



Getting Started

The Publisher 2002 Window



- **Name Bar** - contains all tools for use with Publisher 2002.
- **Standard Toolbar** - contains shortcuts for standard Publisher actions and tools.
- **Formatting Toolbar** - contains shortcuts for Publisher's formatting tools.
- **Objects Toolbar** - contains tools for working with Publisher objects.
- **Status Bar** - contains information about the selected object and layouts.
- **Task Pane** - displays tasks according to the selected task category.
- **Workspace** - displays the active publication.

Using Quick Publications

When you launch Publisher 2002, the **Quick Publications** window will appear. Click the categories on the left in the **New Publication** task pane to view all available templates.

To select a design type, click the down arrow button on the **Start from a design** box. You can select from three design types: **Publication Type**, **Design Sets**, and **Blank Publications**. Double-click a publication template page setup on the right side to create a publication.



Using Task Panes

Task panes replace context-sensitive **floating frames**. For example, when you select **Search** from the **File** menu, the **Basic Search** task pane will appear.

- To change the task category, click the down arrow button on the task pane and select a category from the resulting menu.
- To open or close the task pane, select **Task Pane** from the **View** menu. Or, to quickly close the task pane, click the **Close** button on the task pane.

Using the Options Task Pane

When you select a publication type from the **New Publication** task pane, the **Options** task pane will appear. Calling **Options** for catalogs, floor **Options** for forms, etc.

To make changes to the publication, click the corresponding shortcut.

- **Options** - to make changes to general publication options.
- **Page Content** - to make changes to the content of a page.
- **Publication Design** - to apply a design to the publication.
- **Color Scheme** - to apply a pre-defined color scheme to the publication.
- **Font Scheme** - to apply a pre-defined font scheme to the publication.



Creating a New Blank Publication

1. To create a new blank publication, first select **New** from the **File** menu. The **New Publication** task pane will appear.
2. In the **New** section, click the **Blank Publications** shortcut. Then, to quickly create a new blank publication, click the **New** button located on the **Standard** toolbar.

Opening an Existing Publication

1. To open an existing publication, select **Open** from the **File** menu, press **Ctrl + O**, or click the **Open** button.
2. Locate and select the Publisher document you want to open.
3. Click the **Open** button.

Creating a New Publication from an Existing Publication

You can create a new publication from an existing publication. The existing publication is duplicated but not changed.

1. Select **New** from the **File** menu.
2. Click **From existing publication** in the **New** section of the **New Publication** task pane.
3. Locate and select the publication you want.
4. Click the **Create New** button.

Microsoft Publisher 2000 Quick Source Reference Guide

Katrin Zwirglmaier



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