

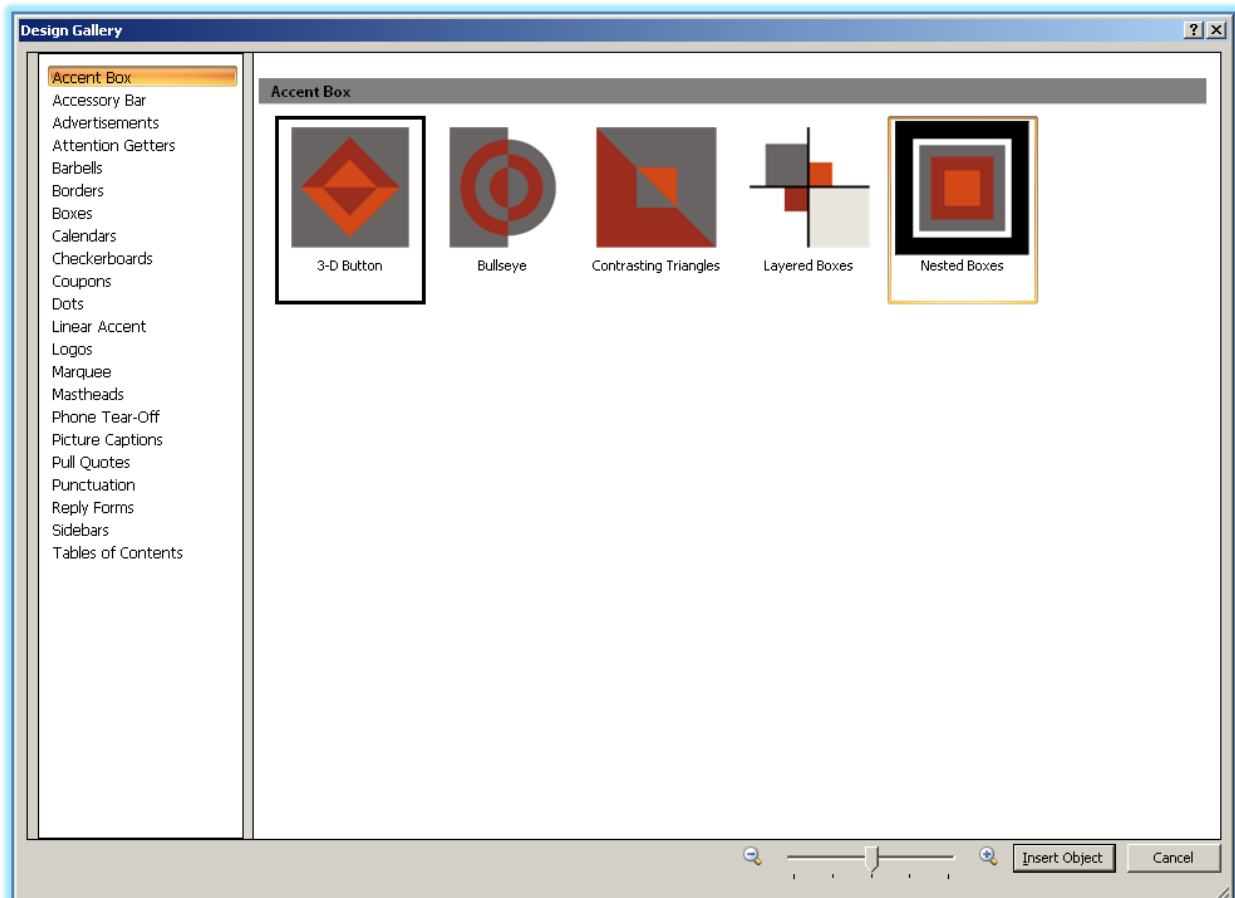
DESIGN GALLERY

The Design Gallery makes it easy to add a variety of special objects to a publication. It contains an assortment of Publisher-designed objects, such as pull quotes, coupons, mastheads, logos, and calendars that may be added to a publication. Objects that are created in a publication may be stored on the **Your Objects** tab. When a publication is created, the design set on the **Your Objects** tab is empty. Creating categories and adding objects to the categories creates a design set for a publication. These objects are called smart objects because they can be edited at any time using the appropriate wizard.

Objects may be added, renamed, or deleted in the current publication's design set from within the Design Gallery. Publisher designed objects cannot be changed, renamed, or deleted in the Design Gallery. When a wizard is used to change a publication's design, Publisher moves objects that no longer fit or that do not match the new publication design to the **Extra Content** tab in the Design Gallery. Anything that is stored there may be edited, saved, or deleted.

Inserting a Design Gallery Object

❖ Click the **Design Gallery** object tool on the **Objects** toolbar (see illustration at right).



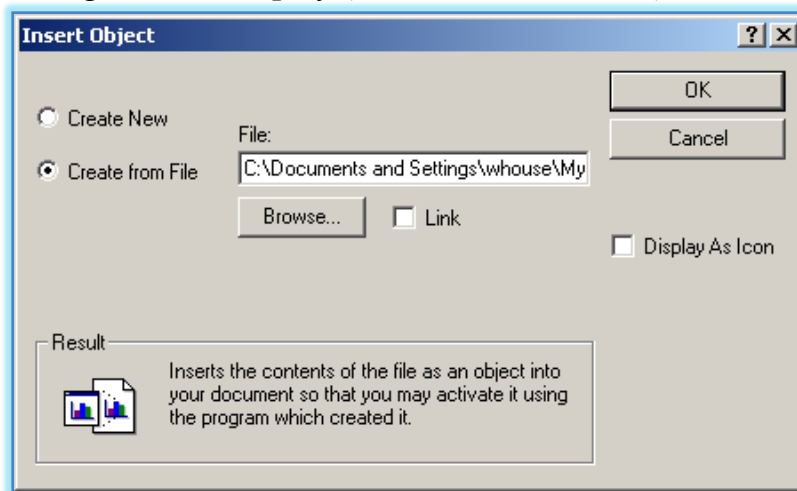
- ❖ The **Design Gallery** window will display (see illustration below).
- ❖ In the **Design Gallery** window, click one of the categories in the left pane.
- ❖ The designs for that category will display in the pane on the right.
- ❖ To increase the size of the object in the gallery, click the **Zoom** buttons at the bottom of the window.
- ❖ Click the **Insert Object** button to insert the object on the page.

- ❖ Changes can be made to an object in the same manner as it is to other objects.
 - To change the text:
 - ◆ Click the object where the text is located.
 - ◆ Highlight the text.
 - ◆ Use the buttons on the **Formatting** toolbar to change the type, size or color of the text.
 - To change the borders or fill color for any of the shapes in the object:
 - ◆ Click the shape that is to be changed.
 - ◆ Use the **Fill Color** or **Line Color** buttons to change the colors of the lines or background.

Inserting an Object from Other Applications

Objects that are created in other applications may be inserted into a publication. For example, it is possible to insert an Excel worksheet or chart into a publication. It is also possible to insert a PowerPoint slide on a page of a publication. These types of objects are often referred to as Object Linking and Embedding (OLE) objects. To insert an OLE object into a publication, complete the steps below:

- ❖ Create an object in any Windows application, such as a worksheet or chart in Excel.
- ❖ In Publisher, click **Insert** on the **Menu Bar**.
- ❖ Click **Object** from the list of choices.
- ❖ The **Insert Object** dialog box will display (see illustration below).

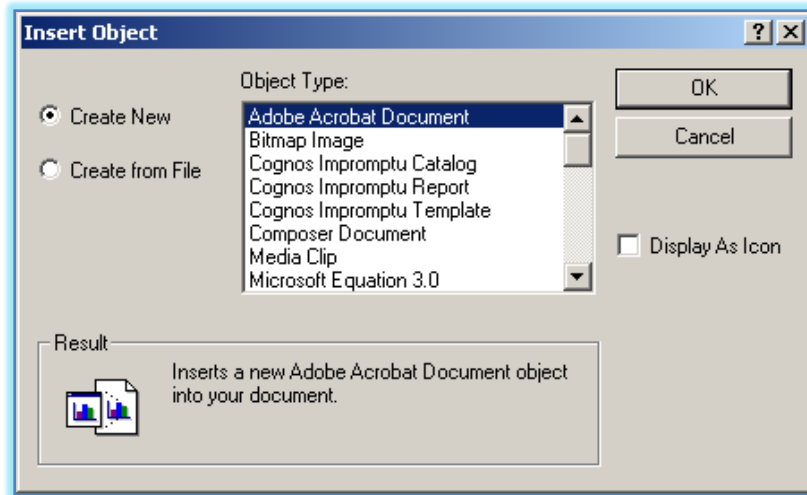


- ❖ In the **Insert Object** dialog box, click the **Create from File** option button.
- ❖ Click the **Browse** button to open the **Browse** dialog box.
- ❖ Locate the file that is to be inserted as an object.
- ❖ Select the file in the **Browse** dialog box.
- ❖ Click the **Insert** button to close the **Browse** dialog box and return to the **Insert Object** dialog box.
- ❖ Click the **OK** button to insert the object into Publisher.

Creating an OLE Item from Scratch

It is possible to create an OLE object from scratch during the process to insert it into Publisher. When an object is created this way, the object can be edited in the application that was chosen when the object was created. To create the object, complete the steps below:

- ❖ In Publisher, click **Insert** on the **Menu Bar**.
- ❖ Click **Object** from the list of choices.
- ❖ The **Insert Object** dialog box will display (see illustration on next page).
- ❖ In the **Insert Object** dialog box, click the **Create New** option button.



- ❖ In the **Object Type** box, select the application program that is to be used to create the object from the **Object Type** list.
- ❖ Click the **OK** button.
- ❖ The object will display in the publication with the ribbon or toolbar for the chosen program.
- ❖ Place the new object in the appropriate place on the page.
- ❖ Click within the object to make changes to it.