

PUBLISHER-HOME TAB

This tab is used to add objects to a publication and to apply formatting to the objects or to text. The groups and buttons on this tab are described in the table below.



Groups/Buttons	Description
Clipboard Group	
Paste	This button is used to insert items that have been stored on the clipboard into a publication.
Cut	To remove text or other items from a publication and store it on the clipboard, click this button. The items can then be inserted into other areas of the publication or into documents in other programs.
Copy	Click this button to make a copy of selected text or another item in a publication and store it on the clipboard. Once an item is copied, it can be inserted into another publication or into another document in other programs.
Format Painter	To make a copy of selected text and then apply the formatting to other text in a publication, click this button. A single click will apply the formatting one time; to apply formatting more than once, click the format painter button twice. To deactivate the format painter, click the button again.
Clipboard Launcher	This button is located in the lower right corner of the Clipboard group. It is used to open the Clipboard Task Pane. This is the task pane that will display when items that are added to the clipboard are displayed. This allows more than one item to be added to the clipboard before the items are pasted into the publication.
Font Group	
Font Type	To select the type of font for selected text within the publication text box, click this button.
Font Size	This button is used to change the size of the font for selected text within the publication text box.
Increase Font Size	Click this button to increase the size of the font for selected text. Each time the button is clicked, the font size will increase by one or two point sizes.
Decrease Font Size	To decrease the size of selected text, click this button. The size of the font will decrease by one or two point sizes each time the button is clicked.
Clear Formatting	To clear all the formatting that has been applied to selected text or to a text box, click this button.

Groups/Buttons	Description
Bold	Click this button to apply bold formatting to selected text in a publication text box. This is a toggle button. When it is clicked the first time, it will bold the text. When it is clicked the second time it will remove the bold formatting.
Italics	This button is used to <i>italicize</i> selected text in a publication text box. This is a toggle button that when clicked the first time will italicize the selected text. When it is clicked the second time the italics will be removed.
Underline	To <u>underline</u> selected text in a text box, click this button. This is a toggle button that when clicked the first time will underline the selected text. When it is clicked the second time the underline will be removed.
Subscript	To create small letters _{below} the text baseline, click this button. This is a toggle button that when clicked the first time will apply the subscript to the selected text. When it is clicked the second time the subscript formatting will be removed.
Superscript	Click this button to create small letters ^{above} the line of text. This is a toggle button that when clicked the first time will apply the superscript to the selected text. When it is clicked the second time the superscript formatting will be removed.
Change Case	To change the selected text to UPPERCASE, lowercase, or to apply other capitalization, click this button.
Character Spacing	Click this button to change the spacing between characters. A list of spacing options will appear.
Font Color	This button is used to change the color of the font for the selected text.
Font Box Launcher	This button is located in the lower right corner of the Font group. It is used to launch the Font dialog box. This is where additional changes can be made to the Font.
Paragraph Group	
Bullets	To create a bulleted list within a text box, click this button. Click the list arrow to display a gallery of bullet styles. Click the Bullets and Numbering link to apply other bulleted options.
Numbering	This button is used to create a numbered list within a text box. When the list arrow is clicked, a gallery of number styles will display. Click the Bullets and Numbering link to apply other numbering options.
Decrease Indent Position	When an indent has been applied to text in a publication text box, this button is used to decrease the indent. Click the button as many times as necessary to decrease each level of the indent.
Increase Indent Position	Click this button to increase the indent for a paragraph, numbered list, bulleted list, or a multilevel list. Each time the button is clicked, the indent will increase one level.

Groups/Buttons	Description
Add/Remove Columns	To split the text in a text box into two or more columns, click this button.
Special Characters	This button is used to show the formatting, such as paragraphs marks and tabs that have been applied to text in a publication.
Align Text Left	Click this button to align all the text in a text box at the left margin. The text at the left margin will be even. The text in the right margin will be uneven. This is the default alignment for all text boxes.
Center	To center a paragraph between the right and left margin of a text box, click this button.
Align Text Right	This button is used to align text in a text box at the right margin. The text at the right margin will be even. The text on the left side will be uneven.
Justify	When this button is clicked, the text in a text box will be aligned evenly at both the left and right margins. Additional spacing will be inserted between words as necessary.
Line Spacing	To change the line spacing within a text box or for selected text within the text box, click this button. A list of possible spacing will be displayed.
Paragraph Spacing	Use this button to specify the paragraph spacing to use in a text box. The options are None, 8 pt., 10 pt., or 12 pt. Click Paragraph Spacing Options to open the Paragraph Dialog Box .
Paragraph Settings	This button is located in the lower right corner of the Paragraph Group. It is used to open the Paragraph Dialog Box where additional Paragraph formatting options can be specified.
Styles Group	
Styles	Select this button to pick a style for the selected text. A list of styles will display. Styles are used to provide a consistent look across the publication. Move the mouse pointer over the items for a description of each style.
Objects Group	
Draw Text Box	Text boxes are used to insert text into a publication. To insert a Textbox, click in the Publication page and drag the mouse to insert the textbox. To draw a textbox around selected text, click the Draw Textbox link.
Pictures	To insert a picture from a file or the Internet into the publication, click this button. The Insert Picture window will appear. This dialog box is used to select the picture that is to be inserted into the publication.
Table	This button is used to insert a table into the publication. A grid will appear that can be used to create the table. It is also possible to click the Insert Table button to open the Create Table dialog box. This box can be used to specify the number of columns and rows for the table.

Groups/Buttons	Description
Shapes	This button is used to insert different shapes into a publication. A gallery of different kinds of shapes will appear when the button is clicked. To insert a shape, click the desired shape and then draw the shape in the publication.
Arrange Group	
Wrap Text	When text t needs to wrap around a textbox, an image, or a shape, click this button. A list of different text wrappings will display. Click the More Layout Options button to display some additional options.
Bring Forward	When a shape is placed behind another shape, this button is used to bring the bottom shape in front of the other one. Click the list arrow to locate other options.
Send Backward	This button is used to send a shape that is on top of another one to the back of the top one. Click the list arrow to locate other options.
Align	This option is used to align different shapes either at the top, bottom, left, or right. Before the shapes can be aligned, they must be selected. To select several shapes, click the first shape and then hold down the Shift key to select additional items.
Group	Once a group of shapes has been formed into an item such as a logo, use this button to group the items together so the shapes become as one. Before the shapes can be grouped, they must be selected. To select several shapes, click the first shape and then hold down the Shift key to select additional items
Ungroup	This button is used to break a set of grouped objects back into individual shapes.
Rotate	To rotate or flip the selected shape, click this button. A list of possible options will display. For additional rotation options, click More Rotation Options .
Editing Group	
Find	To locate a particular word or phrase within a publication, click this button. The Find and Replace dialog box will display. Within this box, the word or phrase that is to be found can be specified.
Replace	This feature is used to locate text within a publication and replace it with other text. When Find is clicked, the Find and Replace Task Pane will display. This is where the word(s) to be found and replaced are specified.
Select	Click this button to select text or objects within a publication. The options are to select all objects in the publication or to select all text within a text box.