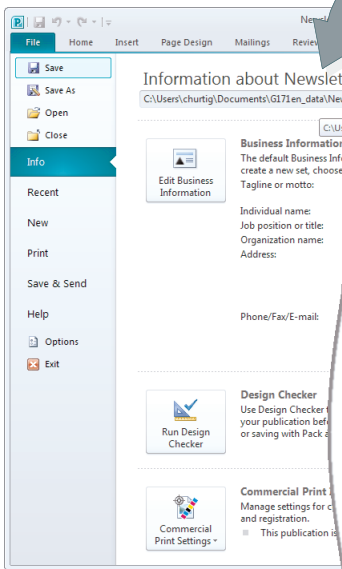


# Microsoft® Publisher 2010 Quick Reference

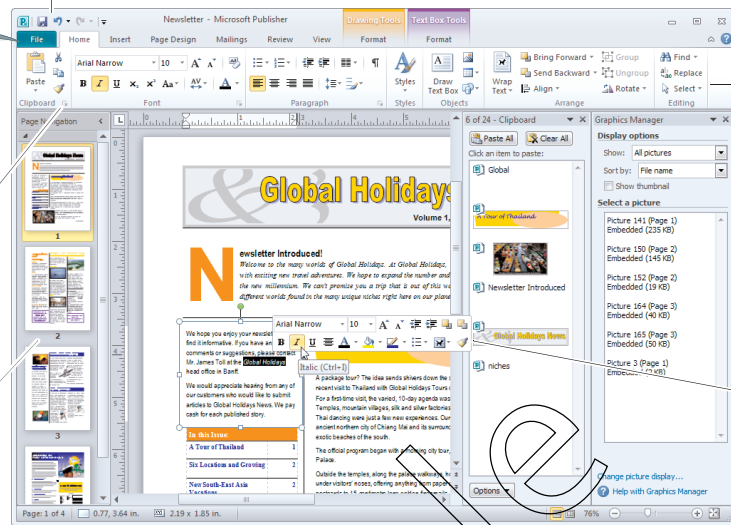


## Exploring the Microsoft Publisher 2010 Interface

**Microsoft Office Backstage view** — Click the **File** tab to open the Backstage view where you can create, save, close, open, and share publications. You can also inspect and change publication metadata, manage autosaved versions, change system settings, obtain Help, and exit Publisher 2010.



**Quick Access Toolbar** — Used to provide quick access to button commands you use often. Click the button to enable or disable buttons to be shown or hidden. Click **More Commands** to further customize the Quick Access Toolbar.



**Ribbon** — Used as the primary means of selecting commands. The Ribbon is organized into tabs, groups, and buttons (representing Publisher commands). You can select Ribbon items with the mouse or keyboard. To use the keyboard:

1. Press the **ALT** key followed by the letter or number key associated with the desired tab or command, e.g., press **H** to select the Home tab.
- If required, press the next indicated key(s) to select a command.
- If required, press **ESC** to back up or cancel the keyboard selection of commands.

See the “Contextual tabs” topic below for additional information.

**Mini toolbar** — A small floating toolbar that appears automatically above selected text, providing access to common formatting commands.

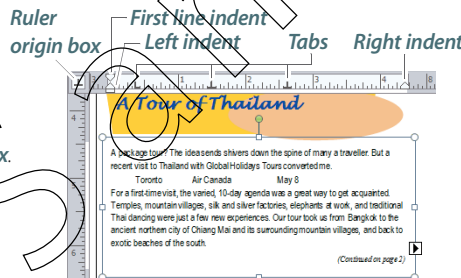
**Page Navigation pane** — Thumbnails representing the pages in the publication can be dragged to rearrange the pages. You can also right-click page thumbnails to insert, rename, and delete pages, as well as change the current master page, insert section breaks, insert and format page numbers, and perform other actions.

**Dialog Box Launcher** — Click a group's **Dialog Box Launcher** button (where available) to open a dialog box or task pane associated with the group for access to additional functionality. The Clipboard task pane is shown in the example above.

## Publisher 2010 Screen Components

### Rulers

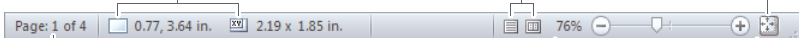
- Click the **Ruler origin box** to change tab alignment.
- Add a tab position to the selected paragraph(s) by clicking at the desired location on the horizontal Ruler.
- Change paragraph indents by dragging indent markers.
- Drag horizontal or vertical guides out of the Rulers.
- Change the Ruler origin by dragging the **Ruler origin box**.
- Reset the Ruler origin to zero by pressing **CTRL**, and then clicking the **Ruler origin box**.
- Drag the left edge of the vertical **Ruler** to resize the Page Navigation pane.



**Status bar** Click the **Object Position** or **Object Size** button to show/hide the Measurement toolbar.

Click the **Single Page** or **Two-Page Spread** button to change the view.

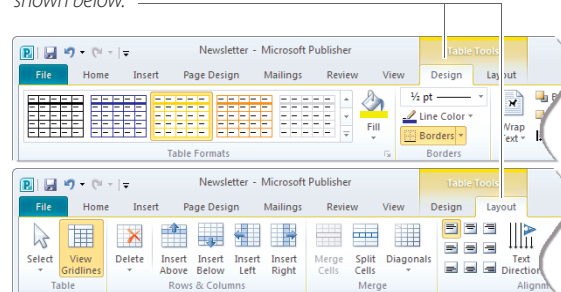
Click the **Show Whole Page** button to zoom to fit the full page in the window.



Click the **Current page in publication** button to show/hide the Page Navigation pane.

The Zoom area shows the **Zoom Level** display. To change the zoom level, click the **Zoom Out** or **Zoom In** button, click the **Zoom bar**, or drag the **Zoom slider** button.

**Contextual tabs** — Appear on the Ribbon in addition to the standard tabs when certain objects are selected in a publication. For example, the **Table Tools** contextual tab appears when a table is selected or contains the insertion point. Contextual tabs contain groups and buttons specific to the object selected. In some cases multiple sub-tabs will be available within a contextual tab, as shown below.



Some other contextual tabs available include **Table Tools**, **Picture Tools**, **Drawing Tools**, **WordArt Tools**, and **Text Box Tools**.

## Featured Objectives

### PAGE 1

#### Exploring the Microsoft Publisher 2010 Interface

- Learn about the Publisher 2010 user interface and window components, including Ribbon, Backstage view, Page Navigation pane, Rulers, and Status bar.

### PAGE 2

#### Getting Started

- Learn how to start and exit Publisher 2010, as well as create, open, save, print, and close documents; and how to access Help.

### Inserting Page Elements

- Learn how to insert text and other page elements, including text, pictures, clip art, shapes, tables, WordArt, page headers and footers, text files, and Publisher building blocks.

### Selecting Text, Page Elements, and Pages

- Learn shortcuts for selecting characters, words, and paragraphs as text; selecting page elements as objects; and selecting entire pages.

### PAGE 3

#### Editing and Arranging Page Elements

- Learn how to modify page elements, including moving/copying, resizing, rotating, cropping, rearranging, deleting, and more.

### Formatting Page Elements

- Learn how to apply formatting and effects to text and graphics.

### PAGE 4

#### Working with Text Boxes and Text Flows

- Learn how to recognize the different text box flow icons and how to link and unlink text boxes.

#### Managing Publications

- Learn how to manage pages, Rulers, and guides; and how to package and create PDF versions of publications for printing and electronic distribution.