














## Objects Toolbar

Toolbars provide a quick and easy way to access commands and features in a Publisher document. When Publisher is open, the Standard, Formatting, and Publisher toolbars are displayed. To access commands on these toolbars, just click the button on the toolbar. When the button is clicked, one of the following will happen:

- ❖ An immediate result will appear in the publication.
- ❖ A dialog box will open requesting additional information to complete the task.

The Publisher toolbar provides a quick way to insert objects into a publication. It is used to insert text boxes and pictures, and to draw various items. To place an object in a publication using the buttons on the Publisher toolbar, click a button and then use the mouse to “draw” the frame that the object will reside in. To find out the purpose of a toolbar button, place the mouse pointer over the button to view the name of the button.

Button	Description
<b>Select Objects</b>	 This button is used to select different objects in a publication. Single objects may be selected or a group of objects.
<b>Text Box</b>	 To insert text into a publication a text box must be used. Click this button to insert the text box then drag in the publication to determine the size of the box.
<b>Insert Table</b>	 Use this button to insert a table into the publication. After the button has been clicked, click and drag within the publication to insert the table. The Create Table dialog box will display. Use this dialog box to specify the number of columns and rows and the design for the table.
<b>Word Art</b>	 Word Art is used to add fancy lettering for headings in a publication. When this button is clicked, a gallery of different Word Art styles will appear.
<b>Picture Frame</b>	 To insert a picture or clip art into a publication, click this button. When the button has been clicked draw the shape for the picture into the publication. Either the clip art task pane or the insert dialog box will appear depending on the option chosen.
<b>Line</b>	 This button is used to insert a line into a publication. Click the button and then draw the line in the desired position
<b>Arrow</b>	 Click this button to insert an arrow into the presentation. Use the buttons on the formatting toolbar to change the color, width, and style of the arrow.
<b>Oval</b>	 Use this button to insert an oval shape into the publication. To insert a circle, hold down the Shift key while drawing the oval.
<b>Rectangle</b>	 This button is used to insert a rectangle shape into a publication. To insert a square, hold down the Shift key while drawing the shape.
<b>Auto Shapes</b>	 Click this button to display a list of categories for creating shapes. To display a gallery of the shapes, move the mouse pointer over the category.

Button	Description
<b>Bookmark</b>	 Use this button to insert a bookmark into the publication. Bookmarks can be used to move to a specific page in a publication or to create bookmarks for books.
<b>Design Gallery Object</b>	 To display a list of different designs that may be inserted into a publication, click this button. To insert a design into a publication, click on the category and then on the design.
<b>Item From Content Library</b>	 This is a library of shapes and designs that have been created by the Publisher user. To save an item to the Content Library, right click on the object and choose Add to Content Library.