

Using Design Objects

Design Objects are items that have already grouped many of the other elements typically used in Publisher, such as text boxes, shapes, and clip art, to form one object. Without Design Objects, you would have to create each piece separately and then combine them to create the one item, such as a picture with a text box caption. Using Design Objects, you select an object that already contains both those pieces and then have the ability to customize it.

Selecting a Design Object

1. Make sure you are displaying on the work screen the page of your publication where you want the object to be placed.
2. Click on *Insert* from the *Menu* bar.
3. Click on *Design Gallery Object...* from the drop down menu.
4. On the *Design Gallery* window that opens, click on your desired choice under the *Categories* menu on the left side of the screen.
5. Use the scroll bar on the right side of the window to scroll through the selections for the type of design object chosen. Once you have decided on an object, click on it to select it.
6. Click on the *Insert Object* button in the bottom right corner of the *Design Gallery* window to transfer it to your publication.
7. To add another Design Object, you will need to begin the process again by clicking on *Insert* from the *Menu* bar and then *Design Gallery Object...* from the drop down menu.

Note: Clicking on the *Wand* button for a selected Design Object will open the *Design* task pane for that type of object. It will contain the other styles of that object to be able to change its current appearance.



Sizing the Design Object

1. Position your mouse pointer over one of the circle handles and notice that the mouse pointer changes to a double-headed black arrow.
2. Using this new mouse pointer, click, hold down the left mouse button, and drag the mouse away from the object to increase the size or drag toward the center of the object to decrease the size.
3. Release the left mouse button when finished.



Remember: Using the top, bottom, left, or right handles will distort the object. To keep the original proportions, use the corner handles! If an object becomes too distorted, click on the *Undo* button on the *Standard* toolbar to reverse your actions.

Moving the Design Object

1. Place the mouse pointer somewhere in the center of the object. Your mouse pointer should become a four-headed black arrow.
2. Click, hold down the left mouse button, and drag to move the object to the new area. A dotted box will follow your mouse movement indicating the object's new location.
3. Release the left mouse button when finished.

Customizing the Design Object

Each piece comprising the Design Object can be individually selected and edited. You will almost always want to change the text of the current object and you also might want to change a picture or the colors used.

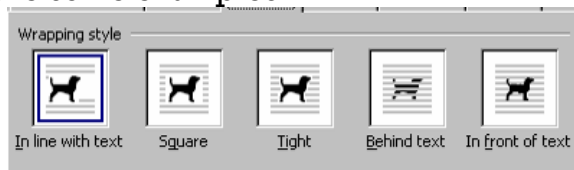
To Make Changes to Individual Design Object Parts:

1. Select the part you would like to change. To do this, simply click on it.
2. If what you want to edit is text, select the current text in the object and then replace it by typing in your desired text. The word "Free" is selected in the example pictured to the right. You can also select the text and make formatting changes to it using the *Formatting* toolbar options.
3. If what you want to change is a shape or picture part of the Design Object, select that part and then you can click on *Format* from the *Menu* bar and then *Format (type of item)...* from the drop down menu. The name of the option on the *Format* menu will change based on what type of element you have selected. Or you can click on the right mouse button while pointing at your selected item to open the shortcut menu (pictured at right) and the option to *Format (type of item)...* will be on the list. Left click on *Format (type of item)...* to open the dialog box.



Text Wrapping

Text wrapping controls the relationship of the Design Object to the text around it. Here are some examples:



To Change the Text Wrapping:

The Design Object must always be selected first. To do this, click once on the object. You can tell when it is selected because you will be able to see the handles.

1. Click on *Format* in the *Menu* bar.
2. Click on *Object* from the drop down menu.
3. On the *Format Object* dialog box that opens, click on the *Layout* tab.
4. Click on one of the options to choose the style of text wrapping.
5. Click on the *OK* button to return to the publication and apply the text wrapping.