

Microsoft Office Compatible

Microsoft Publisher 97 is a Microsoft Office Compatible product. This means that the Publisher [toolbar](#), [menus](#), and [access keys](#) are similar to those used by Microsoft Office. If you are already using Microsoft Office, which includes Microsoft Excel, Word, Access, and PowerPoint, then many of the tasks you have learned to complete in Office can be completed in a similar manner in Publisher. Microsoft hopes these similarities will make it easier for you to use our products together and with other Microsoft Office Compatible products.

Look for the Microsoft Office Compatible logo when purchasing software. For more information about the Microsoft Office Compatible program, and for a complete listing of Microsoft Office Compatible products, in the United States call Microsoft Customer Service at 1-800-426-9400. Customers outside the United States should contact their local Microsoft office.

See also

- ▶ [Publisher and the Microsoft Office Compatible features](#)
- ▶ [Using Publisher with Microsoft Office](#)

Publisher and the Microsoft Office Compatible features

Publisher contains the following Office Compatible features:

- ▶ Toolbar
- ▶ ToolTips
- ▶ Menus
- ▶ Shortcut keys
- ▶ Object linking and embedding (OLE)

Using Publisher with Microsoft Office

Once you're familiar with Publisher, you can apply what you've learned about the [toolbar](#), [menus](#), commands, wizards, and [access keys](#) to any Office Compatible application. This consistency makes it easy to switch from one Office Compatible application to another, or to use the applications together.

Some common and efficient strategies for using Publisher with Microsoft Office are:

- Copying and pasting
- Linking or embedding

Copy and paste

You can copy and paste information easily between Publisher and Microsoft Office by using the Copy and Paste buttons on the toolbar or the Copy and Paste commands on the Edit menu. For example, if you store a graphic of your logo in a Publisher newsletter, you can paste that information into a letter in Word rather than recreating it.

Link or embed

Like other Office Compatible applications, Publisher includes object [linking](#) and [embedding](#) (OLE). With OLE, you can share information between applications. For example, you can create a chart in Microsoft Excel and link it to a brochure that you create in Publisher. Then, if you change the chart in Excel, Publisher will automatically update the copy in your brochure. Or, if you want to be able to edit the chart using Excel, without leaving your publication, you can embed the chart instead of linking it.

See also

- ▶ [Object linking and embedding \(OLE\)](#)
- ▶ [Publisher and the Microsoft Office Compatible features](#)

Toolbar

Publisher 97 contains a Standard [toolbar](#) similar to the Standard toolbar in Microsoft Office. Both contain buttons for the following commands:

- New
- Open
- Save
- Print
- Spelling
- ▶ Cut
- ▶ Copy
- ▶ Paste
- ▶ Paint
- ▶ Undo

See also

- ▶ [Publisher and the Microsoft Office Compatible features](#)
- ▶ [Using Publisher with Microsoft Office](#)

ToolTips

Toolbar buttons can save you time, but only if you know what they do. Publisher 97 and Microsoft Office both include ToolTips to help you. ToolTips are small pop-up windows that identify each toolbar button. If you don't know what a button does, position the mouse pointer on the button. In less than a second, a ToolTip appears with a description of the button.

Note: If you don't see ToolTips, you may need to turn them on. On the View menu, click Toolbars And Rulers. If the Show ToolTips check box is empty, click it to turn on ToolTips.

See also

- ▶ [Publisher and the Microsoft Office Compatible features](#)
- ▶ [Using Publisher with Microsoft Office](#)

Menus

The menu bar in Publisher 97 contains the seven standard menus used in all Office applications. These menus have identical names and [access keys](#), and are positioned in the same order on the menu bar: File, Edit, View, Insert, Format, Tools, and Help.

Many commands on these menus are identical across Office applications. For example, File is always the first menu on the menu bar. This consistency enables you to work efficiently in any Office Compatible application.

See also

- ▶ [Publisher and the Microsoft Office Compatible features](#)
- ▶ [Using Publisher with Microsoft Office](#)

Shortcut keys

A shortcut key is a combination of keys that quickly carry out a command. Publisher uses the same basic shortcut keys as Office.

<u>Command</u>	<u>Shortcut</u>
New	CTRL+N
Open	CTRL+O
Save	CTRL+S
Print	CTRL+P
Undo	CTRL+Z
Cut	CTRL+X
Copy	CTRL+C
Paste	CTRL+V
Hyperlink	CTRL+K

See also

- ▶ [Publisher and the Microsoft Office Compatible features](#)
- ▶ [Using Publisher with Microsoft Office](#)

Object linking and embedding (OLE)

You can share information between a Publisher publication and an Office document by using linking or embedding.

Linking

With linking, you can copy information from one application to another in a way that creates a dynamic connection between the applications. When you update information in the original document, the changes are reflected in the copied or linked document.

For example, you can link sales information from a Microsoft Excel spreadsheet into a brochure you created in Publisher. When you update the spreadsheet in Microsoft Excel, the information is automatically updated in the Publisher publication the next time that you open it.

In any Office Compatible application, you can link information by using the Copy and Paste Special commands on the Edit menu, or the Object command on the Insert menu.

Embedding

With embedding, you insert information from another application directly into your document without leaving your document.

For example, you can embed a Microsoft Excel chart in a Publisher publication. When you want to update the chart, you can do so without leaving the Publisher publication.

In any Office Compatible application, you can embed information by using the Object command on the Insert menu.

Note: In discussions of OLE, any information that is linked or embedded is referred to as an object.

See also

- ▶ [Publisher and the Microsoft Office Compatible features](#)
- ▶ [Using Publisher with Microsoft Office](#)

toolbar

A collection of buttons displayed at the top of the application window, directly below the menu bar. The toolbar buttons help you quickly perform common tasks, such as copying, pasting, and printing. Publisher has a Standard toolbar and a Format toolbar.

To hide or display the toolbars, click Toolbars And Rulers on the View menu.

menu

A list of commands displayed at the top of the application window, directly above the toolbar. Commands related to a category of tasks, such as editing or formatting, are grouped on a menu. The menus are arranged on the menu bar in the same relative order, with the same names, in all Office Compatible applications.

access key

A keyboard shortcut for choosing menus and commands indicated by the underlined letter in the menu or command name. To choose a menu, press ALT+ the underlined letter. For example, to see the commands on the File menu, press ALT+F. Once the menu is displayed, you can use an access key to carry out a command. For example, to open a file, press O. All Office Compatible applications use the same access keys for most of their command and menu names.

linking

A means of sharing information between documents. For example, you can link sales information from a Microsoft Excel spreadsheet into a brochure you created in Publisher. If you update the spreadsheet in Microsoft Excel, the information will be automatically updated in the Publisher brochure as well.

embedding

Inserting all or part of a document into another document or publication. For example, you can embed a Microsoft Excel chart in a Publisher publication. The advantage of embedding over copying is that you can edit the embedded information, in the program it was created in, without leaving Publisher.

object

In discussions of object linking and embedding (OLE), the object is the information such as spreadsheet cells, a chart, a drawing, or WordArt that is linked or embedded into a document.

