Latin text to wrap in the middle of a word** check box.

Note When you select this option, a Latin word at the end of a line will break after the character closest to the margin, and wrap to the next line without a hyphen.

[Show All](#)

Add or remove phonetic guides

The feature or some of the options described in this Help topic are only available if support for Japanese, Simplified Chinese, Traditional Chinese, or Korean is enabled through Microsoft Office Language Settings.

[Add phonetic guides](#)

1. Select the text to which you want to add phonetic guides.
2. On the **Format** menu, point to **Asian Layout**, and then click **Phonetic Guide**.
3. Enter a phonetic guide in the **Phonetic guide** box.
4. To apply text formatting to the phonetic guide characters that is different from the base text, clear the **Use default settings** check box, and then select the options you want.

Note If you add a phonetic guide to text that already has an emphasis mark or underline applied to it, the underline will continue to display with a phonetic guide, but the emphasis mark will not display.

[Remove phonetic guides](#)

1. Select the text for which you want to remove phonetic guides.
2. On the **Format** menu, point to **Asian Layout**, and then click **Phonetic Guide**.
3. Click **Remove Guide**.

Notes

- The text format that is applied to the selected text will not be changed after you add or remove its phonetic guides.
- You can change the format of the text after you add a phonetic guide to it. However, when you apply a text format such as Bold to the text, the format is applied to its phonetic guides as well. When you change the text format of the text, remove phonetic guides before you apply a format. After you apply a format to the text, add phonetic guides again.

[Show All](#)

Add or remove horizontal-in-vertical text format

The feature or some of the options described in this Help topic are only available if support for Japanese, Simplified Chinese, Traditional Chinese, or Korean is enabled through Microsoft Office Language Settings.

[Add horizontal-in-vertical formatting to text](#)

1. Select the text that you want to appear horizontally within vertical text.
2. On the **Format** menu, point to **Asian Layout**, and then click **Horizontal in Vertical**.
3. If necessary, select a font name from the **Font** list and a font size from the **Size** list.

Notes

- This feature is best used for small pieces of text such as dates.
- You cannot apply horizontal-in-vertical formatting to text which begins in one paragraph and extends into the next paragraph.

[Remove horizontal-in-vertical formatting from text](#)

1. Select the text.
2. On the **Format** menu, point to **Asian Layout**, and then click **Horizontal in Vertical**.
3. Click **Remove**.

[Show All](#)

Add or remove emphasis marks

The feature or some of the options described in this Help topic are only available if support for Japanese, Simplified Chinese, Traditional Chinese, or Korean is enabled through Microsoft Office Language Settings.

[Add emphasis marks to a text](#)

1. Select the text to which you want to add emphasis marks.
2. On the **Format** menu, click **Font**.
3. Under **General**, in the **Emphasis Mark** list, select the type of emphasis marks you want.
4. Click **OK**.

Note When you change the font size, the character spacing of the text to which emphasis marks are applied may narrow and the emphasis marks may not display or print correctly.

[Remove emphasis marks from a text](#)

1. Select the text from which you want to remove emphasis marks.
2. On the **Format** menu, click **Font**.
3. Under **General**, in the **Emphasis Mark** list, click **None**.
4. Click **OK**.

Apply hanging punctuation to East Asian text

The feature or some of the options described in this Help topic are only available if support for Japanese, Simplified Chinese, Traditional Chinese, or Korean is enabled through Microsoft Office Language Settings.

1. Select the paragraph to which you want to apply hanging punctuation settings.
2. On the **Format** menu, click **Paragraph**, and then click the **Asian Typography** tab.
3. Under **Line break**, select the **Allow hanging punctuation** check box.

Note For easier reading, move the punctuation mark from the beginning of a line to the end of the previous line. When hanging punctuation is allowed, Publisher displays any punctuation at the beginning or end of a line in the margins of the text box.

Set indentation for East Asian text

The feature or some of the options described in this Help topic are only available if support for Japanese, Simplified Chinese, Traditional Chinese, or Korean is enabled through Microsoft Office Language Settings.

1. On the **Format** menu, click **Paragraph**, and then click the **Indents and Spacing** tab.
2. Under **Indentation**, select the options you want.
3. To measure the first line indent in number of characters instead of a unit of measurement, click the **Measure first line indent in characters** check box.
4. Click **OK**.

Set baseline alignment for East Asian text

The feature or some of the options described in this Help topic are only available if support for Japanese, Simplified Chinese, Traditional Chinese, or Korean is enabled through Microsoft Office Language Settings.

1. On the **Format** menu, click **Paragraph**, and then click the **Asian Typography** tab.
2. Under **Text alignment**, in the **Baseline alignment** box, click the alignment you want.
3. Click **OK**.

Turn on or off font substitution for missing East Asian characters

The feature or some of the options described in this Help topic are only available if support for Japanese, Simplified Chinese, Traditional Chinese, or Korean is enabled through Microsoft Office Language Settings.

1. On the **Tools** menu, click **Options**, and then click the **Edit** tab.
2. Select or clear the **Automatically substitute font for missing East Asian characters** check box.

[Show All](#)

Troubleshoot missing East Asian characters

The feature or some of the options described in this Help topic are only available if support for Japanese, Simplified Chinese, Traditional Chinese, or Korean is enabled through Microsoft Office Language Settings.



[I see a small box in place of certain characters in my text.](#)

If the [font](#) you are using does not contain a particular character and the **Automatically substitute font for missing East Asian characters** option is turned off, you will see a small box in place of the missing character wherever it occurs in your text. If you turn this option on, Microsoft Publisher will automatically apply a substitute font to the missing character wherever it occurs.

1. On the **Tools** menu, click **Options**, and then click the **Edit** tab.
2. Select the **Automatically substitute font for missing East Asian characters** check box.

[Show All](#)

Convert Hangul and Hanja

The feature described in this Help topic is only available if you are using the Korean language version of Microsoft Office, or if you have installed Office 2003 Multilingual User Interface Pack or Office 2003 Proofing Tools for Korean. In addition, this feature is only available if support for Korean is enabled through Microsoft Office Language Settings.

You can convert Hangul to Hanja and vice-versa. For example, convert the Hangul word "학교" to the Hanja word "學校". You can also set conversion options or use a custom dictionary.



[Convert text from Hangul to Hanja or vice-versa](#)

1. Type the text you want to convert, and then select it.
2. On the **Tools** menu, click **Hangul Hanja Conversion**.
3. In the **Hanja Suggestions** or **Hangul Suggestions** box, select the text that you want to convert to.
4. Do one of the following:
 - To convert the selected text in the **Suggesting For** box to the selected text in the **Hanja Suggestions** or **Hangul Suggestions** box, click **Change**.
 - To skip converting the selected text, click **Ignore**.
 - To display all the characters that you can convert the text to in the **Hanja Suggestions** or **Hangul Suggestions** box, click **By Character**.
5. Under **Display Style**, click the option you want.



[Set conversion options or use the custom dictionary](#)

1. Select the Hangul or Hanja text that you want to convert.
2. On the **Tools** menu, click **Hangul Hanja Conversion**.
3. In the **Hangul Hanja Conversion** dialog box, click **More**.
4. Do any of the following:
 - To add a new word to your custom dictionary, select the word in the **Suggesting For** box, and then click **Add new word**.
 - To remove a word you have added to the custom dictionary, select the

word in the **Hanja Suggestions** or **Hangul Suggestions** box, and then click **Remove word**.

- To select conversion options, click **Options**, and then do any of the following:
 - Select the **Ignore Hangul ending** check box so that the ending of the word will not be converted.
 - Select the **Display recently used items** check box so that the most recently used word will be displayed at the top of the **Hanja Suggestions** or **Hangul Suggestions** box.
 - Select the conversion type.
 - Select the display type.

About the correct keyboard setting

This feature and some of the options described in this Help topic are only available if you are using the Korean language version of Microsoft Office, or if you have installed the Office 2003 Multilingual User Interface Pack or Office 2003 Proofing Tools for Korean. In addition, you must enable support for Korean through Microsoft Office Language Settings. The correct keyboard setting applies only to Korean text.

The **Correct keyboard setting** option (**Tools** menu, **AutoCorrect Options** command, **AutoCorrect** tab) automatically corrects words entered in English mode that were meant to be entered in Hangul mode, and vice versa.

The correct keyboard setting also automatically corrects English words that have a Hangul ending entered in English mode. The setting works even when Hangul and English are mixed.

Turn on or off the correct keyboard setting

This feature and some of the options described in this Help topic are only available if you are using the Korean language version of Microsoft Office, or if you have installed the Office 2003 Multilingual User Interface Pack or Office 2003 Proofing Tools for Korean. In addition, you must enable support for Korean through Microsoft Office Language Settings.

1. On the **Tools** menu, click **AutoCorrect Options**.
2. On the **AutoCorrect** tab, select or clear the **Correct keyboard setting** check box.

[Show All](#)

Find and replace characters in South Asian or right-to-left text

The feature or some of the options described in this Help topic are only available if support for a South Asian or right-to-left language is enabled through Microsoft Office Language Settings.

[Find text](#)

1. On the **Edit** menu, click **Find**.
2. In the **Find what** box, do one of the following:
 - Type the text you want to find. If you have recently searched for a character, word, or phrase and want to search for it again, click the down arrow and choose it from the list.
 - If you want to find a special character, such as a tab or an end-of-paragraph mark, type the appropriate character combination listed in the table below.

	To find	Type
	Any character	?
	A question mark	^?
	An optional hyphen	^-
	A nonbreaking hyphen (a hyphen in a word that is always hyphenated and can't be separated at the end of the line)	^~
	A line break	^N
	The end of a paragraph	^P
	A nonbreaking space (a space used in place of a normal space when you want to prevent a line break between two words)	^S
	A tab stop	^T
	A white space (a tab character or a space between words)	^W

3. Under **Find options**, select the options you want for matching [diacritics](#) or clusters, [alef hamzas](#), or [kashidas](#).
4. Click **Find Next**.

Find and replace text

1. On the **Edit** menu, click **Replace**.
2. In the **Find what** box, type the text or punctuation you want to find.
3. In the **Replace with** box, type the replacement text. To delete the text you're searching for, leave the box empty.
4. Under **Find options**, select the options you want for matching [diacritics](#) or clusters, [alef hamzas](#), or [kashidas](#).
5. Click **Find Next** to find the next occurrence of the text.
6. Do one of the following:
 - Click **Replace** if you want to change it.
 - Click **Replace All** to replace all occurrences.
 - Click **Find Next** to continue searching.
7. Repeat steps 5 and 6 until Publisher displays a message that you have reached the end of the text.

Notes

- The **Match case** and **Match whole word only** options will not work with South Asian text.
- The default **Search** option is **All**, which means that Publisher first searches the current [story](#), and then continues with all other stories in the publication, beginning on page one and ending on the last master page. To begin searching from the current location upwards to the beginning of the story, click the arrow next to **Search**, and then click **Up**. (This option is only available for **Find**, not **Replace**.) To begin searching from the current location downwards to the end of the story, click **Down**.
- Publisher cannot find the following: text in [Continued notices](#) in connected text boxes; text in data fields; text with phonetic guides; or horizontal text in vertical text flow.
- Publisher can find text in only two types of Web form controls: radio buttons and check boxes.
- Publisher can find text in [overflow](#), but cannot display it.

Replace invalid South Asian characters automatically

The feature or some of the options described in this Help topic are only available if support for the appropriate South Asian language is enabled through Microsoft Office Language Settings.

1. On the **Tools** menu, click **Options**, and then click the **Complex Scripts** tab.
2. Select the **Type and replace** check box.

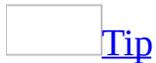
Note Type and Replace is only available when the **Use sequence checking** check box is selected.

[Show All](#)

Check the correct sequence of South Asian text

The feature or some of the options described in this Help topic are only available if support for the appropriate South Asian language is enabled through Microsoft Office Language Settings.

1. On the **Tools** menu, click **Options**, and then click the **Complex Scripts** tab.
2. Select the **Use sequence checking** check box.



Tip

After you have selected the **Use sequence checking** option, you can have Microsoft Publisher make logical substitutions for you by using Type and Replace, a complementary feature.

1. On the **Tools** menu, click **Options**, and then click the **Complex Scripts** tab.
2. Select the **Type and replace** check box.

[Show All](#)

About sequence checking and replacing invalid characters in South Asian text

The feature or some of the options described in this Help topic are only available if support for the appropriate South Asian language is enabled through Microsoft Office Language Settings.

South Asian languages refer to the written languages used in India, Thailand, and other countries in southern Asia. These languages use a combination of syllabic and phonemic characters as well as [diacritics](#).

To assist you in correctly entering South Asian language characters in your publication, Microsoft Publisher can automatically check the text for you using a feature called Sequence Checking. Also, you can have Publisher make logical substitutions for you by using Type and Replace, a complementary feature.

Sequence Checking can be used by itself or in combination with Type and Replace. When Sequence Checking only is selected, Publisher will not allow an invalid character to be typed at the insertion point. If Type and Replace is also selected, Publisher will insert or replace an existing character to make a valid sequence.

When Sequence Checking is selected, there are some text entry considerations:

- In Thai, you cannot type markings such as tone marks and upper and lower vowels independent from the character they are associated with. If you need to type these markings independently, you must turn off Sequence Checking. Also, leading vowels must be followed by a consonant that may or may not include upper vowels. It is not possible to have lower vowels together with leading vowels and a consonant.
- In Vietnamese, only one tone mark is allowed on each vowel, and it can only be typed after the vowel. Typing a tone mark after a consonant will not insert the character in the publication.

Set alignment and text direction for right-to-left languages

The feature or some of the options described in this Help topic are only available if support for [right-to-left](#) languages is enabled through Microsoft Office Language Settings.

1. On the **Format** menu, click **Paragraph**, and then click the **Indents and Spacing** tab.
2. Under **General**, click **Left-to-right** or **Right-to-left** to set the text direction you want.
3. In the **Alignment** list, click the alignment you want.
4. Click **OK**.

[Show All](#)

Set alignment for Kashida

The feature or some of the options described in this Help topic are only available if support for a language that uses Arabic script is enabled through Microsoft Office Language Settings.

1. On the **Format** menu, click **Paragraph**, and then click the **Kashida** tab.
2. In the **Alignment** box, click **Kashida**.
3. Move the slider to adjust the ratio of white space to [kashida](#).
4. Click **OK**.

Add double quote for Hebrew alphabet numbering

The feature or some of the options described in this Help topic are only available if support for Hebrew is enabled through Microsoft Office Language Settings.

1. On the **Format** menu, click **Bullets and Numbering**, and then click the **Numbering** tab.
2. Choose the options you want.
3. Select the **Add double quote for Hebrew alphabet numbering** check box.
4. Click **OK**.

Set column direction right-to-left

The feature or some of the options described in this Help topic are only available if support for [right-to-left](#) languages is enabled through Microsoft Office Language Settings.

1. Right-click the text box that contains the columns you want to change, and then click **Format Text Box**.
2. In the **Format Text Box** dialog box, click the **Text Box** tab, and then click **Columns**.
3. Under **Columns**, type or select the options you want.
4. Select the **Right-to-left columns** check box.
5. Click **OK** in both dialog boxes.

[Show All](#)

Set bi-directional mirroring

The feature or some of the options described in this Help topic are only available if support for [right-to-left](#) languages is enabled through Microsoft Office Language Settings.

When you are using a [right-to-left](#) language, you can move all objects in a publication (including objects on any master pages) to their opposite, or mirrored, position. For example, a picture near the left margin will switch to the opposite side of the page so that it is near the right margin.

- On the **Tools** menu, click **Bi-directional Mirroring**.

Note To move all objects back to their original position, on the **Tools** menu, click **Bi-directional Mirroring** again.

[Show All](#)

Specify spelling options for right-to-left languages

If you are not using a right-to-left language version of Microsoft Office, then this feature is only available if you have installed Microsoft Office 2003 Proofing Tools for the language or Microsoft Office 2003 Multilingual User Interface Pack, which is available through a volume licensing agreement.

In addition, you must enable support for the language through Microsoft Office Language Settings.

1. On the **Tools** menu, point to **Spelling**, and then click **Spelling Options**.
2. Select the spelling options you want from the **Hebrew modes** or **Arabic modes** box:

[Hebrew modes](#)

- **Full** designates the conventional script required by the Hebrew Language Academy for writing text without diacritics.
- **Partial** designates the traditional script that is currently used only for text with diacritics.
- **Mixed** accepts any word, whether in Full or Partial script, or any nonconventional spelling variation. This mode highlights as potential mistakes only completely unrecognized words and typing errors.
- **Mixed authorized** accepts words in both Full and Partial script, but highlights as potential mistakes any variation not permitted by either.

[Arabic modes](#)

- **None** indicates that no option has been selected.
- **Strict alef hamza** ignores spelling rules regarding words beginning with an alef hamza. When selected, the spell checker will not distinguish between alefs with or without hamzas.
- **Strict yaa** ignores spelling rules regarding words ending with the letter yaa. When selected, the spell checker will not distinguish between

yaas with or without subscripted dots.

- **Both strict** indicates that both **Strict alef hamza** and **Strict yaa** have been selected.

[Show All](#)

Set the default text direction

The feature or some of the options described in this Help topic are only available if support for [right-to-left](#) languages is enabled through Microsoft Office Language Settings.

1. On the **Tools** menu, click **Options**, and then click the **Complex Scripts** tab.
2. Next to **Default text flow**, do one of the following:
 - Click **Right-to-left** to set the text flow direction as [right-to-left](#) for new text boxes.
 - Click **Left-to-right** to set the text flow direction as [left-to-right](#) for new text boxes.

The text flow direction setting will take effect the next time you create a new text box.



To change the text flow direction for a specific text box:

1. Click the text box to select it.
2. On the **Formatting** toolbar, click the **Left-to-Right**  or **Right-to-Left**  button.

[Show All](#)

Set the default page order

The feature or some of the options described in this Help topic are only available if support for [right-to-left](#) languages is enabled through Microsoft Office Language Settings.

1. On the **Tools** menu, click **Options**, and then click the **Complex Scripts** tab.
2. Next to **Default page order**, do one of the following:
 - Click **Right-to-left** to set right-to-left page order for new publications.
 - Click **Left-to-right** to set left-to-right page order for new publications.

The page order setting will take effect the next time you start a new publication.



To change the page order for the current publication only:

1. On the **File** menu, click **Page Setup**.
2. On the **Layout** tab, under **Publication type**, select or clear the **Right-to-left page order** check box.

[Show All](#)



New Master Design Sets and more publication types

[What's new home](#)

Microsoft Office Publisher 2003 now offers an expanded selection of publication designs and publication types to help you create polished, professional-looking publications for print, Web, and e-mail distribution.

[New Master Design Sets](#)

With the addition of 10 new Master Design Sets, you can now select from a total of 45 professionally-designed Master Design Sets when creating your publications. Master Design Sets enable you to apply a consistent design and identity to a range of common business publications. Publisher's new Master Design Sets include:

- Arrows
- Bounce
- Brocade
- Color Band
- Marker
- Modular
- Perforation
- Photoscope
- Simple Divider
- Tabs

[New publication types](#)

You can now create a wider variety of publications in Publisher. Publisher offers the following new or improved publication types:

Enhanced greeting cards and invitation cards Select from an extensive collection of professionally-designed greeting cards and invitation cards, and then customize the contents to create your own unique cards. You can customize the layout, color, and design of each card. You can also customize your cards by choosing an appropriate verse from Publisher's extensive selection of greeting

card verses. By selecting different design, layout, color, and verse combinations, you can create a virtually limitless array of unique cards.

CD/DVD labels Create professional-looking labels for CDs and DVDs. You can also create coordinated inserts for CD/DVD cases.

Personal Stationery Sets Use one of Publisher's Personal Stationery Sets to create a coordinated set of address labels, letterhead, envelopes, and business cards for personal or business use.

More Web site wizards Publisher makes it easier than ever to create a professional-looking Web site. Create a Web site by starting with one of Publisher's new Web Site Wizards: **3-Page Web Site**, **Product Sales**, or **Professional Services**. Or use the **Easy Web Site Builder** to create a customized Web site that contains the page types that are appropriate to your specific needs. Publisher also offers an expanded selection of individual Web page types that you can select from to build your Web site one page at a time.

E-mail publications You can now create professional-looking e-mail messages that have the same high quality look and design as your print publications. Create and send attractive, high-impact e-mail messages by choosing among the following E-mail Wizard options:

- Event/Activity
- Event/Speaker
- Featured Product
- Letter
- Newsletter
- Product List

[Show All](#)



Layout and graphics enhancements

[What's new home](#)

Microsoft Office Publisher 2003 has enhanced layout and graphics features to give you better control over how you design your publication.

Better control of layout guides The improved **Layout Guides** dialog box makes it easier to create [margin guides](#), [column guides](#), and [row guides](#) that you can use to create a well-ordered, professional layout.

Multiple master pages Create several background pages that you can apply to your publication pages. Multiple [master pages](#) provide a more versatile means of incorporating commonly used design elements throughout your publication.

Empty picture frame Quickly create mock-ups or templates using empty picture frames as placeholders for graphics. Later, you can replace the empty picture frame by adding a graphic from a file or directly from a scanner or digital camera.

Enhanced paragraph formatting New options for paragraph formatting let you precisely define the relationship between one paragraph and the paragraphs that precede or follow it. In the new **Line and Paragraph Breaks** tab (**Format** menu, **Paragraph** dialog box), you can do the following:

- Keep paragraphs or lines of text together wherever text flows across text boxes in your publication.
- Eliminate the problem of widowed or orphaned paragraph fragments.
- Create paragraph breaks that start in the next connected text box.

Baseline guide alignment Align text across multiple columns to create a sharp, professional look to your publications.

Improved Design Checker The Design Checker provides customized checks to give you just the information you want for the specific type of publication you are working on. You can check your publication for problems before you print it to a desktop printer, take it to a commercial printer, or publish it to the Web.

You can choose to have the Design Checker automatically fix many of the problems it finds in your publication. The Design Checker will also give you detailed information for each problem, as well as a description of how the problem may affect your work.

Improved Graphics Manager Publisher has greatly enhanced your ability to manage the [graphics](#) in your publication. You can now quickly and easily view and sort a list of the graphics used in your publication. You can also use the Graphics Manager to fix problems with [linked pictures](#) and to view detailed information for all of your graphics.

[Show All](#)



New Mail and Catalog Merge Wizard

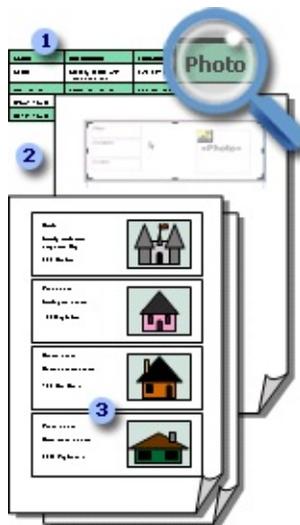
[What's new home](#)

Microsoft Office Publisher 2003 has a new Mail and Catalog Merge Wizard that allows you to use information that is stored in a [data source](#), such as a spreadsheet, table, or database, to create a wide range of publications.

Add multiple records to a single page You can use Publisher's new [catalog merge](#) feature to merge multiple records from a data source into a single publication that displays one or more records per page. Use catalog merge to create product catalogs, directories, address books, photo albums, inventories, or other kinds of publications that list multiple items on a page.

[Catalog merge](#)

When you use catalog merge, you combine information from a data source with a catalog merge template that you create to generate merged pages, which you can save as a new publication or add to the end of an existing publication. You can save your catalog merge template and use it again, whenever you update the information in your data source, to create additional sets of merged pages.



1 Data source with record information, such as item names, descriptions, and pictures.

2 Catalog merge template with [catalog merge area](#) containing [merge fields](#) that are placeholders for record information.

3 Resulting merged pages displaying multiple records per page.

Merge pictures You can now use the Mail and Catalog Merge Wizard to merge both text and pictures from a data source into publications when you perform either a mail merge or a catalog merge.

 [Merge pictures into your publications](#)

You can merge pictures into your publications using either mail merge or catalog merge. Create individually customized publications with mail merge, or use catalog merge to create illustrated product catalogs or photo albums. In order to merge pictures into your publication, you must include the [path](#) or file name for each picture file that you want to use in the relevant [data field](#) of your data source.

[Show All](#)



Easier Web site creation

[What's new home](#)

Microsoft Office Publisher 2003 makes it easier than ever to create professional looking Web sites that are customized for your needs. Publisher provides new and enhanced features for creating, editing, publishing, and updating Web sites.

[Easy Web Site Builder](#)

Create a Web site based on your goals. With Publisher's **Easy Web Site Builder**, you can specify your goals for your Web site. Publisher will build a customized Web site that contains the page types that are appropriate to your specific needs. You can select from the following options:

- Tell customers about my business
- Tell customers how to contact us
- Sell products
- Describe services
- Display a calendar or schedule
- Display a list of projects or activities
- Display employee information
- Provide links to other Web pages

[New Web site wizards](#)

Quickly create a polished, professional Web site by starting with one of Publisher's new Web site wizards. To create a Web site that contains a set of common page types, select any of the following:

- **3-Page Web site**
- **Product Sales**
- **Professional Services**

[New Web site page types](#)

You can also create and customize your Web site by selecting Web pages from

an extensive list of new and enhanced Web page types. You can add any of the following pages to your Web site:

- About Us
- Blank
- Calendar
- Contact Us
- Employee
- Event
- FAQ
- Forms
- General Information
- General List
- Home
- Job List
- Legal
- News Article
- Photos
- Products
- Project List/Resume
- Related Links
- Services
- Special Offer

[Multiple navigation bars](#)

New and enhanced features make it easier than ever to add and edit navigation bars in Publisher. You can add, remove, or change links on a navigation bar, or change the design or button style of a navigation bar. Publisher also allows you to add secondary navigation bars to a Web site to create a navigation structure for your site.

[New Web site editing environment](#)

Publisher now provides two distinct environments for creating Web and print publications. When you create or edit Web publications, you work in **Web** mode. The options available to you in **Web** mode are tailored specifically to Web publications so that you can create a publication that is optimized for display in a Web [browser](#).

[Easier access to Web site options](#)

When you are working in **Web** mode, Publisher makes it easy to access and specify settings for your Web site. Select page-specific options in the **Web Page Options** dialog box (**Tools** menu, **Web Page Options** command). Select site-wide options on the **Web** tab of the **Options** dialog box (**Tools** menu, **Options** command).

[Maintain and update your Web site quickly and easily](#)

Publisher's **Incremental publish to the Web** feature speeds up the process of updating your published Web site. When you make changes to your Web site, you do not need to republish the entire Web site. Instead, Publisher will publish only those files that you have changed.

[Show All](#)



New E-Mail wizard

[What's new home](#)

Microsoft Office Publisher 2003 includes new designs for publications that you can send as e-mail messages. You can easily create and send a wide variety of attractive, high-impact publications in e-mail.

New E-Mail wizards Use any of the six e-mail publication layout options and 45 master design sets in Publisher to create and send e-mail publications. New e-mail layout options include newsletters, letters, event notices, and product lists.

Enhanced compatibility You can send your publications as e-mail messages using Microsoft Office Outlook 2003 and Outlook Express. Publisher e-mail publications now have enhanced compatibility, allowing recipients to read them in HTML-enabled mail clients such as Hotmail, AOL, and Yahoo, as well as the current version of Outlook.

E-Mail Preview You can also preview your publication before you send it as an e-mail message. When you preview your e-mail publication using **E-Mail Preview**, you view the publication in your current Web [browser](#). This allows you to see what your publication will look like when it is viewed by the e-mail recipient.

[Show All](#)



New and improved commercial printing features

[What's new home](#)

The commercial printing features in Microsoft Office Publisher 2003 have been significantly improved to make it easier to get professional output of your publications.

Composite CMYK output Publisher will print composite CMYK [PostScript](#) output that can be used with third-party [trapping](#) and page-imposition programs.

Easier to create and print separations New advanced print settings let you create separations directly from the **Print** dialog box. Now you can do the following:

- Print plates for a single [process-color](#) or [spot-color](#) ink.
- Set custom [line screen frequencies](#) and [line screen angles](#) for individual spot colors.
- Convert spot colors to process colors in the **Print** dialog box.

Optimized RGB to CMYK conversion You can now get more accurate [CMYK](#) values for [gradients](#) and for [graphics](#) that have been scaled or rotated.

Enhanced color controls You now have more control over how you create and manage colors and inks in your publication. It's now much easier to change or replace inks and colors. You can also choose to maintain tint or luminosity when replacing one spot-color ink with another.

[Show All](#)



Workspace enhancements

[What's new home](#)

Microsoft Office Publisher 2003 includes new features that make it quick and easy for you to complete common tasks in the Publisher workspace.

Improved getting started As soon as you open Publisher, you can quickly create a publication by choosing from one of the following categories in the **New Publication** [task pane](#):

- **Publications for Print**
- **Web Sites and E-mail**
- **Design Sets**
- **Blank Publications**

You can also easily open an existing publication or a [template](#).

Easier to work with pages The new [page sorter](#) makes it easy to rearrange the pages in your publication. Use the page sorter to drag and drop pages from one location to another, or to quickly go to a specific page in your publication. You can also use the page sorter to insert, rename, duplicate, or apply master pages, or to quickly delete a page.

Improved Find and Replace Publisher now makes finding and replacing text in your publication much easier. Use the new **Find and Replace** task pane to search for text across multiple text boxes, multiple stories, or an entire publication.

Panning across the workspace If your mouse has three or more buttons, you can use the third and fourth mouse buttons to [pan](#) across the workspace to get a better view of objects on your page or in the [scratch area](#).

Enhanced zooming You can now zoom up to 800% in Publisher. Also, if your mouse has a fifth button, you can use it to quickly zoom in or out on a particular area of the page.



More new features

[What's new home](#)

New look for Office Microsoft Office 2003 has a new look that's open and energetic. Additionally, new and improved task panes are available to you. New task panes include Getting Started, Help, Search Results, and Research.

Tablet PC support On a Tablet PC, you can quickly provide input using your own handwriting directly into Office documents as you would using a pen and a printout. Additionally, you can now view task panes horizontally to help you do your work on the Tablet PC the way you want to do your work.

Research task pane The new **Research** task pane offers a wide variety of reference information and expanded resources if you have an Internet connection. You can conduct research on topics using an encyclopedia, Web search, or by accessing third-party content.

Microsoft Office Online Microsoft Office Online is better integrated in all Microsoft Office programs so that you can take full advantage of what the site has to offer while you work. You can visit Microsoft Office Online directly from within your Web browser or use the links provided in various task panes and menus in your Office program to access articles, tips, clip art, templates, online training, downloads, and services to enhance how you work with Office programs. The site is updated regularly with new content based on direct feedback and specific requests from you and others who use Office.

Improving quality for the customer Microsoft strives to improve quality, reliability, and performance of Microsoft software and services. The Customer Experience Improvement Program allows Microsoft to collect information about your hardware configuration and how you use Microsoft Office programs and services to identify trends and usage patterns. Participation is optional, and data collection is completely anonymous. Additionally, error reporting and error messages have been improved so that you are provided with the easiest approach to reporting errors and the most helpful information about alerts at the time you encounter a problem. Finally, with an Internet connection, you can give Microsoft customer feedback about an Office program, help content, or Microsoft Office Online content. Microsoft is continually adding and improving

content based on your feedback.