



## Microsoft Publisher 2003 topics

### Topics

Creating a Basic Publication

Examine the Publisher Environment

Create a Publication from a Publication Design

Replace Design Object Placeholders

Save a Publication

Create a Blank Publication

Display Ruler Guides

Add Text

Insert a Picture from a File

Modifying a Publication's Layout and Structure

Insert and Delete Pages

Insert a Text File

Size Text Boxes and Picture Frames

Move Text Boxes and Picture Frames

Connect Text Boxes

Divide Text Boxes into Columns

Move a Page

Create and Use a Master Page

Editing Content in a Publication

Edit Text in a Publication

Research Information

Find and Replace Text

Check Spelling

Formatting a Publication

Format Text

Apply Schemes

Insert Symbols

Indent Paragraphs

Change Spacing Between Paragraphs

Control Paragraph Flow

Create Paragraph Styles

Format Text Boxes

Formatting Pictures in a Publication

Format Picture Frames

Crop a Picture

Wrap Text Around a Picture

Insert WordArt

Insert a Design Gallery Object

Preparing a Publication for Distribution

Check the Design of a Publication

Verify Pictures

Create a Newsletter to Email

Create a Web Page

Publish a Web Site

Preview and Print a Publication

Templates