




















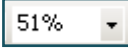





## Standard Toolbar

The Standard Toolbar appears directly below the Menu Bar. It is used to perform common tasks within the Publisher program such as checking spelling, saving a publication, or copying and pasting text to different areas of the publication. The table below provides a description of the buttons on this toolbar.

Button	Description
<b>New</b> 	To create a new blank publication, click this button. A new publication will appear in the window with the Format Publication Task Pane displayed.
<b>Open</b> 	This button is used to open a previously created publication. When the button is clicked, the Open Publication window will display.
<b>Save</b> 	Use this button to save a publication. When the publication is first created, the Save As window will display. After the presentation has been saved for the first time, clicking this button will save a new copy of the presentation over the old copy.
<b>Send As Message</b> 	A publication can be sent directly from Publisher using email. When this button is clicked, the email window will open. Just fill in the necessary information and send the publication.
<b>Print</b> 	To print the publication, click this button. Clicking the button will send the publication directly to the printer. To open the Print dialog box, select Print from the File menu.
<b>Print Preview</b> 	This button is used to preview a publication before it is sent to the printer. It is a good idea to preview a publication before sending it to the printer to save the use of paper.
<b>Spelling</b> 	Use this button to check the spelling in a publication. If a spelling error is found, the Check Spelling dialog box will appear. If an error is not found, a message will appear saying that Spell Checker has finished checking the story.
<b>Research</b> 	The Research button is used to open the Research Task Pane. In this task pane, it is possible to specify options for searching the Encarta dictionary or other reference materials for information about a particular topic.
<b>Cut</b> 	To remove selected text or objects from a publication and place it on the clipboard, click this button. Once the item has been placed on the clipboard, it can be inserted into another location in the publication, into a different publication, or to another document in a different program.
<b>Copy</b> 	Click this button to make a copy of selected text or objects in a publication and place them on the clipboard. Once the item has been placed on the clipboard, it can be inserted into another location in the publication, into a different publication, or to another document in a different program.
<b>Paste</b> 	This button is used to insert items into a publication that have been stored there when either the cut or copy feature was selected.

Button	Description
<b>Add to Content Library</b> 	When this button is clicked, selected objects in a presentation can be added to the library. This Library is used to save objects created in a publication for future use.
<b>Format Painter</b> 	To copy formatting from one object to another, click this button. Select the first object or text, click the button, and then click the second object or text to apply the formatting. Clicking the button once will apply the formatting to one object. Double-clicking the button applies the formatting until the button is clicked again.
<b>Undo</b> 	This button is used to restore items or formatting within a publication that has been removed or changed. The formatting is restored in the order it was completed.
<b>Redo</b> 	When the undo button has been clicked, this button will become active. It is used to redo the formatting after the undo button has been clicked.
<b>Bring to Front</b> 	Sometimes when working with a publication an object may be placed behind another one. This button is used to move the object to the front. When the list arrow is selected, other options are displayed. These are Send to Back, Bring Forward, and Send Backward.
<b>Free Rotate</b> 	This button is used to change the rotation of a selected object. When the list arrow is clicked, additional options are displayed. These are Rotate Left 90 degrees, Rotate Right 90 degrees, Flip Horizontal, and Flip Vertical.
<b>Insert Hyperlink</b> 	Use this button to create a hyperlink to a bookmark in the publication, to a different publication, to a Web site, or to other objects.
<b>Web Page Preview</b> 	Click this button to preview what the publication would like if it were published as a Web page. In order to preview the page as a Web site, it must be set up as a Web site.
<b>Columns Dialog</b> 	This button is used to specify how many columns should appear in a text box. Up to four columns can be specified.
<b>Special Characters</b> 	To display special characters, such as tab stops and paragraph marks in a publication, click this button.
<b>Zoom</b> 	Use this button to change how the publication is viewed. A list of percentages will appear.
<b>Zoom Out</b> 	Click this button to decrease the view size of the publication.
<b>Zoom In</b> 	This button is used to increase the view size of the publication.
<b>Help</b> 	To obtain help with a particular feature in Publisher, click this button. The help window will display. Input the feature into the search box or access the Index to search for information on the topic.