

# Quick Reference Summary

In the Microsoft Office Publisher 2007 program, you can accomplish a task in a number of ways. The following table provides a quick reference to each task presented in this textbook. The first column identifies the task. The second column indicates the page number on which the task is discussed in the book. The subsequent four columns list the different ways the task in column one can be carried out.

**Microsoft Publisher 2007 Quick Reference Summary**

Task	Page Number	Mouse	Menu Bar	Shortcut Menu	Keyboard Shortcut
<b>Add Text</b>	PUB 194			Add text	
<b>Address List Columns, Customize</b>	PUB 327	Customize Columns button in New Address List dialog box	Tools   Mailings and Catalogs   Edit Address List		
<b>Address List, Connect to Main Publication</b>	PUB 335		Tools   Mailings and Catalogs   Mail Merge		
<b>Address List, Create</b>	PUB 326		Tools   Mailings and Catalogs   Create Address List		
<b>Address List, Create New Row</b>	PUB 331	New Entry button in New Address List dialog box			
<b>Alternative Text</b>	PUB 406		Format   Picture   Web tab	Format Picture   Web tab	
<b>Animated Graphic, Preview</b>	PUB 401	In Clip Art task pane, click graphic button, click Preview/Properties			
<b>AutoCorrect Options</b>	PUB 166	Point to smart tag, click AutoCorrect Options button			
<b>AutoFit Text</b>	PUB 18, 319		Format   AutoFit Text	ChangeText   AutoFit Text	
<b>AutoShape</b>	PUB 269	Fill Color button arrow on Standard toolbar	Format   AutoShape   Colors and Lines tab	Format AutoShape   Colors and Lines tab	
<b>AutoShapes, Fill</b>	PUB 269	AutoShapes button on Objects toolbar	Insert   Picture   AutoShapes		
<b>Automatic Saving</b>	PUB 158		Tools   Options   Save tab		
<b>Background Sound</b>	PUB 409	Browse button in Web Page Options dialog box			

Microsoft Publisher 2007 Quick Reference Summary (continued)

Task	Page Number	Mouse	Menu Bar	Shortcut Menu	Keyboard Shortcut
<b>Backgrounds</b>	PUB 235	Apply a Background in Background task pane	Format   Background		
<b>Best Fit</b>	PUB 195			Change Text   AutoFit Text   Best Fit	
<b>Bookmark, Create</b>	PUB 400	Bookmark button on Objects toolbar	Insert   Bookmark		
<b>Bookmark, Go To</b>	PUB 411	Bookmark button on Objects toolbar			
<b>Brightness, Decrease for Picture</b>	PUB 260	Less Brightness button on Picture toolbar	Format   Picture   Picture tab	Format Picture   Picture tab	
<b>Brightness, Increase for Picture</b>	PUB 260	More Brightness button on Picture toolbar	Format   Picture   Picture tab	Format Picture   Picture tab	
<b>Bullets</b>	PUB 26, PUB 114	Bullets button on Standard toolbar	Format   Bullets and Numbering		
<b>Business Information Set Components</b>	PUB 256	Other task panes button on task pane title bar   Business Information	Insert   Business Information		
<b>Business Information Set, Create</b>	PUB 248		Edit   Business Information		
<b>Business Information Set, Delete</b>	PUB 301		Edit   Business Information		
<b>Business Information Set, Update</b>	PUB 250	Smart tag button   Edit Business Information   enter data   Update Publication	Edit   Business Information   enter data   Update Publication		
<b>Calendar</b>	PUB 365	Design Gallery Object button on Objects toolbar	Insert   Design Gallery Object		
<b>Catalog Merge</b>	PUB 358	Start Catalog Merge link in Format Publication task pane	Tools   Mailings and Catalogs   Catalog Merge		
<b>Cell Diagonal, Create</b>	PUB 291		Table   Cell Diagonals	Change Table   Cell Diagonals	
<b>Cell, Select</b>	PUB 287	Triple-click cell	Table   Select   Cell		
<b>Center</b>	PUB 48	Center button on Formatting toolbar	Format   Paragraph	Change Text   Paragraph	CTRL+E
<b>Change Pages</b>	PUB 83	Page icon on status bar	Edit   Go to Page		CTRL+G
<b>Checkbox Form Control Properties</b>	PUB 429	Double-click form control	Format   Form Properties	Format Form Properties	
<b>Checkbox Form Controls</b>	PUB 428	Form Control button on Objects toolbar   Checkbox	Insert   Form Control   Checkbox		
<b>Clip Art</b>	PUB 261	Picture Frame button on Objects toolbar	Insert   Picture   Clip Art		
<b>Clip Art, Ungrouping</b>	PUB 265		Arrange   Ungroup		CTRL+SHIFT+G
<b>Close Task Pane</b>	PUB 17	Close button on task pane title bar			
<b>Close Publication</b>	PUB 284	Close button on title bar	File   Close		CTRL+F4

## Microsoft Publisher 2007 Quick Reference Summary (continued)

Task	Page Number	Mouse	Menu Bar	Shortcut Menu	Keyboard Shortcut
<b>Color Effects, Select for Picture</b>	PUB 260	Color button on Picture toolbar	Format   Picture   Picture tab	Format Picture   Picture tab	
<b>Color Scheme</b>	PUB 9	Color scheme box arrow in Customize area	Format   Color Schemes		
<b>Column, Resize</b>	PUB 292	Point to column border   drag border			
<b>Column, Select</b>	PUB 287	Point to top of column   when pointer becomes a downward pointing arrow, click	Table   Select   Column		
<b>Commercial Printing Tool</b>	PUB 211		Tools   Commercial Printing Tools		
<b>Compress Pictures</b>	PUB 260	Compress Pictures button on Picture toolbar	Format   Picture   Picture tab	Format Picture   Picture tab	
<b>Connect to Catalog Data Source</b>	PUB 359	Use an existing list option button in Catalog Merge task pane   Next: Create or connect to a product list link			
<b>Content Library, Add to</b>	PUB 283	Add selected items to Content Library in Content Library task pane	Insert   Add to Content Library	Add to Content Library	
<b>Content Library, Delete from</b>	PUB 300	Content button in Content Library task pane   Delete			
<b>Content Library, Insert from</b>	PUB 297	Item from Content Library button on Objects toolbar	Insert   Item from Content Library		CTRL+SHIFT+E
<b>Contiguous Cells, Rows, or Columns</b>	PUB 287	Drag through cells, rows, or columns.			
<b>Continued Notices</b>	PUB 95	Double-click text box   Text Box tab	Format   Text Box   Text Box tab	Format Text Box   Text Box tab	
<b>Contrast, Decrease for Picture</b>	PUB 260	Less Contrast button on Picture toolbar	Format   Picture   Picture tab	Format Picture   Picture tab	
<b>Contrast, Increase for Picture</b>	PUB 260	More Contrast button on Picture toolbar	Format   Picture   Picture tab	Format Picture   Picture tab	
<b>Convert to Web Publication</b>	PUB 53		File   Convert to Web Publication		
<b>Copy</b>	PUB 119	Copy button on Standard toolbar	Edit   Copy	Copy	CTRL+C
<b>Crop Picture</b>	PUB 260, 262	Crop button on Picture toolbar	Format   Picture   Picture tab	Format Picture   Picture tab	
<b>Crop to a Nonrectangular Shape</b>	PUB 264		Arrange   Text Wrapping   Edit Wrap Points		
<b>Custom Color Schemes</b>	PUB 154	Create new color scheme link in Format Publication task pane	Format   Color Schemes   Create new color scheme link		
<b>Date and Time</b>	PUB 280		Insert   Date and Time		

Microsoft Publisher 2007 Quick Reference Summary (continued)

Task	Page Number	Mouse	Menu Bar	Shortcut Menu	Keyboard Shortcut
<b>Delete Objects</b>	PUB 28, PUB 158		Edit   Delete Object	Delete Object	DELETE
<b>Delete Pages</b>	PUB 83		Edit   Delete Page	Delete Page	
<b>Design Checker</b>	PUB 51		Tools   Design Checker		
<b>Design Gallery Objects</b>	PUB 117	Design Gallery Object button on Objects toolbar	Insert   Design Gallery Object		
<b>Drop Cap, Create and Format</b>	PUB 320		Format   Drop Cap	Change Text   Drop Cap	
<b>Edit Story in Microsoft Word</b>	PUB 98		Edit   Edit Story in Microsoft Word	Change Text   Edit Story in Microsoft Word	
<b>Empty Picture Frame</b>	PUB 404	Picture Frame button on Objects toolbar   Empty Picture Frame	Insert   Picture   Empty Picture Frame		
<b>Fill Color</b>	PUB 191	Fill Color button on Formatting toolbar		Format AutoShape   Colors and Lines tab	
<b>Find and Replace Text</b>	PUB 370	Other Task Panes Button   Find and Replace	Edit   Find		CTRL+F
<b>First-line Indent Marker</b>	PUB 345	Drag to desired location	Format   Tabs		
<b>Font Color</b>	PUB 102	Font Color button arrow on Formatting toolbar			
<b>Font Effect</b>	PUB 178		Format   Font	Change Text   Font	
<b>Font Scheme</b>	PUB 163	Style box arrow on Formatting toolbar	Format   Font Schemes	Change Text   Font	
<b>Font Size</b>	PUB 47	Font Size box arrow on Formatting toolbar	Format   Font	Change Text   Font	
<b>Form Properties</b>	PUB 439	Double-click form control			
<b>Format Painter</b>	PUB 169	Format Painter button on Standard toolbar			
<b>Format Picture</b>	PUB 260	Format Picture button on Picture toolbar	Format   Picture	Format Picture	
<b>Formatting Marks</b>	PUB 24, PUB 81	Special Characters button on Standard toolbar	View   Special Characters		CTRL+SHIFT+Y
<b>Go To Feature</b>	PUB 401				F5
<b>Gradient Fill Effect, Create</b>	PUB 275	Fill Color button arrow on Formatting toolbar   Fill Effects	Format   AutoShape   Colors and Lines tab	Format AutoShape   Colors and Lines tab	
<b>Graphic</b>	PUB 403	Click graphic in Clip Art task pane			
<b>Graphic, Flip</b>	PUB 403		Arrange   Rotate or Flip		
<b>Grouped Field Codes</b>	PUB 339	Display second step of Mail Merge task pane   click appropriate link			
<b>Help</b>	PUB 58	Microsoft Office Publisher Help button on Standard toolbar	Help   Microsoft Office Publisher Help		F1

## Microsoft Publisher 2007 Quick Reference Summary (continued)

Task	Page Number	Mouse	Menu Bar	Shortcut Menu	Keyboard Shortcut
<b>Horizontal Ruler Guide, Create</b>	PUB 254	Drag horizontal ruler	Arrange   Ruler Guides   Add Horizontal Ruler Guide		
<b>Hot Spot</b>	PUB 440	Hot Spot button on Objects toolbar	Insert   Hyperlink		CTRL+K
<b>HTML Code Fragment</b>	PUB 441	HTML Code Fragment button on Objects toolbar	Insert   HTML Code Fragment		
<b>Import Text</b>	PUB 89, PUB 92		Insert   Text File	Change Text   Text File	
<b>Individual Field Codes</b>	PUB 342	Display second step of Mail Merge task pane   click appropriate link			
<b>Insert a New Page</b>	PUB 415		Insert   Page	Insert Page	CTRL+SHIFT+N
<b>Insert Fields</b>	PUB 361	Display first step of Catalog Merge task pane, click appropriate link			
<b>Insert Graphic</b>	PUB 110	Picture Frame button on Objects toolbar   Clip Art	Insert   Picture   Clip Art		
<b>Insert Hyperlink</b>	PUB 49, PUB 233	Insert Hyperlink button on Standard toolbar	Insert   Hyperlink	Hyperlink	CTRL+K
<b>Insert Page Numbers</b>	PUB 124	Insert Page Number button on Header and Footer toolbar	Insert   Page Numbers		
<b>Insert Picture</b>	PUB 260	Insert Picture button on Picture toolbar	Insert   Picture		
<b>Insert Picture from Scanner or Camera</b>	PUB 260	Insert Picture from Scanner or Camera button on Picture toolbar	Insert   Picture   From Scanner or Camera		
<b>Kern Character Pairs</b>	PUB 324	Double-click status bar   change value in Kerning box	Format   Character Spacing	Change Text   Character Spacing	CTRL+SHIFT+] CTRL+SHIFT+[
<b>Labels, Print</b>	PUB 353	Print link in Mail Merge task pane			
<b>Left Indent Marker</b>	PUB 345	Drag to desired location	Format   Tabs		
<b>Line/Border Style, Change</b>	PUB 260, 272	Line/Border Style button on Picture toolbar	Format   Picture   Colors and Lines	Format Picture   Colors and Lines	
<b>Line/Border Style, Select</b>	PUB 272	Line/Border Style button on Formatting toolbar	Format   Picture   Colors and Lines	Format Picture   Colors and Lines	
<b>Line Color</b>	PUB 192	Line Color button on Formatting toolbar		Format AutoShape   Colors and Lines tab	
<b>Line Color, Select</b>	PUB 271	Line Color button arrow on Formatting toolbar	Format   AutoShape   Colors and Lines tab	Format AutoShape   Colors and Lines tab	
<b>Line Spacing</b>	PUB 181	Line Spacing button on Formatting toolbar	Format   Paragraph	Change Text   Paragraph	
<b>Line/Border Style</b>	PUB 192	Line/Border Style button on Formatting toolbar		Format AutoShape   Colors and Lines tab	
<b>List Box Form Control</b>	PUB 433	Form Control button on Objects toolbar   List Box	Insert   Form Control   List Box		

Microsoft Publisher 2007 Quick Reference Summary (continued)

Task	Page Number	Mouse	Menu Bar	Shortcut Menu	Keyboard Shortcut
List Box Form Control Properties	PUB 434	Double-click form control	Format   Form Properties	Format Form Properties	
Margin Guides, Display	PUB 251		View   Boundaries and Guides		CTRL+SHIFT+O
Margin Guides, Edit	PUB 251		File   Page Setup		
Master Page	PUB 198	View master pages link in Apply Master Page task pane	View   Master Page		CTRL+M
Master Page, Ignore	PUB 205		View   Ignore Master Page		
Measurement Toolbar, Position Objects with	PUB 299	Double-click Object Size box on status bar	View   Toolbars   Measurement		
Merged Pages, Print	PUB 349	Print button on Standard toolbar	Tools   Mailings and Catalogs   Mail Merge		
Move	PUB 122	Point to border and drag			Select object   ARROW KEY
Move Both Markers	PUB 345	Drag to desired location	Format   Tabs		
Move to Next Cell	PUB 287				TAB
Move to Previous Cell	PUB 287				SHIFT+TAB
Navigation Bar Properties	PUB 394	Select Navigation bar, click displayed button			
Nudge	PUB 122		Arrange   Nudge		Select object   ALT+ARROW KEY
Object, Flip	PUB 266		Arrange   Rotate or Flip	Format Picture   Size tab	
Object Margins, Set	PUB 345		Format   Text Box   Size tab	Format Text Box	
Open Publication	PUB 42	Open button on Standard toolbar	File   Open		CTRL+O
Option Button Form Control Properties	PUB 432	Double-click form control	Format   Form Properties	Format Form Properties	
Option Button Form Controls	PUB 430	Form Control button on Objects toolbar   Option Button	Insert   Form Control   Option Button		
Order, Change	PUB 278		Arrange   Order	Order	ALT+F6; ALT+SHIFT+F6
Pack and Go Wizard	PUB 212		File   Pack and Go   Take to a Commercial Printing Service		
Page Options	PUB 82	Page Options in Format Publication task pane			
Page Size	PUB 238	Change Page Size button in Format Publication task pane	File   Page Setup		
Paste	PUB 119	Paste button on Standard toolbar	Edit   Paste	Paste	CTRL+V
Picture Toolbar	PUB 187		View   Toolbars   Picture	Show Picture Toolbar	
Picture, Reset	PUB 260	Reset Picture button on Picture toolbar	Format   Picture   Picture tab	Format Picture   Picture tab	
Print	PUB 40, PUB 134	Print button on Standard toolbar	File   Print		CTRL+P

## Microsoft Publisher 2007 Quick Reference Summary (continued)

Task	Page Number	Mouse	Menu Bar	Shortcut Menu	Keyboard Shortcut
Print Preview	PUB 207	Print Preview button on Standard toolbar	File   Print Preview		
Publication Properties	PUB 38		File   Properties		
Publish to the Web	PUB 55		File   Publish to the Web		
Publication, New	PUB 247	New button on Standard toolbar	File   New		CTRL+N
Publisher Tasks	PUB 130	Publisher Tasks button on Standard toolbar			
Quit Publisher	PUB 41	Close button on Publisher title bar	File   Exit	Microsoft Publisher button on Windows taskbar   Close	ALT+F4
Recipients, Filter	PUB 337	Filter link in Mail Merge Recipients dialog box			
Replace Graphic	PUB 34	Picture Frame button on Objects toolbar	Insert   Picture   Clip Art	Change Picture   Clip Art	
Resize Graphic	PUB 112, PUB 197	Format Picture button on Picture toolbar   Picture tab	Format   Picture   Picture tab	Format Picture   Picture tab	Drag handle
Right Indent Marker	PUB 345	Drag to desired location			
Row, Resize	PUB 292	Point to row border   drag border			
Save	PUB 40	Save button on Standard toolbar	File   Save		CTRL+S
Save As	PUB 31, PUB 52		File   Save As		CTRL+S
Security Level	PUB 435		Tools   Macro   Security		
Select All	PUB 20, PUB 86		Edit   Select All		CTRL+A
Select Characters	PUB 104	Drag character(s)			SHIFT+ARROW KEY
Select Graphic	PUB 104	Click graphic			
Select Multiple Objects	PUB 296	SHIFT+click each object			
Select Paragraph	PUB 104	Triple-click paragraph or double-click left margin			
Select Paragraphs	PUB 104	Drag left margin			
Select Picture within Grouped Object	PUB 104	Click picture   Click picture again			
Select Row	PUB 104	Click left of row in table	Table   Select   Row		
Select Rows	PUB 104	Drag left of rows in table or triple-click left of table			
Select Sentence	PUB 104	Drag text			
Select Text	PUB 22				Click beginning, SHIFT+click end
Select Word	PUB 104	Double-click word			
Select Words	PUB 104	Drag words			

Microsoft Publisher 2007 Quick Reference Summary (continued)

Task	Page Number	Mouse	Menu Bar	Shortcut Menu	Keyboard Shortcut
Send Publication via E-Mail	PUB 237		File   Send E-mail		
Shadow, Add	PUB 274	Shadow Style button on Formatting toolbar			
Shape	PUB 190	AutoShapes button on Objects toolbar	Insert   Picture   AutoShapes		
Snap to Guides	PUB 255		Arrange   Snap   To Guides		CTRL+SHIFT+W
Snapping, Turn on	PUB 255		Arrange   Snap		
Special Characters	PUB 247	Special Characters button on Standard toolbar	View   Special Characters		CTRL+SHIFT+Y
Spell Check	PUB 30, PUB 127	Spelling button on Standard toolbar	Tools   Spelling   Spelling	Proofing Tools   Spelling	F7
Style, Apply	PUB 176	Styles box arrow on Formatting toolbar			
Style, New	PUB 174	New Style button in Styles task pane			
Styles	PUB 172	Styles button on Formatting toolbar	Format   Styles		
Submit Form Controls	PUB 437	Form Control button on Objects toolbar   Submit	Insert   Form Control   Submit		
Tab Selector	PUB 345	Tab Selector box at left end of horizontal ruler			
Tab Stop Marker	PUB 345	Click ruler to create; drag to move	Format   Tabs		
Table, Create	PUB 286	Insert Table button on Objects toolbar	Table   Insert   Table		
Table, Deselect	PUB 287	Click outside of table			
Table, Format	PUB 289		Format   Table	Format Table	
Table, Resize	PUB 292	Drag sizing handle			
Table, Select	PUB 287	Click table border	Table   Select   Table		
Template	PUB 7, PUB 150	Click template preview in catalog			
Text Area Form Control	PUB 425	Form Control button on Objects toolbar   Text Area	Insert   Form Control   Text Area		
Text Area Form Control Properties	PUB 426	Double-click form control	Format   Form Properties	Format Form Properties	
Text Box	PUB 46, 333	Text Box button on Objects toolbar	Insert   Text Box		
Text Box, Position Relative to Margins	PUB 259		Arrange   Align or Distribute   Relative to Margin Guides		
Text, Convert to Plain Text	PUB 318	Point to Business Information text   click smart tag   Convert to Plain Text			

## Microsoft Publisher 2007 Quick Reference Summary (continued)

Task	Page Number	Mouse	Menu Bar	Shortcut Menu	Keyboard Shortcut
<b>Text Wrap</b>	PUB 187	Text Wrapping button on Picture toolbar			
<b>Textbox Form Control Properties</b>	PUB 424	Double-click form control	Format   Form Properties	Format Form Properties	
<b>Textbox Form Controls</b>	PUB 422	Form Control button on Objects toolbar   Textbox	Insert   Form Control   Textbox		
<b>Track Characters</b>	PUB 323	Double-click status bar   change value in Tracking box	Format   Character Spacing	Change Text   Character Spacing	
<b>Transparent Color, Set</b>	PUB 260	Set Transparent Color button on Picture toolbar			
<b>Transparent Object</b>	PUB 187, PUB 206				CTRL+T
<b>VBA Code Window, Open</b>	PUB 448		Tools   Macro   Visual Basic Editor		ALT+F11
<b>Web Site, Preview and Test</b>	PUB 443	Web Page Preview button on Standard toolbar	File   Web Page Preview		
<b>Web Page Options, Edit</b>	PUB 408		Tools   Web Page Options		
<b>Web Page Preview</b>	PUB 57	Web Page Preview button on Standard toolbar	File   Web Page Preview		
<b>WordArt, Format</b>	PUB 202	WordArt Shape button on WordArt toolbar			
<b>WordArt, Insert</b>	PUB 201	Insert WordArt button on Objects toolbar			
<b>Wrap Text</b>	PUB 260	Text Wrapping button on Picture toolbar	Format   Picture   Layout tab	Format Picture   Layout tab	
<b>Zoom</b>	PUB 8	Zoom Out or Zoom In button on Standard toolbar	View   Zoom	Zoom	F9