

Microsoft Publisher 2007 Shortcut, Tips And Tricks

Make A Picture's Background Transparent

Make a picture's background transparent or opaque. This will make the background of the picture the same as the background of your page.

1. Click on the picture to display the **Picture Toolbar**.
2. Click on the **Set Transparent Color** icon.
3. Click on the picture that you want to be transparent or opaque. (You can only click in one area of the picture.)

Group Objects

You have all your elements on your page exactly as you want them: The images are perfectly aligned with the text boxes, the text boxes are perfectly aligned with each other, and the headings are aligned with everything, giving your page a perfectly balanced look. Before you run off to grab a cup of coffee or even move on to the next page, it's a good idea to group all those things together. That way, if you want to shift things on the page, or if a rogue mouse movement accidentally shifts things for you, they'll all move together and remain in their relative positions. Also, you can copy the configuration and paste it into another page or publication, already arranged and ready for new content.

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**.

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.

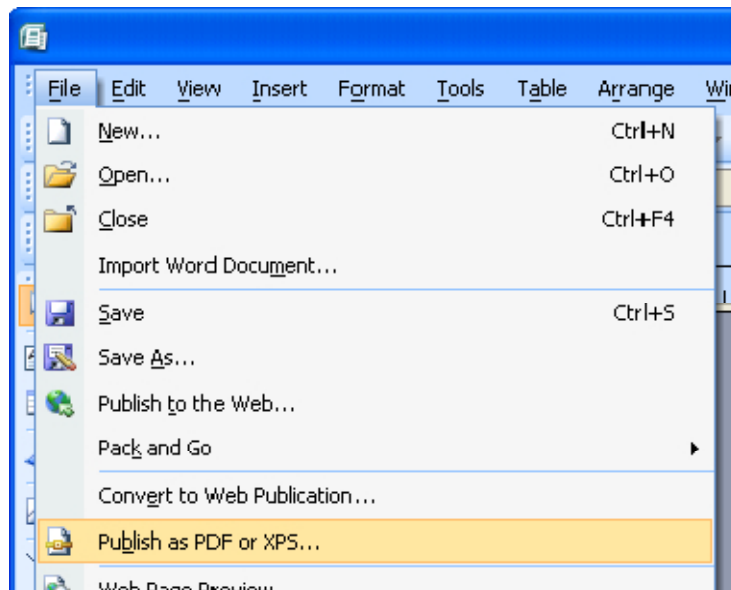
1. On the **View** menu, click **Master Page**.
2. In the **Edit Master Pages** task pane, click the arrow next to the master page where you want to add text, an object, or make any special formatting, and then click **Edit**.
3. Add the objects or formatting you want.
4. To return to a publication page,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

The Scratch Area

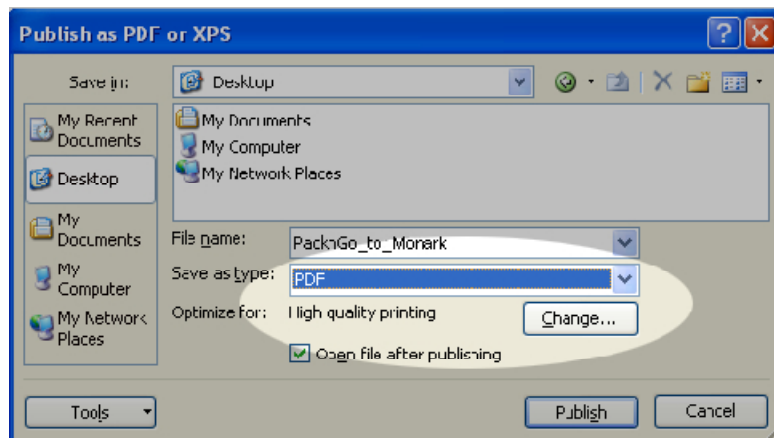
The **scratch area** in Microsoft Publisher is the gray area that appears outside the publication page or the background in PhotoDraw. If you're not sure where you want to move something, you can drag it onto the **scratch area**. You can use the **scratch area** as a place to create or hold objects 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.

Save A Publisher File To PDF

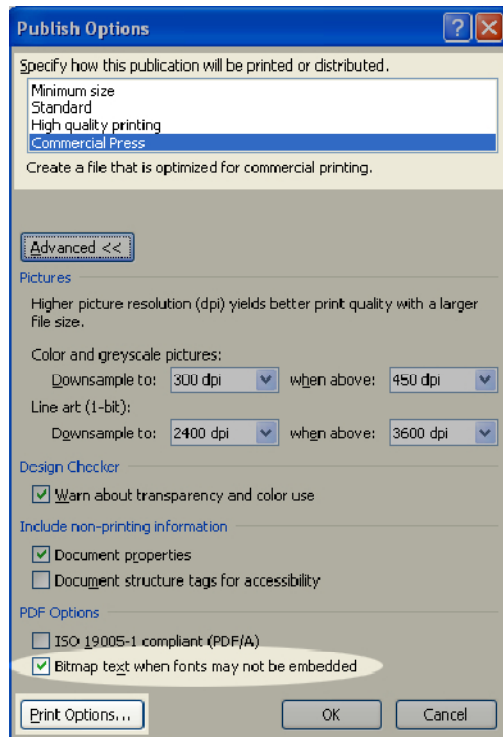
1. Click on the Office Button and click on **Publish as PDF or XPS**.



2. Change the **Save as type**: to PDF and then click **Change**.

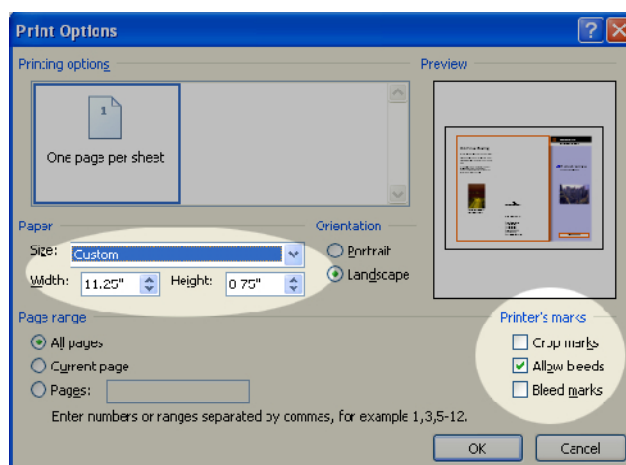


3. Select the **Commercial Press** option.



Notice at the bottom of this window, "Bitmap text when fonts may not be embedded." This is used to keep copyrights safe. Some font manufacturers will not allow a font to be transported to another machine. After you have made your PDF please open it up and look at it magnified to at least 300% size. If the type is jagged or chunky it will print this way. If this is unacceptable please change the font to another style that is not protected.

4. Next, click **Print Options**.
5. Add 1/4" to whatever page size you have set-up your project at and select.



6. Allow **Bleeds**.
7. Click **OK**.
8. Click **OK** until you are back to Publish as PDF or XPS and then click **Publish**.

Print Multiple Copies On One Page

If you want to print several small items, like business cards, on a single letter-sized (8.5 inches x 11 inches) sheet, set your publication page size to be the size of the cards (2 inches x 3.5 inches for business cards), not the size of the paper that you will print them on. In the **Page Setup** dialog box, you can set how many copies to print per sheet.

1. Click on the **File** menu and click on **Page Setup**.
2. Click the **Advanced** button on the right side of the dialog box.
3. Click on the down arrow beside the **Layout Type** option and click on **Multiple Pages per sheet**.
4. Enter the values that you want for **Side Margin, Top Margin, Horizontal Gap, and Vertical Gap**.
5. Click **OK** twice.

Depending on the paper size you selected and the margin values you entered, Publisher fits as many copies of the item on the page as it can. You still see only one copy in the publication window, but when you print the publication, Publisher prints multiple copies on one sheet of paper.

Design Checker

Right before you send your files to the printer, run **Publisher's Design Checker** by clicking **Tools > Design Checker**. This utility checks your layout for accuracy, including text cut off within a text box, information flowing off the page, overlapped items, and so on. Running this utility ensures that the necessary items for your design are in place, that extra items are removed, and your content is displayed correctly.

You may also want to check the file size of your layout. The larger the file, the longer it will take to upload to the commercial printer's site. To cut down on upload time, do a **Save As** just before you send the file. **Save As** rewrites the code structure and potentially decreases the file size. Now that you've properly prepared all files, you can send everything to the printer.

Wrap Text Over An Image

If you need to wrap text across an image, insert your image into your publication and insert a freeform shape over the top of it. This shape should be the shape that you want the text to wrap along.

Configure the shape's wrapping option so that the text wraps tightly around it. Configure the image so that text doesn't wrap it at all – so use an option like **None**. Then position the image so it appears under the text, set the fill for the text box to **No Fill** so you can see through it to the image underneath. Set the **Fill and Line Color** for the freeform shape to **No Fill** and **No Line**.

Create A Booklet

Before you create a folded booklet, do the following:

1. Determine the setup of your printer or copier
 - To print a folded booklet, you must have access to a printer that supports duplex printing, that is, printing on both sides of one sheet of paper.

- To copy a folded booklet, you must have access to a copier that you can set for one-sided to two-sided printing so that you can copy the contents of two separate pages onto the back and front of one sheet.
2. Plan the pages in groups of four
 - For example, if you have enough material to fill only seven pages, the last page of an eight-page publication will be blank.
 3. Decide what size you want the printed booklet pages to be, for example:
 - If you want the pages to be letter-size, choose tabloid-size (11 by 17 inches or A3) paper. (You'll need access to a printer that supports tabloid-size or A3 paper.)
 - If you want the booklet to be about the size of a paperback book, choose letter-size (8.5 by 11 inches or A4) paper.

Produce a folded booklet

How you produce a booklet depends on what features your printer supports.

- If your printer supports duplex printing

Follow the printer's instructions for setting up duplex printing. Set the printer for **Landscape** page orientation and so the page flips on the short edge. (You can usually find these options by clicking **Properties** in the **Print** dialog box.) This puts the publication pages in the right order when you fold the printed sheets.
- If your printer does not support duplex printing, print each two-page set on one side of a separate sheet of paper. For example, if you print an eight-page folded booklet, you have four sheets of printed paper with the following pages on them:
 - Pages 8 and 1 (8 appears on the left half of the sheet and 1 on the right half)
 - Pages 2 and 7 (2 on the left and 7 on the right)
 - Pages 6 and 3 (6 on the left and 3 on the right)
 - Pages 4 and 5 (4 on the left and 5 on the right)
- To assemble the booklet:
 - Copy pages 8 and 1 onto one sheet of paper.
 - Copy pages 2 and 7 onto the back of that same sheet.
 - Copy pages 6 and 3 onto a new sheet of paper.
 - Copy pages 4 and 5 onto the back of that same sheet.

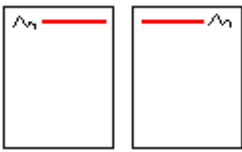
Note If you set the publication page sizes to be smaller than half the size of a printed sheet of paper (for example, if you print a 4-by-6-inch booklet on letter-size paper), you can print crop marks on the

publication to show where to trim the pages. In the **Print** dialog box, click **Advanced Print Settings**. On the **Page Settings** tab, make sure that the **Crop marks** option under **Printer's marks** is selected.

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

1. Create a blank print publication.
2. On the **Arrange** menu, click **Layout Guides**, and then click the **Margin Guides** tab.
3. Under **Master Pages**, select **Two-page master**.
4. 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.

1. 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.

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 and click **Page Setup**.
3. Click the **Advanced** button on the right side of the dialog box.
4. Click on the down arrow beside the **Layout Type** box.
5. Click **Booklet**.
6. Click **OK**.
7. Under **Page** option on the **Page Setup** dialog box, type 8.5 in the **Width** box and 11 in the **Height** box.
8. Click **OK**.
9. Click on the **File** menu and click on **Print Setup**.
10. Select a printer that can print on 11-17 or tabloid paper.
11. Click on the **Booklet, side-fold** option.

12. Under **Paper**, select the 11-by-17- inch or tabloid paper option, and then click **OK**.
13. When you are prompted to automatically insert pages, click **Yes**. Publisher will insert pages so that the total number is a multiple of 4.
14. On the **File** menu, click **Print**.
15. Select any other options you want, and then click **OK** to print the publication.

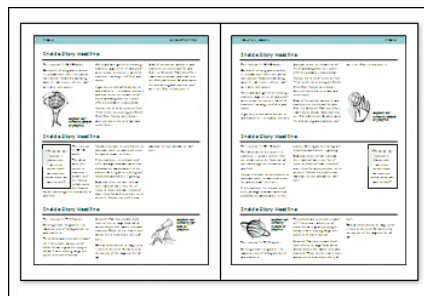
Microsoft Publisher prints the first and last pages on one sheet of paper, the second and next-to-last on another sheet, and so on, as shown in the following picture. When you photocopy the pages back to back and then staple or bind them together, they will be in the right order.



View a two-page spread

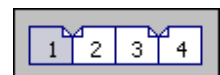
A two-page spread is a printing convention that represents leading and trailing pages in a bound or folded project such as a book, booklet, newsletter, or greeting card. Often, the pages in a two-page spread mirror one another.

For example, pages 2 and 3 of this four-page newsletter make up a two-page spread.



If you compare the locations of page numbers, running titles, and margins on pages 2 and 3, you can see that page 3 is a mirror image of page 2.

Not all two-page spreads have a mirrored-page layout, however. In this greeting card that opens from bottom to top, the inside of the card is a two-page spread.



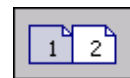
The page sorter (the control at the bottom right of the publication window that consists of page-shaped icons) looks like this for both the four-page newsletter and the greeting card.

In the newsletter, each page is represented by one page icon in the page sorter. In the greeting card, each surface that contains unique content is considered to be a page. Notice how the icon for pages 2 and 3 looks like facing pages.

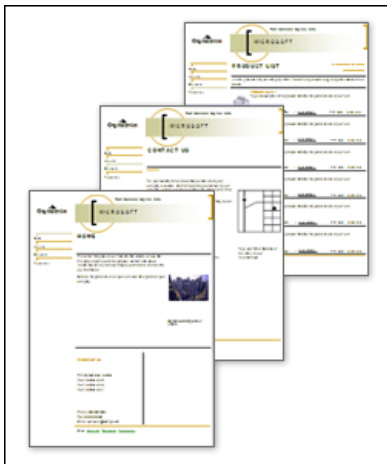
A two-page spread is not just any two pages in a publication. For example: In publications such as postcards and brochures that have a front and back side, the two sides are not a two-page spread. Each side has content on it, but the sides are not meant to be viewed at the same time.



You can view either the front or back side of this postcard. The page sorter for a postcard looks like the following.



The front and back sides of the card are each represented by a page icon. Even if you set a postcard publication for two-page spreads, you won't be able to see both sides of the postcard at the same time.



*Tip: In postcards and brochures, you can't view two pages at the same time so you can work on the content. If you just want to display two or more pages at the same time so that you can see them in relation to one another, you can do that in **Print Preview**. Click the **Multiple Pages** button and then choose the number of pages you want to display.*

How do I view two-page spreads?

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

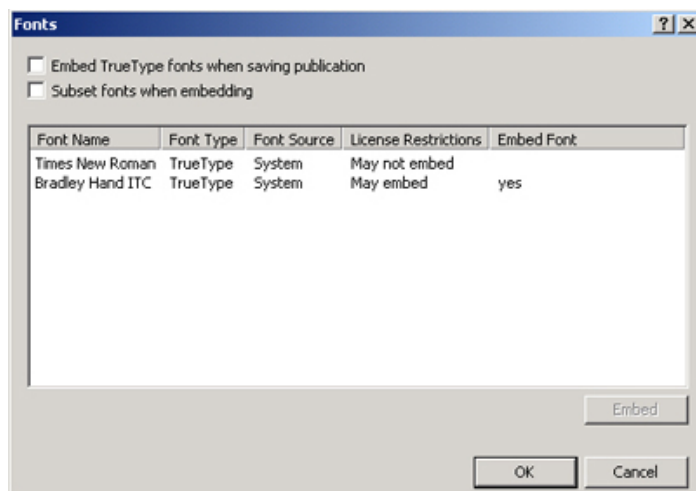
- *In publications such as postcards and brochures, you can't view the front and back sides of the publication at the same time. Selecting **Two-Page Spread** won't have any effect.*
- *A publication must have at least three pages in order for you to see the results of selecting **Two-Page Spread**.*
- *In a multipage publication, if you're looking at the first page, you may not notice the effects of selecting **Two-Page Spread**. On the page sorter, click the icon for pages 2 and 3 to see a two-page spread.*
- *You can't view two nonsequential pages at the same time.*
- *To switch back to viewing one page at a time, on the **View** menu, clear the **Two-Page Spread** check box.*

Embedded Fonts

Fonts inserted into your publication are called **embedded fonts**. 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. Once the font is embedded, the information becomes part of the publication.

To find out which fonts are in your completed project, go to **Tools > Commercial Printing Tools > Fonts**.

Only TrueType fonts can be embedded, and then only if their licensing allows embedding. TrueType fonts are scalable fonts that display and print smoothly at any point size. TrueType fonts are directly supported by the Windows operating system and can be embedded in publications.



How To Embed Fonts

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.

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
 - a. 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**.

When you embed fonts, you have the option to **subset** them rather than embed the whole font. Subsetting a font embeds a limited number of characters specific to one font, reducing file size. 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.

Open A Publication Containing Embedded Fonts

When you open a publication that contains 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.

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.

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 embedded status you want to change. Once the font is embedded, the information becomes part of the publication.
3. Do one of the following:
 - a. Click **Embed** to embed a font that is currently marked **No** under **Embed Font**.
 - b. Click **Don't Embed** to prevent embedding a font that is marked **Yes** under **Embed Font**.

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.

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 one of the following:

- To load all embedded fonts, click **OK**.
- To load only some embedded fonts, do the following:
 - a. Click the name of an embedded font you don't want to load.
 - b. 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**. The report lists the following:
 - a. Embedded fonts
 - b. Embedded fonts with license restrictions
 - c. Fonts neither on the operating system nor embedded

Use the Pack and Go Wizard To Prepare Your Publication File

The **Pack and Go Wizard** packs a publication and its linked files into a single compressed file that you can take to a commercial printer. When you use the **Pack and Go Wizard**, Publisher does the following:

- Saves a copy of the file and embeds those TrueType fonts that grant permission to embed.
- Creates a compressed archive file, which includes the publication and all of its linked graphics.
- Copies the packed file to the drive of your choice.

When packing a Publisher file, you must first go to the menu **Tools > Commercial Printing Tools > Fonts** and check that all fonts will embed. If any font states that it may not embed, you must change it to a Truetype font and then embed it. Publisher will not send any fonts that are not embedded.

Under the **Tools > Commercial Printing Tools** menu, choose **Color Printing** and check that your publication is in the correct color mode. For example, 2 spot colors, black and white, or CMYK.

Go to the **Tools > Graphics Manager** menu, checking that all graphics are checked or embedded. Publisher will not pack your job if the graphics are in an unchecked status.

Packing List

A packed publication includes:

- Unpack.exe, a program you use to unpack compressed files.
- ReadMe.txt.
- Two compressed files named packed01.puz and packed01.pu1, which contain the publication and may contain embedded fonts and linked graphics. If the publication was packed to more than one disk, packed01.puz will be split across multiple disks.

Run the Pack and Go Wizard

1. On the **File** menu, point to **Pack and Go**, and then click **Take to a Commercial Printing Service**.
2. Click on **Save**.
3. Select the location for saving your files and click on **Next**.
4. Select or clear the Print a composite proof check box, and then click **OK**.

5. The **Print a composite proof** check box is always selected by default. Use the composite proof to review and catch any errors in a printed version of your publication before you send the file to the commercial printer. If your commercial printer fixes errors in the file, the cost of printing usually increases.

If you pack multiple publications, save each packed publication to a separate folder. Otherwise, the **Pack and Go Wizard** will overwrite any pre-existing packed publications. You can save the file to removable media, a hard disk drive, external drive, or network drive.

If you are taking your publication on disk to the printing service, click the appropriate drive (usually D or E for removable media such as a writable CD or USB Flash Drive). If you are putting your files on an external drive, a network, or your computer's hard disk drive, click Browse, choose the drive and folder that you want, and then click OK.

*Note: If you make changes to your publication after you pack your files, be sure to run the **Pack and Go Wizard** again, so that the changes are included in the publication that you take to your commercial printing service.*

Helpful Links

[Microsoft Publisher Training Manual](#)

[Microsoft 2007 Tips](#)

[Microsoft Keyboard Shortcuts for Microsoft Publisher](#)

[Microsoft Publisher 2007 Tutorials](#)

[Microsoft Publisher 2007 Quick Reference Card](#)