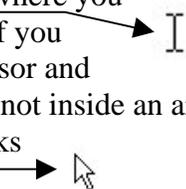
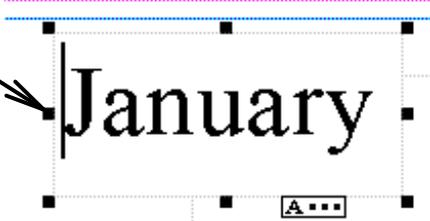


## MS Publisher Introduction

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Since Publisher 2000 starts automatically with a “Wizard” that steps you through an easy set of choices to create a publication, this isn’t much of a how-to document. These hints do help, but they are, with one exception terms that are identical in ANY of the MS Office products. The one exception is the *Page Navigation* icon, which is specific to Publisher. To learn how to use Publisher, I suggest you block off an hour or so, through away your inhibitions (while still keeping your clothes on, please), and try to make a sign, greeting card or brochure.

### Terminology:

- a. *Wizard*: An interactive part of the program that helps you format your publication.
- b. *I-bar*: When the mouse pointer is held over an area of a document where you could type text, the pointer turns into what looks like a capital “I”. If you click the mouse when you have the I-bar, it will insert a blinking cursor and you can start typing text. *Mouse pointer*: When the mouse pointer is not inside an area where you can type, i.e. hovering over a button on the toolbar, it looks like an arrow. 
- c. *Cursor*: It is the blinking vertical bar that shows where you will start writing. If there is no cursor, you cannot type.
- d. *Select an object*: single-click on an object so that you see the “handles” appear.
- e. *4-headed arrow*: Appears when you point the mouse at an object. If you click and hold an object with the four-headed arrow, you can move it. 
- f. *Page Navigation* icons are found in the lower-left just above the task bar. You can switch between the pages in a publication by clicking on the pages in the *Page Navigation* icon. 
- g. *Handles*: When an object is selected, you will see eight little blocks appear at the corners and each of the four sides. These are the object’s handles. 
- h. *2-headed arrow*: Appears when you point the mouse at a handle of an object. If click and hold when you have a two-headed arrow, you can resize an object. Depending upon whether you click on a side, top or bottom handle, the two-headed arrow will look like on of these. 