# Publisher 2010

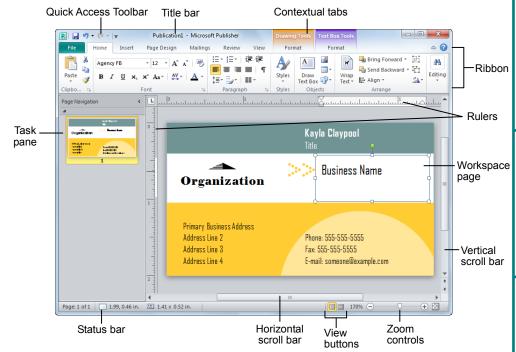
## **Quick Reference Card**



#### **Customizable Training Materials**

Tel. (888) 903-2432 | www.customguide.com

#### Publisher 2010 Screen



### The Fundamentals

- To Create a New Publication by Type: Click the File tab on the Ribbon and select New. Select the type of publication you want to create. Click the desired publication and click Create.
- To Create a Blank Publication: Click the File tab on the Ribbon and select New. Click a Blank option (8.5 X 11" or 11 x 8.5"). Or, click More Blank Page Sizes, select the option you want to create and click
- To Open a Publication: Click the File tab and select
- To Save a Publication: Click the Save button on the Quick Access Toolbar. Or, click the File tab and select Save from the list. Or, press <Ctrl> + <S>.
- To Save a Publication with a Different Name: Click the File tab, select Save As, type a new name for the publication, select a new location, and click Save.
- To Preview a Publication: Click the File tab on the Ribbon and select **Print**. The preview appears in the right pane; use the Previous and Next buttons and Zoom to preview pages.
- To Print a Publication: Click the File tab on the Ribbon and select Print. Or, press <Ctrl> + <P>.
- To Close a Publication: Click the Close button in the window. Or, press <Ctrl> + <W>. Or, click the File tab on the Ribbon and select Close from the list.

- To Get Help: Press the <F1> key to open the Help task pane. Type your question and press <Enter>.
- To Undo/Redo: Click the Undo or Redo buttons on the Quick Access toolbar.
- To Change the Color Scheme: Click the Page Design tab on the Ribbon. Select a color scheme from the Color Schemes gallery.
- To Change the Font Scheme: Click the Page Design tab on the Ribbon. Click the Fonts button and select a font scheme from the list.
- To Change the Background of a Publication: Click the Page Design tab on the Ribbon. Click the Page **Background** button and click the **Background** button. Select a background from the list.
- To Adjust the Margins of a Publication: Click the Page Design tab on the Ribbon and click the Margin button. Select the margin setting you would like to use, or select Custom Margins, make your adjustments, and click OK.
- To Show or Hide Layout Guides: Click the View tab on the Ribbon and click the Guides check box in the Show group.
- To Change Page Orientation: Click the Page Design tab on the Ribbon and click the Orientation button. Select the orientation you wish to apply.
- To Change Page Size: Click the Page Design tab on the Ribbon and click the Size button.

## **Keystroke Shortcuts**

#### General

Open a Publication	<ctrl> + <o></o></ctrl>
Create New	<ctrl> + <n></n></ctrl>
Save a Publication	<ctrl> + <s></s></ctrl>
Print a Publication	<ctrl> + <p></p></ctrl>
Close a Publication	<ctrl> + <w></w></ctrl>
Help	<f1></f1>

#### **Editing**

_	
Select All	<ctrl> + <a></a></ctrl>
Cut	<ctrl> + <x></x></ctrl>
Сору	<ctrl> + <c></c></ctrl>
Paste	<ctrl> + <v></v></ctrl>
Undo	<ctrl> + <z></z></ctrl>
Redo	<ctrl> + <y></y></ctrl>
Check Spelling	<f7></f7>

## **Formatting**

Bold

Italics	<ctrl> + <l></l></ctrl>
Underline	<ctrl> + <u></u></ctrl>
Align Left	<ctrl> + <l></l></ctrl>
Center	<ctrl> + <e></e></ctrl>
Align Right	<ctrl> + <r></r></ctrl>
Justify	<ctrl> + <j></j></ctrl>
Increase Font Size	<ctrl> + &lt;]&gt;</ctrl>
Decrease Font Size	<ctrl> + &lt;[&gt;</ctrl>

<Ctrl> + <B>

#### Navigation and Layout

Zoom to Full Page	<ctrl> + <shift> + <l></l></shift></ctrl>
Toggle Between Current and Full Page View	<f9></f9>
Go To Page	<f5></f5>

Next Page	<ctrl> + <page Down&gt;</page </ctrl>
Previous Page	<ctrl>+<page up=""></page></ctrl>

o . o ago	. ago op
Insert New Page	<ctrl> + <shift> + <n></n></shift></ctrl>
Insert Duplicate	<ctrl> + <shift> +</shift></ctrl>

Page

Show/Hide <Ctrl> + <Shift> + **Layout Guides** <0>

Switch to Master <Ctrl> + <M> Page

Beginning of Line <Home> End of Line <End>



## **Formatting**

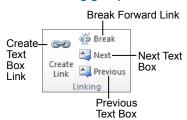
- To Change Font Style: Click the text box, table, or shape with text. Select the text you want to apply formatting to and click the Home tab on the Ribbon, Click the **Bold**, **Italic**, or **Underline** button in the Font group.
- To Change Font Type: Select the text you want to apply formatting to and click the Home tab on the Ribbon. Click the Font list arrow in the Font group and select a font from the list.
- To Change Font Size: Select the text you want to apply formatting to and click the Home tab on the Ribbon. Click the Font Size list arrow in the Font group and select a size from the list.
- To Change Font Color: Select the text you want to apply formatting to and click the Home tab on the Ribbon. Click the Font Color button list arrow in the Font group and select a color from the list.
- To Open the Font Dialog Box: Click the Home tab on the Ribbon and click the Dialog Box Launcher in the Font group.
- To Copy Formatting with the Format Painter: Select the text with the formatting you want to copy. Click the Home tab on the Ribbon and click the Format Painter button in the Clipboard group. Select the text to which you want to apply the copied formatting with the 🖶 pointer.
- To Create a Bulleted List: Select the paragraph(s) you want to bullet. Click the **Home** tab on the Ribbon and click the **Bullets** button in the Paragraph
- To Create a Numbered List: Select the paragraphs you want to number. Click the **Home** tab and click the **Numbering** button in the Paragraph group.

- To Adjust Character Spacing: Click the paragraph to which you want to apply the character spacing. Click the Home tab on the Ribbon, click the Character Spacing button, and select a spacing option from the list.
- To Insert a Tab Stop: Click where you want to insert the tab stop on the ruler. Or, click the Home tab on the Ribbon and click Dialog Box Launcher in the Paragraph group. Click the Tabs tab and insert tabs in the dialog box.
- To Adjust or Remove a Tab Stop: Click and drag the L tab stop to the desired position on the ruler. Click and drag the L tab stop off the ruler to
- To Change Paragraph Alignment: Select the paragraph(s). Click the Home tab on the Ribbon and click the appropriate alignment button (Align Left, Center, Align Right, or Justify) in the Paragraph group.
- To Insert a Drop Cap: Click in the paragraph to which you want to apply a drop cap. Click the Format tab under Text Box Tools on the Ribbon. Click the Drop Cap button in the Typography group and select the drop cap style you wish to apply.
- To Apply a Style: Click the paragraph to which you want to apply the style. Click the **Home** tab on the Ribbon, click the **Styles** button, and select a style from the list.
- To Create a Style: Click the Home tab on the Ribbon and click the Styles button. Select New Style from the list, make your specifications for the new style, and click OK.

#### **Text Boxes**

• To Insert a Text Box: Click the Home tab on the Ribbon and click the Draw Text Box button in the Objects group. Position the mouse pointer where you would like to insert the text box and click and drag until the text box reaches the desired size. Release the mouse button when you're finished and enter text.

#### The Linking group



- To Format a Text Box: Click the text box you want to format and click the Format tab under Text Box Tools. Use the controls on the Ribbon to format the text box.
- To Link Text Boxes: Select the overflowing text box (marked with an Example 2) overflow indicator). Click the Create Link button on the Format tab under Text Box Tools. Click inside an empty text box with the pointer.
- To Unlink Text Boxes: Select the linked text box that comes before the text box(es) you want to unlink, and click the Break button on the Format tab under Text Box Tools.
- To Move Between Text Boxes: Click the Previous or Next buttons. or click the Previous or Next buttons on the Format tab under Text Box Tools.
- To Add Columns to Text Boxes: Click the text box to which you want to add columns and click the Format tab under Text Box Tools. Click the Columns button. Select the number of columns you wish to apply.
- To Change Text Box Margins: Click the text box to which you want to add columns and click the Columns button. Select the number of columns you wish to apply.
- To Manage Typography: Click the text box in which you want to change the typography and click the **Format** tab under Text Box Tools. Use the buttons in the Typography group to change the appearance of text.

## **Drawing and Graphics**

- To Insert a Clip Art Graphic: Click the Insert tab on the Ribbon and click the Clip Art button in the Illustrations group. Search for the clip art you'd like to use and click to insert it.
- To Insert a Picture: Click the Insert tab on the Ribbon and click the Picture button in the Illustrations group. Select the file location and name and click Insert.
- To Adjust Text Wrapping: Double-click the object, click the Wrap Text button in the Arrange group, and select a text wrapping option.
- To Draw an Object: Click the Insert tab on the Ribbon and click the Shapes button in the Illustrations group. Select the shape you wish to use, click where you want to draw the object, and drag until the object reaches the desired size. Hold down the <Shift> key while you drag to draw a perfectly proportioned shape or straight line.
- To Move an Object: Click the object and drag it to a new location. Release the mouse button when you're finished.
- To Resize an Object: Click the object to select it, click and drag one of its sizing handles, and release the mouse button when the object reaches the desired size. To maintain the object's proportions, hold down the <Shift> key while resizing it.
- To Insert a WordArt Object: Click the Insert tab on the Ribbon and click the WordArt button in the Text group. Select a design from the list. Enter the text you want WordArt to format and adjust the font type and size, if necessary.
- To Group Objects: Select the objects you want to group, click the Format tab under Drawing Tools on the Ribbon, and click the Group Objects button.
- To Rotate an Object: Select the object and click and drag its rotation handle ( ). Release the mouse button when you're finished rotating.
- To Insert a Building Block: Building Blocks are pre-made objects, such as calendars, borders, pull quotes, sidebars, and headings, that can be added to your publication to make it look more professional. Click the Insert tab on the Ribbon, click a button in the Building Blocks group, and select the object you would like to insert.

