

Publisher Toolbars

Depending on what type of object you are working with, Microsoft Publisher displays a different toolbar on the screen to offer the options for that object. Pictured below, with labels, are some of the most often seen toolbars.

• Standard -



- New File →
- Open File →
- Save File →
- Send Page as Message →
- Print File →
- Print Preview →
- Spelling →
- Research →
- Cut →
- Copy →
- Paste →
- Format Painter →
- Undo →
- Redo →
- Bring to Front →
- Free Rotate →
- Insert Hyperlink →
- Web Page Preview →
- Columns →
- Special Characters →
- Zoom →
- Zoom Out →
- Zoom In →
- MS Office Publisher Help →
- Create Text Box Link →
- Break Forward Link →
- Previous Text Box →
- Next Text Box →

• Formatting -



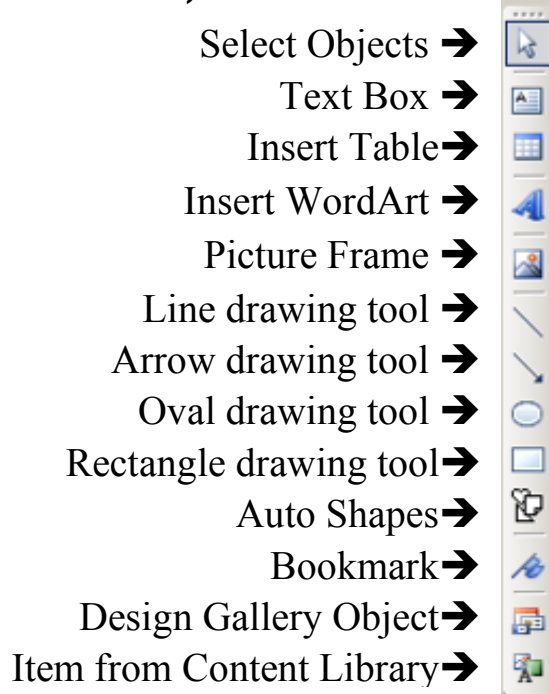
- Publisher Tasks →
- Styles & Formatting →
- Style drop-down menu →
- Font drop-down menu →
- Font Size drop-down menu →
- Bold →
- Italic →
- Underline →
- Align Left →
- Center →
- Align Right →
- Justify →
- Line Spacing →
- Numbering (numbered list) →
- Bullets (bulleted list) →
- Decrease Indent →
- Increase Indent →
- Decrease Font Size →
- Increase Font Size →
- Fill Color →
- Line Color →
- Font Color →
- Line and Border Style →
- Dash Style →
- Arrow Style →
- Shadow Style →
- 3-D Style →

• Picture -



- Insert Picture from file →
- Insert from Scanner/Camera →
- Color →
- More Contrast →
- Less Contrast →
- More Brightness →
- Less Brightness →
- Crop →
- Line/Border Style →
- Compress Pictures →
- Text Wrapping →
- Format Picture →
- Set Transparent Color →
- Reset Picture →

- **Object (Vertical Toolbar) -**



- **Word Art -**

