

Menu Bar

This bar gives access to all the commands and features in the Publisher application. These menus are found below the Title Bar in the Publisher window. Clicking on a particular menu choice activates that menu.

A number of the commands found on the menu are followed by an ellipsis (...). This means that there is more information to be completed before the feature or command can be activated. In order to activate the command, click the item. A dialog box or task pane will appear that displays additional commands that can be used.

Some of the menus contain a submenu or cascading menu. These are used to make further choices for a particular command. An arrow at the end of the particular command indicates that there are further menu items available.

Some of the commands are toggle options. When the option is clicked, the command will be activated and a check mark will appear next to the command. To turn the command off, click the command to remove the check mark.

The table below provides a brief description of each of the menu items.

Menu Item	Description
File	This menu contains options for creating, opening, printing, and/or saving publications. It also provides a list of the most recently opened publications. It is possible to convert a publication to a Web page or to save the publication in PDF format using this menu.
Edit	Commands such as cut, copy, and paste can be found on this menu. From this menu, it is also possible to delete pages from the publication or to find and/or replace text in the publication.
View	To specify which options are to display in the publication page, select the options in this menu. In this menu a list of toolbars may be displayed. Just click on one of the options in the menu to activate it.
Insert	Within this menu option, it is possible to insert additional pages for the publication, to insert page numbers, the date and time, pictures, clip art, and other features to enhance the publication.
Format	Use the options on this menu to add additional formatting or to change formatting for text and other items in a publication.
Tools	This menu option is used to specify options such as Auto Correct Options and Spelling Options. It is also the area where mail merge and commercial printing options may be specified.
Table	To insert a table into a publication, use the features on this menu. It is not only possible to insert a table, it is also possible to format the table using the options on this menu.
Arrange	The items on this menu are used to specify how different objects within a publication are arranged on the page.
Window	Use this menu option to specify how the windows within Publisher will be arranged on the page.
Help	To obtain help with any of the features in Publisher, use this menu option.