

Type the number of pages you want to add.

To insert pages before the current page, or before the left page if you are viewing two pages, click [here](#).

To insert the new pages after the current page, or after the right page if you are viewing two pages, click [here](#).

To insert pages between the two pages currently displayed, click [here](#).

To insert new pages with nothing on them, click [here](#).

To insert new pages with a text frame extending to the margins on each page, [click here](#).

To copy everything that's on an existing page to each new page, click [here](#) and type the number of the page you want to copy the objects from.

Click the paper you will print your publication on. Publisher displays its pattern in the Sample box. The pattern does not print. To order special paper, see the PaperDirect Catalog you received with Publisher.

The name and identification number of the selected paper appear in this box. To order, see the PaperDirect Catalog you received with Publisher.

To prevent the selected objects from lining up along left or right edges or along their horizontal centers, click here.

To line up the left edges of the selected objects, click here.

To line up the vertical centers of the selected objects, click [here](#).

To line up the right edges of the selected objects, click here.

To prevent the selected objects from lining up along top or bottom edges or along their vertical centers, click here.

To line up the top edges of the selected objects, click here.

To line up the horizontal centers of the selected objects, click here.

To line up the bottom edges of the selected objects, click here.

To line up the selected objects with the page margins, click to add a check mark. For this option to work, you must have lined up at least one edge under Left To Right or Top To Bottom.

To move the selected object up the page one pixel, click here. Note that the distance a pixel represents increases as you zoom in closer. If the Nudge By box has a check mark, the object moves the specified distance.

To move the selected object to the right one pixel, click here. Note that the distance a pixel represents increases as you zoom in closer. If the Nudge By box has a check mark, the object moves the specified distance.

To move the selected object down one pixel, click here. Note that the distance a pixel represents increases as you zoom in closer. If the Nudge By box has a check mark, the object moves the specified distance.

To move the selected object to the left one pixel, click here. Note that the distance a pixel represents increases as you zoom in closer. If the Nudge By box has a check mark, the object moves the specified distance.

To change the distance an object moves when you nudge it, click here to add a check mark and type a measurement up to 2 inches. You can use centimeters (cm), inches (in), picas (pi), or points (pt).

To set a tab stop, type the distance you want between the left edge of the text frame and the tab stop, and then click Set. You can use centimeters (cm), inches (in), picas (pi), or points (pt). To modify an existing tab, click the tab in the list.

To left-align the selected tab stop, click here. Text is added to the right of a left-aligned tab stop.

To center-align the selected tab stop, click here. Text centers itself around a center-aligned tab stop.

To right-align the selected tab stop, click here. Text is added to the left of a right-aligned tab stop.

To decimal-align the selected tab stop, click here. Decimals line up at a decimal-aligned tab stop.

To eliminate leader characters from the selected tab stop, click here. A leader is a repeated character between the point at which you press the Tab key and the left edge of the tabbed text.

To add dots between the point at which you press the Tab key and the left edge of the tabbed text, click [here](#).

To add dashes between the point at which you press the Tab key and the left edge of the tabbed text, click [here](#).

To add an underline between the point at which you press the Tab key and the left edge of the tabbed text, click [here](#).

After you have typed a new tab stop or made changes to an existing one, click here to enter your changes.

To delete the selected tab stop from the paragraph containing the cursor or from all selected paragraphs, click here.

To delete all tab stops from the paragraph containing the cursor or from all selected paragraphs, click [here](#).

Publisher supplies default left-aligned tab stops at intervals of 0.5 inches. To change this interval, type a new measurement. You can use inches (in), centimeters (cm), picas (pi), or points (pt). Tabs listed under Tab Positions override default tab settings.

To change the spacing between all characters in the paragraph containing the cursor, click [here](#). then under Spacing Options, click one of the preset options.
For more precise control over spacing, select the characters and click the Selected Characters Only option.

To set the exact spacing between characters, select the text and click this option. Then under Spacing Options, choose the exact spacing you want.

To return text to the normal spacing for the font, click here.

To reduce the spacing between characters by the maximum preset amount, [click here](#).
For more precise control over spacing, select the characters and click the Selected Characters Only option.

To reduce the spacing between characters by a preset amount, click [here](#).
For more precise control over spacing, select the characters and click the Selected Characters Only option.

To increase the spacing between characters by a preset amount, click [here](#).
For more precise control over spacing, select the characters and click the Selected Characters Only option.

To increase the spacing between characters by the maximum preset amount, [click here](#).
For more precise control over spacing, select the characters and click the Selected Characters Only option.

To decrease the spacing between selected characters by an amount you set, click [here](#). Then type the amount in the By This Amount box.

To increase the spacing between selected characters by an amount you set, click [here](#). Then type the amount in the By This Amount box.

Type the amount of space you want to add or delete between the selected characters. You can use inches (in), centimeters (cm), picas (pi), or points (pt).

To change, rename, or delete a style, click its name in the list. A style is a set of formats (such as point size, font, and indents) that you can apply to text in a single action.

To define a new text style and add it to the list, [click here](#). A style is a set of formats (such as point size, font, and indents) that you can apply to text in a single action.

To change any of the formats of the selected style, click [here](#).

To give the selected style a different name, click [here](#).

To delete the selected style, click here.

To import existing text styles from another Publisher publication or another program, [click here](#).

Type a larger number to increase, or smaller number to decrease, the height. To resize the object proportionally, type the same number in the Height and Width boxes. Pictures and WordArt cannot be scaled to smaller than 1/8 inch.

Type a larger number to increase, or smaller number to decrease, the width. To resize the object proportionally, type the same number in the Height and Width boxes. Pictures and WordArt cannot be scaled to smaller than 1/8 inch.

To restore the selected object to the size it was when it was created, click here. When this option is selected, the Height and Width boxes display 100 percent and are unavailable. To scale the object, click here again to de-select this option.

To select a predefined table format or view it in the Sample box, click a name in the list.

To apply only some of the elements of the predefined format, click [here](#).

To apply the predefined text formats, such as color, bold, or italic, leave the check mark in the box. If you don't want to apply them, click to remove the check mark.

To apply the predefined text alignment (right, left, centered, or justified), leave the check mark in the box. To align all text left, click to remove the check mark.

To apply the predefined shading, leave the check mark in the box. If you don't want any shading, click to remove the check mark.

To apply the predefined borders, leave the check mark in the box. If you don't want any borders, click to remove the check mark.

To insert one or more rows into your table, type the number you want to add.

To insert one or more columns into your table, type the number you want to add.

Type the number of rows or columns you want to insert into your table.

To insert new rows above the selected cells or new columns to the left of the selected cells, click here.

To insert new rows below the selected cells or new columns to the right of selected cells, click [here](#).

To change the spelling of the word in the Not In Dictionary box, type the correct spelling or click a word in the Suggestions list.

This list contains suggested spellings for the word in the Change To box. If the spelling you want is in the list, click it.

When the spelling checker finds a word that is not in the dictionary, the word appears in this box.

To skip words that appear entirely in uppercase letters, such as acronyms, click to add a check mark.

If your publication contains more than one text files or table frames, and you want to check spelling in all of them, click to add a check mark.

To leave the word in the Not In Dictionary box unchanged, click here. The spelling checker will continue to challenge other occurrences of the word.

To leave the word in the Not In Dictionary box unchanged throughout the text or table frames you are checking, click [here](#). The next time you check spelling, the word will again be challenged.

To change the spelling of the word in the Not in Dictionary box to the spelling in the Change To box, click [here](#).

To change the spelling of the word in the Not In Dictionary box to the spelling in the Change To box throughout the text or table frames you are checking, [click here](#).

To add the word in the Not In Dictionary box to the spelling dictionary, [click here](#). The word will no longer be challenged in spelling checks in this publication or in others.

To display all characters for any font on your hard disk, click the arrow and then click the font you want.

This grid displays all characters for the font in the Show Symbols From box. Click the symbol you want, and then click OK.

To insert the current date and/or time into the selected text frame, click the format you want. Publisher gets the date and time from your computer's internal clock.

To have Publisher update the date and time each time you open or print this publication, click [here](#).

To insert the current date and/or time as ordinary text, click [here](#). Publisher will not update the date or time.

To rotate the selected object 5 degrees counterclockwise, click here.

To rotate the selected object 5 degrees clockwise, click here.

To set the exact angle of rotation, type the number of degrees you want to rotate the object counterclockwise from the orientation it had when it was created.

To return the selected object to the orientation it had when it was created, click [here](#).

To apply an existing fancy first letter style to the selected paragraph, click it. Custom fancy first letters you design yourself are included in this display.

To remove the special formatting from the first letter of the selected paragraph, click [here](#).

To create a fancy first letter that extends below the first line of text, click [here](#).

To create a fancy first letter that extends above the first line of text, click [here](#).

Type the number of lines you want your fancy first letter to extend down up or down. If you want a fancy first letter to extend equally above and below the first line, type a value half as large as the value you type in the Size box below.

Type the height you want your fancy first letter to be in number of lines. If you want a fancy first letter to extend equally above and below the first line, type a value twice as large as the value in the Lines box.

Type the number of letters you want to include in the fancy first letter, or use the up or down arrows. You can include up to 15 letters.

To have a fancy first letter with a different font from the rest of the paragraph, click on a different font name in the list. To display the list, click the arrow to the right of the box.

To make your fancy first letter bold, click here to add a check mark.

To make your fancy first letter italic, click here to add a check mark.

To apply color to your fancy first letter, click the arrow.

If you want your publication pages to be the same size as the paper in your printer, [click here](#).

If your publication requires folding, such as a greeting card or a booklet, click [here](#) and then choose a fold under Choose A Special Fold.

If your publication will be a different size from the paper in your printer (for example, a banner or a business card), [click here](#) and choose a size under Choose A Publication Size.

To select a special fold for your publication, click the arrow and then click the fold you want.

To select a size for your publication pages, click the arrow and then click the size you want. You can also create a custom publication page size by typing new dimensions in the Width and Height boxes.

If you select a preset page size, the width appears here. To create a custom page size, type the page width you want. You can use inches (in), centimeters (cm), picas (pi), or points (pt).

If you select a preset banner size, the width appears here. To create a custom banner, type the width you want. You can use inches (in), centimeters (cm), picas (pi), or points (pt).

If you select a preset page size, the height appears here. To create a custom page size, type the page height you want. You can use inches (in), centimeters (cm), picas (pi), or points (pt).

If you select a preset banner size, the height appears here. To create a custom banner, type the height you want. You can use inches (in), centimeters (cm), picas (pi), or points (pt).

To have your publication taller than wide, leave this option selected. Or, [click here](#) if it has been de-selected.

To have your publication wider than tall, click [here](#).

To select a different paper size or a different printer, click [here](#).

If you want to print labels using Avery label stock, [click here](#) and choose a label type under Choose A Label.

To change printer settings for your outside printing service's printer, [click here](#).

To change printer settings for your proof printer, [click here](#).

To have Publisher locate the file or all files of a certain type, click [here](#).

To locate all files of a certain type, click the arrow and then click the type of file you want. The list includes all file types that Publisher can open and for which you have installed an import filter.

To locate a specific file, [click here](#), and then type the name of the file you want to find. You can use an asterisk (*) to represent any number of characters in a name you are unsure of.

To select the disk drive you want Publisher to search, click the arrow and then click the drive letter you want. Click All Drives to search all disk drives, including hard disks, floppy disks, and network drives.

To begin the search, click [here](#).

All files that match the search criteria you entered in the boxes to the left appear in this box. Click the file you want to select it. You can then preview it and open it.

To view the first page of the selected file, [click here](#). Only Publisher files can be previewed.

If the selected file is the one you want, [click here](#) to open it or import it into the current Publisher publication.

Type a descriptive name for the new style. You can use up to 31 characters.

To select character formatting, such as font, size, and color, click [here](#).

To select formatting for bulleted or numbered lists, click [here](#).

To set the spacing between lines of text within paragraphs and spacing before and after paragraphs, click [here](#).

To set spacing between text characters, click [here](#).

To set tab stops, click here.

To select the style you want to change, click the arrow and then click the name in the list.

To change character formatting, such as font, size, and color, click [here](#).

To change formatting for bulleted or numbered lists, [click here](#).

To change the spacing between lines of text within paragraphs and spacing before and after paragraphs, click [here](#).

To change the spacing between text characters, click [here](#).

To change tab stops or leader characters, click [here](#). The Tabs dialog box opens.

To display the first page of the selected publication in the Preview box, click [here](#). If the publication was not saved with a first-page preview in the Save As dialog box, no preview appears.

To save selected text, or all text if none is selected, as a Publisher, word-processing, plain text, or rich text format file, click to add a check mark and click the file type from the list.

To save a preview of the first page, click to add a check mark to the box. When you're opening or locating a file, the preview lets you see if the selected file is really the one you want.

A template is a “starter” publication that you use to create a new publication without having to build it from scratch. Templates are saved in the Template directory. To save this publication as a template, click to add a check mark to the box.

To save a backup copy of your publication, click to add a check mark to the box. The backup does not contain changes that you made since you last saved the publication. Backups have the same name as the publication with a .BAK filename extension.

Type the text that you want to find. If you are unsure of the spelling, only include the part of the word you are sure of.

To have Publisher find the text in the Find What box only if it stands alone as a whole word, click to add a check mark to the box. For example, if you type "book" in the box and select this option, Publisher will ignore "bookstore."

To have Publisher find the text in the Find What box only if it is capitalized the way you typed it, click to add a check mark to the box. For example, if you type "Computer" in the box and select this option, Publisher will ignore "computer."

To search from the cursor position to the beginning of the story or table, click [here](#).

To search from the cursor position to the end of the story or table, click [here](#).

After you type the text you want to find, click here to begin the search. Click again to find the next occurrence.

Type the text that you want to replace.

Type the replacement text.

To have Publisher replace the text in the Find What box only if it stands alone as a whole word, click to add a check mark to the box. For example, if you want to replace "book" with "pamphlet" and you select this option, Publisher will leave "bookstore" unchanged.

To have Publisher replace the text in the Find What box only if it is capitalized the way you typed it, click to add a check mark to the box. For example, if you want to replace "Rob" with "Robin" and you select this option, Publisher will leave "rob" unchanged.

After you type the text you want to find, click here to begin the search. Click again to find the next occurrence.

To replace the found word, click here.

To replace every occurrence of the text in the Find What box with the text in the Replace With box, click [here](#).

To select a font, click the arrow and then click the font you want.

To change the font size, click the arrow and then click a different point size.

To change the font style, click the arrow and then click a different style.

To change the color of the text, click the arrow and then click a different color.

To put a line under the words and the spaces between them, click here.

To put a line under the words only leaving spaces between them with no underline, click [here](#).

To put two lines under the words and spaces between them, click here.

To change text to all capitals, regardless of how the text is typed, click [here](#).

To change text to all small capitals, regardless of how the text is typed, click [here](#).

To eliminate superscript or subscript formatting, click [here](#).

To raise text above its normal baseline, click [here](#).

To drop text below its normal baseline, click here.

Publisher displays a word with the suggested hyphenation highlighted. To accept it, click Yes. To move the entire word to the next line, click No. To select a different hyphenation, click it. If the partial word is too long, the entire word moves to the next line.

To accept the suggested hyphenation in the Hyphenate At box, click here.

To move the entire word in the Hyphenate At box to the next line, click here.

The story containing the cursor has been hyphenated by Publisher's automatic hyphenation. To eliminate hyphenation, click [here](#) and click OK. To hyphenate manually, click Confirm Every Automatic Hyphen and click OK.

The story containing the cursor has been hyphenated by Publisher's automatic hyphenation. To hyphenate manually, click [here](#) and click OK. To eliminate hyphenation, click [Turn Off Automatic Hyphenation](#) and click OK.

The story containing the cursor either has no hyphenation or has been manually hyphenated. To have Publisher apply automatic hyphenation, click here and click OK. To hyphenate manually, click Suggest Hyphens For This Story and click OK.

The story containing the cursor has either has no hyphenation or has been manually hyphenated. To hyphenate manually, [click here](#) and click OK.

To control the raggedness of the right edge of the text, enter a measurement in the Hyphenation Zone box.

A smaller zone reduces the raggedness of the right margin, but more words may require hyphens. A larger zone increases the raggedness of the right margin, so fewer words may require hyphens.

To change the hyphenation zone, [click here](#), and then type the width you want. You can use inches (in), centimeters (cm), picas (pi), or points (pt).

To control the raggedness of the right edge of the text, enter a measurement in the Hyphenation Zone box.

A smaller zone reduces the raggedness of the right margin, but more words may require hyphens. A larger zone increases the raggedness of the right margin, so fewer words may require hyphens.

To change the hyphenation zone, [click here](#), and then type the width you want. You can use inches (in), centimeters (cm), picas (pi), or points (pt).

To delete the highlighted rows or the row containing the cursor, click here.

To delete the highlighted columns or the column containing the cursor, click [here](#).

To delete both displayed pages, click [here](#).

To delete only the left page and keep the right page. [click here](#).

To delete only the right page and keep the left page, click [here](#).

To rename a style, click the arrow and then click the name of the style name you want to change.

Type a new name for the style displayed in the Rename style box. You can use up to 31 characters.

To give the selected line the narrowest thickness possible (1/4 point), click here.

To give the selected line a thickness of 1 point, click [here](#).

To give the selected line a thickness of 2 points, click [here](#).

To give the selected line a thickness of 4 points, click [here](#).

To give the selected line a thickness of 8 points, click [here](#).

To give the selected line a custom thickness, type the thickness you want. You can use inches (in), centimeters (cm), picas (pi), or points (pt).

To remove arrowhead formatting from the selected line, click here.

To add an arrowhead to the rightmost end of the selected line, or to the bottom end of a vertical line, click here. To select a different arrowhead type, click the arrow to the right of the Type box, and then click the new type.

To add an arrowhead to the leftmost end of the selected line, or to the top end of a vertical line, click here. To select a different arrowhead type, click the arrow to the right of the Type box, and then click the new type.

To add an arrowhead to both ends of the selected line, click here. To select a different arrowhead type, click the arrow to the right of the Type box, and then click the new type.

To change the arrowhead type of the selected line, click the arrow and then click the new type.

To add color or a pattern to the line, click the arrow, and then click the color you want.

To indent a paragraph, click [here](#), and then set the indent using the options below.

Publisher provides some preset indent settings for common elements such as hanging indents and quotations. To apply one of Publisher's presets, click the arrow and then click the one you want.

To set your own indent, rather than use one of Publisher's presets, type the distance you want to indent the left edge of the paragraph.

To set your own indent, rather than use one of Publisher's presets, type the distance you want to indent the right edge of the paragraph.

To set your own indent, type the distance you want to indent or outdent, the first line of the paragraph.

To select an alignment for the paragraph, click the arrow, and then click the alignment.

To format a bulleted list, click [here](#) and then format it using the options below.

To select the bullet type you want, click it. To view more choices, click New Bullet.

To select another bullet type, click [here](#), click the type you want, and then click OK. To select from a different font, click the arrow to the right of the Show Symbols From box, and then click the font name.

Publisher inserts a bullet that's the same size as the font in the paragraph. To make the bullet larger or smaller, type the point size in the box.

To set the list indent, click the Indent List By box to add a check mark. Then type the distance you want to indent the left text margin of the paragraph. You can use inches (in), centimeters (cm), picas (pi), or points (pt).

To format a numbered list, [click here](#) and then format it using the options below. Publisher automatically numbers the paragraphs. If you add, delete, or move paragraphs, Publisher updates the numbers.

To select the kind of numbers or letters you want to appear in your list, click the arrow, and then click the format you want.

To add a character separating the number and the text, click the arrow, and then click the separator character.

Type the number or letter you want to use to begin numbering the list.

To set the list indent, click the Indent List By box to add a check mark. Then type the distance you want to indent the left text margin of the paragraph. You can use inches (in), centimeters (cm), picas (pi), or points (pt).

To set the spacing between lines, click here.

Publisher automatically adds one space (sp) between lines of text. The size of a space depends on the size of the font. To increase or decrease space between lines, click the up or down arrow.

To increase or decrease space before the paragraph, click the up or down arrow.

To increase or decrease space after the paragraph, click the up or down arrow.

To remove a border from the selected object, click here.

To apply a visible grid to a table, or to a portion of a table, click [here](#).

To put a border on all four sides of the selected object, click here.

To put a border on one or more sides of the selected object, click the sides.

To give the selected border the narrowest thickness possible (1/4 point), click here.

To give the selected border a thickness of 1 point, click here.

To give the selected border a thickness of 2 points, click [here](#).

To give the selected border a thickness of 4 points, click [here](#).

To give the selected border a thickness of 8 points, click [here](#).

To give the selected border a thickness not listed above, type the thickness here. You can use inches (in), centimeters (cm), picas (pi), or points (pt).

To change the color of the border, click here.

To select a fancy border for the selected object, click its name in the list.

To change the width of the fancy border, type a new width here. You can use inches (in), centimeters (cm), picas (pi), or points (pt). Changing the width may distort the images in the border. To return to the optimal width, click the Use Default Size to add a check mark.

If you change the width of a border and are unhappy with the results, you can return to the original, optimal width for the selected border, by clicking [here](#) to add a check mark.

When a story is continued on another page in a connected text frame, you can add notices to direct your reader to the right spot. To include a Continued From Page# notice at the top of a connected frame, [click here](#) to add a check mark. If you move the frame that precedes this one in the chain, the page number in the notice changes automatically.

When a story is continued on another page in a connected text frame, you can add notices to direct your reader to the right spot. To include a Continued On Page# notice at the bottom of a connected frame, [click here](#) to add a check mark. If you move the frame that follows this one in the chain, the page number in the notice changes automatically.

When this box has a check mark, the text in this frame will surround any objects placed on it. When this box has no check mark, text will flow over objects placed on it.

Type the number of columns you want in the selected text frame.

To change Publisher's default spacing between columns, type in the measurement you want. You can use inches (in), centimeters (cm), picas (pi), or points (pt).

To change Publisher's default margin between a frame or table cell and its contents, type in the measurement you want. You can use inches (in), centimeters (cm), picas (pi), or points (pt).

Note that the frame or table cell margins are not the same things as the page margins, which are set in the Layout Guides dialog box.

To change Publisher's default margin between a frame or table cell and its contents, type in the measurement you want. You can use inches (in), centimeters (cm), picas (pi), or points (pt).

Note that the frame or table cell margins are not the same things as the page margins, which are set in the Layout Guides dialog box.

To change Publisher's default margin between a frame or table cell and its contents, type in the measurement you want. You can use inches (in), centimeters (cm), picas (pi), or points (pt).

Note that the frame or table cell margins are not the same things as the page margins, which are set in the Layout Guides dialog box.

To change Publisher's default margin between a frame or table cell and its contents, type in the measurement you want. You can use inches (in), centimeters (cm), picas (pi), or points (pt).

Note that the frame or table cell margins are not the same things as the page margins, which are set in the Layout Guides dialog box.

If the selected picture overlaps a text frame, the text wraps around either the picture or its frame. To wrap text around the frame, [click here](#).

If the selected picture overlaps a text frame, the text wraps around either the picture or its frame. To wrap text around the picture itself, [click here](#).

To view the designs in a category, click the category name. To delete a user-defined design from the Gallery, click it with the right mouse, and then click Delete This Object.

To select an object for inclusion in your publication, click the object, and then click Insert Object. To view another category of designs, click the category name in the list.

To insert the selected Design Gallery object into your publication, click [here](#).

To replace the object selected in your publication with the selected Design Gallery object, [click here](#).

To apply only the formatting of the Design Gallery object to the selected object in your publication, click [here](#).

To display a menu of additional design sets and more Design Gallery options, click [here](#).

To import designs from other Publisher publications, click **Other Designs** on the menu.

To create new Design Gallery categories and add designs that you have created in this publication, click **Add Selection To Design Gallery** on the menu.

To close the dialog box and exit the Design Gallery, click here.

To rename an object in the Design Gallery, type the new name in this box.

To name the object you are adding to the Design Gallery, type the name in this box.

To assign the object to an appropriate category, click the arrow, and then click the category. You can add a category by typing a name in the box.

To add a category, click [here](#).

To delete a category, click its name and then [click here](#).

To rename a category, click its name, and then [click here](#).

Type a descriptive name for the new category in this box.

Type a description of the types of designs you'll be assigning to the category.

Type the new name for the selected category here.

If the category description needs to be revised, type a new description here.

To replace the old object with anew object that has the same name, click [here](#).

To keep the old object and give the new object a different name, click [here](#).

To remove background objects from the left page of the two-page spread you are viewing, click to add a check mark. To restore background objects on the left page, click to remove the check mark.

To remove background objects from the right page of the two-page spread you are viewing, click to add a check mark. To restore background objects on the right page, click to remove the check mark.

The formatting of the highlighted text doesn't match the style applied to it. To change the style to match the formatting of the highlighted text, [click here](#).

The formatting of the highlighted text doesn't match the style applied to it. To change the text to match its style, [click here](#).

To select from an expanded palette of 72 colors plus 12 shades from black to white, [click here](#), and then click the color you want.

When this box has a check mark, Publisher marks each color that won't print well on the selected printer with an X. This option is available only if your color printer supports Image Color Matching and you've turned on Improve Matching Screen and Printer Colors in the Options dialog box, from the Tools menu.

If you are printing spot color at a professional printer, you can ignore the Xs.

To select from a complete spectrum of colors, [click here](#).

To select a color, click in this box. Then drag the luminance slider, to the right of this box, to the level that gives you the color you want.

After you've selected a color by clicking on it, drag arrow to the luminescence you want.

Hue is the pure color. To change the hue, type a value from 0 (red) to 120 (green) to 240 (blue) to 359 (almost red).

Saturation is the intensity of the color. To change the saturation, type a value from 0 (gray) to 100 (intense color).

Luminescence is the lightness of the color. To lighten or darken the color, type a value from 0 (black) to 100 (white).

The colors on your screen as well as those printed on a color printer are comprised of red, green, and blue. To increase the red, type a value from 0 (no red) to 255 (maximum red).

The colors on your screen as well as those printed on a color printer are comprised of red, green, and blue. To increase the green, type a value from 0 (no green) to 255 (maximum green).

The colors on your screen as well as those printed on a color printer are comprised of red, green, and blue. To increase the blue, type a value from 0 (no blue) to 255 (maximum blue).

The sample shown in the Color box represents the color you selected as accurately as possible, blending pixels of different colors. The sample shown in the Solid box is the closest solid color. Publisher will apply the color shown in the Color box, if possible. Otherwise, the Solid color will be applied.

Color applied to text and objects with patterns applied usually can't be a blend of colors, and you can expect to see the Solid color.

To apply a tint (percentage lighter than the color) or a shade (percentage darker than the color) to the selected object, click here, and then click the tint or shade you want in the bar below. To select a different color, click the Color 1 arrow.

To select a color, click the arrow, and then click the color you want. Colors you have used most recently appear along the top. To view more colors, click the More Colors button.

To apply a patterned fill to the selected object, click here, and then click the pattern you want from the bar below. To select colors for the pattern, click the Base Color and Color 2 arrows.

To apply a gradient fill to the selected object, click here, and then click the gradient effect you want from the bar below. To select colors for the gradient effect, click the Base Color and Color 2 arrows.

You can see the different fill effects by scrolling through this box. To select a fill effect, or to preview it in the Sample box below, click it.

To print more than one copy, type the number of copies here.

To print multiple copies of a publication with its pages in order, click here to add a check mark. To print multiple copies of each page before printing the next page, click to remove the check mark.

Shows how your publication will print. If you are printing more than one copy of a multiple-page publication, you have the option of printing each copy intact (collate), or printing all copies of page 1 before printing all copies of page 2, and so on.

When this box has a check mark, a dialog box opens after each print job asking if your publication printed successfully. If it didn't, the Print Troubleshooter helps you find solutions to your printing problems.

You can have Publisher print out crop marks showing how to trim the publication down to its final size. Other marks can include registration marks, publication information, and color separation name, depending on the type of publication. To print these marks, [click here to add a check mark](#).

To improve the similarity between the way your colors appear on your monitor and the way they look when printed on your color printer, [click here](#). Your printer and monitor must support ICM color profiles, and you must be running Windows 95.

Pictures usually take a long time to print. To print your publication with placeholder boxes for pictures, click here to add a check mark.

To display the specific options for printing your type of publication, [click here](#).

To specify whether to print your entire publication, just specific pages, or the current page, click [here](#).

To print your publication to a file instead of routing it directly to a printer, [click here](#). You will be prompted for a file name and path.

Although you are printing to your proof printer, your publication is composed for the outside printer you selected.

The InfoSheet includes all the pertinent information about your publication that your outside printing service needs to print successfully. You should submit the InfoSheet along with your publication file.

To print one page on each sheet of printer paper, [click here](#).

To print two standard pages on a larger sheet of paper as a book, [click here](#). Publisher prints the publication so that when you put it together, the pages are numbered correctly. For example, if you print a four-page newsletter, pages 4 and 1 print on one sheet and pages 2 and 3 print on another sheet.

To print your small publication in the center of the paper, click [here](#).

To fit more than one copy of your publication on a single sheet of printer paper, [click here](#). If you are printing your final output on your printer, use this setting.

To set the spacing between multiple copies, click [here](#).

Type the spacing you want between the side edges of the printer paper and the edges of the publication. You can use inches (in), centimeters (cm), picas (pi), or points (pt).

Type the spacing you want between the top of the printer paper and the top of the publication. You can use inches (in), centimeters (cm), picas (pi), or points (pt).

Type the distance you want from the bottom of one publication to the top of the publication directly below. You can use inches (in), centimeters (cm), picas (pi), or points (pt).

Type the distance you want from the right edge of one publication to the left edge of the publication on its right. You can use inches (in), centimeters (cm), picas (pi), or points (pt).

To let Publisher distribute spacing evenly around each publication, click here to add a check mark.

To print all the tiles that make up the page, click [here](#).

To avoid gaps in the tiles, type the amount you want each tile to overlap the ones surrounding it. You can use inches (in), centimeters (cm), picas (pi), or points (pt).

To print the tile closest to ruler origin, click here. You can reposition the ruler origin by holding down the CTRL key, then drag the intersection of the vertical and horizontal rulers.

If a large letter falls partially on one sheet of paper and partially on another, the TrueType font is unable to clip the letter correctly; so the entire letter is moved to the next sheet. To clip the letter correctly, print it as a graphic by clicking here to add a check mark.

If you are printing one or two spot colors on an imagesetter and printing press, click [here](#) to add a check mark. Each color, including black, will be printed on a separate sheet.

Check with your outside printing service to find out if its printer can print the bleeds in your publication. If so, click [here](#) to add a check mark.

Type the number you want to begin numbering pages with. The number appears on the first page of the publication.

To choose the unit of measure you want displayed in dialog boxes, click the arrow and then click your choice.

When this box has a check mark, text formatted in sizes smaller than 7 points appears on the screen as gray bars. If your publication has lots of text, greeking can speed the display of your work considerably.

When this box has a check mark, the mouse pointer appears as a graphic that tells you what you can do next. For example, if you move the pointer over the corner of a selected frame, the Resize pointer appears, showing that you can resize the frame in any direction.

To have Publisher remind you to save your work periodically, click here to add a check mark, and then type in how often you want to be reminded.

When this box has a check mark, highlighted text is deleted and replaced by text you type in.

Smart quotes are quotation mark used in publishing, and are also known as "curly quotes." To get smart quotes when you type quote marks, [click here to add a check mark](#).

When this box has a check mark, you can drag highlighted text to a new location and drop it by releasing the mouse button.

When this box has a check mark, Publisher automatically adjusts the spacing between certain character pairs (for example, AV or WA) that are the same size or are larger than the measurement typed in this box. Type the size in points.

When this box has a check mark, Publisher automatically hyphenates words. This can help remove large gaps at the ends of lines.

When this box has a check mark, Publisher displays helpful hints and lets you view quick demonstrations of features when you use them for the first time.

To reset the tips and First-Time Help so that you can view them when using features you've used before, [click here](#).

The Startup dialog box provides you with all the options for opening publications, from creating a new publication with a PageWizard to reopening a publication you've created from scratch. To open the Startup dialog box each time you start Publisher, click here to add a check mark.

The Print Troubleshooter helps you identify problems that keep your publication from printing correctly. To use the Print Troubleshooter each time you print, click [here](#) to add a check mark.

To improve the similarity between the way your colors appear on your monitor and the way they look when printed, [click here](#).

If this option has a check mark, you can create objects such as shapes and text frames, by clicking the tool and then clicking where you want the object. When this option doesn't have a check mark, you can drag the tool to create dimensions you want.

To change the left margin (or inside margin if the Create Two Backgrounds With Mirrored Guides box has a check mark), type the measurement you want. You can use inches (in), centimeters (cm), picas (pi), or points (pt).

To change the right margin (or outside margin if the Create Two Backgrounds With Mirrored Guides box has a check mark), type the measurement you want. You can use inches (in), centimeters (cm), picas (pi), or points (pt).

To change the top margin, type the measurement you want. You can use inches (in), centimeters (cm), picas (pi), or points (pt).

To change the bottom margin, type the measurement you want. You can use inches (in), centimeters (cm), picas (pi), or points (pt).

If your publication has facing pages, like a book or newsletter, and you want a wider margin on the inside margins where the two pages meet, [click here](#) and then type in different settings for the Inside and Outside margin guides.

To divide your pages into equal horizontal rows, type the number of rows you want. To move layout guides, for example to create uneven rows, close the dialog box. On the View menu, click Go To Background. Hold down the SHIFT key and drag the guides to position them.

To divide your pages into equal vertical columns, type the number of columns you want. To move layout guides, for example to create uneven columns, close the dialog box. On the View menu, click Go To Background. Hold down the SHIFT key and drag the guides to position them.

To return the layout guides to even spacing, [click here](#).

To display the Microsoft Standard toolbar, which contains buttons for opening, saving, copying, pasting, and so on, click here to add a check mark.

To display the Format toolbar, which contains controls for formatting text, applying color, and so on, click here to add a check mark.

To display rulers along the top and left edges of the publication window, click [here](#) to add a check mark. The rulers display the increments shown in the Measurements option in the Options dialog box, on the Tools menu. The exception is if you chose points, the increments on the ruler will be picas.

To restore the settings in this dialog box to their defaults, [click here](#).

To display the status line at the bottom of the publication window, click [here](#) to add a check mark. The status line gives you immediate feedback during actions and provides useful information about the current state of your publication.

To display ToolTips, click here to add a check mark. ToolTips describe a button's function, and appear when your mouse pointer hovers over a toolbar button

To display enlarged buttons on the toolbars, click here to add a check mark.

When this box has a check mark, the toolbar buttons are displayed in color. For black, white, and gray buttons, click to remove the check mark.

To have Publisher check all pages for potential design problems, [click here](#).

To have Publisher check a certain page range for potential design problems, click [here](#), and then type the first page of the range in the From box and the last page in the To box.

To view options for running the Design Checker, [click here](#).

To have Publisher check the layout on background pages as well as publication pages, click [here](#) to add a check mark. To check the layout of publication pages only, click [here](#) to remove the check mark.

To have Publisher notify you of all potential design problems, [click here](#).

To search for specific design problems, [click here](#) and then click the problems below.

If a text frame is not big enough to display all the text it contains, the extra text goes into the overflow area and isn't printed. To have Publisher notify you of text in overflow, click here to add a check mark.

To have Publisher notify you of empty frames, click here to add a check mark.

To have Publisher notify you of objects that are covered by other objects, click [here](#) to add a check mark. If you have an intentionally overlapped object, you may want to turn off this option by clicking to remove the check mark.

To go on checking the design without fixing this problem, click here.

To go on checking the design without fixing this and all other occurrences of the problem, [click here](#).

To resume the design check after fixing a problem, click [here](#).

To see an explanation of the problem and illustrated steps for resolving it, [click here](#).

To close the dialog box and exit the Design Checker, click here.

To see more information about this action, click the Explain button below.

To return the picture to its original colors, click this button.

If you are new to Publisher, click [here](#) to view a short demonstration that will help acquaint you with Publisher.

If you are familiar with earlier versions of Publisher, click [here](#) to find out what's been added to Publisher 97.

If you'll be printing your publication on your own desktop printer, you don't need to set up your publication for an outside printing service. [Click here](#), and then click Done.

If you'll be printing a publication using only black ink and gray shades on a printer of any resolution, [click here](#).

If you'll be printing a color publication on a color printer with a resolution of less than 1200 dots per inch, [click here](#).

You can use up to two spot colors in your publication and then take the file to a service bureau to get color separations on a high-resolution imagesetter. A professional printer can use the separations to make printing plates for each color of ink (black, spot color 1, and spot color 2). If you'll be printing separations, [click here](#).

To select the first spot color, click the arrow, and then click the color. Once you have selected a spot color, the color palette will display only that color plus black, white and gray.

Don't be concerned if you can't find the exact colors you want: The colors you choose here will give you a general idea of what your publication will look like, and will help you make your color separations. You'll be able to get the exact color inks you want when you take your publication to the outside printing service. Your choices here serve to create color separations, and to give you an idea of what your printed publication will look like.

To select the second spot color, click the box to add a check mark. Click the arrow, and then click the color. Once you have selected your spot colors, the color palette will display only those two colors.

Don't be concerned if you can't find the exact colors you want: The colors you choose here will give you a general idea of what your publication will look like, and will help you make your color separations. You'll be able to get the exact color inks you want when you take your publication to the outside printing service. Your choices here serve to create color separations, and to give you an idea of what your printed publication will look like.

To select options for overprinting color with black text and objects, [click here](#).

To return to the previous screen, [click here](#).

To proceed to the next screen, click Next. To apply your setup options and exit Outside Print Setup, click Done.

Publisher provides a driver that supports nearly all printers used by outside printing services.
By selecting Publisher's outside printer driver, you eliminate the need to obtain and install a specific driver.
Publisher's driver supports most advanced printing options.

If the printer displayed is not the one your outside printing service will use to print your publication, [click here](#), and then click the printer in the list.

If the right printer is not listed, you need to get and install the printer driver or select Publisher's outside printer driver.

This is the name of the outside printer that you are currently set up to use.

If you decide to use the specific driver recommended by your outside printing service, [click here](#). You will need to get a copy of the driver and install it.

Your outside printing service may want to print your publication on oversized paper to facilitate bleeds, to accommodate an oversized page, or to print the print marks. If so, [click here](#) to add a check mark. Publisher will automatically choose an Extra paper size when you set the page size of your publication.

Crop marks indicate the page edges for trimming, and registration marks ensure that each pass through a printing press is lined up exactly. The print marks are printed outside the boundary of each page. If your outside printing service wants your publication to print with these marks, [click here to add a check mark](#).

The Outside Printing Checklist is a friendly guide that helps you select your outside printing service, and then aids you in setting up your print job successfully.

When this box has a check mark, black objects overlying colored objects will print over the color. When this box has no check mark, the color behind the black object is knocked out; it doesn't print. If you don't overprint, you should check with your printing service about trapping to reduce possible gaps.

When this box has a check mark, black text that overlies colored objects and is smaller than the size displayed will print over the objects. You can type a different size in the box.

When this box has no check mark, the color behind the black text is knocked-out; it doesn't print. If you don't overprint, you should check with your printing service about trapping to reduce possible gaps.

To display a page in your publication, type its number here.

You've drawn a picture frame with different proportions from the picture you're inserting. To resize the frame to fit the picture, click [here](#).

You've drawn a picture frame with different proportions from the picture you're inserting. To resize the picture to fit the frame, click [here](#). The image may be distorted.

To display the selected picture in the Preview box, click here.

To apply your changes without closing the dialog box, click [here](#). If the dialog box is hiding the affected part of your publication, you can move the dialog box by dragging its title bar.

To see a description of any control, click the "?" button in the upper right corner of the dialog box, and then click the control.

To apply your changes and close this dialog box, click here.

To cancel all changes you've made and close the dialog box, click here.

Click here to type the name of your new folder.

To select a folder, double-click its name here.

To select a folder on a different drive, click [here](#).

To create a new folder, click [here](#).

If you want your Web pages to fit well on standard (VGA) displays, click [here](#). On VGA displays, your pages will be one screen wide and three screens high.

If you want your Web pages to fit well on high-resolution (SVGA) displays, [click here](#). On SVGA displays, your pages will be one screen wide and three screens high. (Readers with VGA displays will have to scroll horizontally to see the full width of the page.) This option is used primarily when creating pages for intranets (privately maintained internal Webs).

You can create a custom Web page size by typing new measurements in the Width and Height boxes.

The width option is only available with the Custom option.

To choose a custom page width for your Web pages, type the measurement you want. You can use inches (in), centimeters (cm), picas (pi), or points (pt).

To choose a custom length for your Web pages, type the measurement you want. You can use inches (in), centimeters (cm), picas (pi), or points (pt).

A check mark in this box means that when you click a font list, you can see what each font will look like in your publication. To add or remove the check mark, click the box.

The Preview Troubleshooter helps you identify problems in your Web site. A check in this box means that Publisher will run the troubleshooter after you preview your Web site., To add or remove the check mark, click the box.

For people reading your Web site, graphics take longer to download than "pure text." Text is generated as a graphic when you publish to the Web if the text frame overlaps or is too close to another object on the page.

To have Publisher briefly show a highlighted rectangle around a text frame whenever it enters a graphic region (the area to be generated as a graphic on the Web), [click here to add a check mark](#).

To remove the selected border from all frames and boxes it was applied to in the current publication, [click here](#).

The border will also be deleted from the Available Borders list, and will not be available for future publications, but previous publications won't be affected.

Click [here](#) to create a custom border. You can create a custom border by choosing a picture such as those in the Clip Gallery, a scanned photograph, or a picture you draw yourself in a drawing program such as Microsoft Paint.

To change the name of the selected border, click here.

To return all borders to their original colors, click here to add a check mark.

To maintain the proportions of the pictures that make up your border, [click here](#). The pictures will be evenly spaced across the border.

To stretch the side and top pictures to fill the sides of your border, click [here](#). The pictures will make a continuous border around the selected frame; some of the pictures may be distorted.

To select a picture from the Clip Gallery, click the check box below to add a check mark, and then click Choose Picture.

To select a picture with the Insert Picture File command, click the check box below to remove the check mark, and then click Choose Picture.

A check mark in this box means that you will select a picture from the Clip Gallery. To select a picture with the Insert Picture File command instead, click the box to remove the check mark.

To add or change a hyperlink to another file or Web site anywhere on the Internet, click here and enter the address below.

To add or change a hyperlink to another page in this Web site, click [here](#) and then click one of the page options below.

To add or change a hyperlink to an e-mail address anywhere on the Internet, click [here](#) and enter the address below.
If you enter your own e-mail address, readers can reply to you by just clicking this hyperlink.

To add or change a hyperlink to another file on your computer or LAN, click here and enter the address below. When a reader clicks this hyperlink, a copy of the file is downloaded from the Web site to that person's hard drive.

If you create a hyperlink to a Word file, until you publish that Web site you can still edit the file without affecting that hyperlink.

To enter the address of an Internet document, click here. Click the arrow to see your most recently used addresses.

Click here and double-click one of your shortcuts to place that address in the box above.

Click [here](#) and double-click one of your recently used addresses to place it in the box above. The History button may not be available with every browser.

To insert a hyperlink that jumps to the first page of your Web site, click [here](#). If you insert a first-page hyperlink from the first page, it jumps to the top of the page.

To insert a hyperlink that jumps to the previous page of your Web site, click [here](#).

If you insert a previous-page hyperlink from the first page, it jumps to the last page.

To insert a hyperlink that jumps to the next page, click here.

If you insert a next-page hyperlink from the last page, it jumps to the first page.

To insert a hyperlink that jumps to a specific page, click here and type a page number in the box.

If you are on the specified page when you insert this hyperlink, it becomes a top-of-page hyperlink when published to the Web.

Type the full path of the file here. When a reader clicks this hyperlink, a copy of the file is downloaded from this Web site to that person's hard drive.

To search for a file on your hard drive and on any networks you are connected to, [click here](#).

Type an Internet e-mail address here. You can enter your own e-mail address so that readers can reply directly to you.

To remove the selected hyperlink(s), click here.

Using Publisher's background and text color selections, it is easy to create well-designed Web pages. To select a coordinated look for your Web pages, click its name in this list.

To add or change a background color on your Web pages, [click here](#).

A texture is a Web page background composed of one small picture repeated across the entire page. To add or change a texture, [click here](#).

To look for a custom picture to use as your background texture, [click here](#).

If you choose a custom picture file for your texture, make sure it is 20 kilobytes or smaller. Large picture files will require people reading your Web site to wait a long time for the graphic to download.

To remove the background texture from your Web pages, [click here](#).

Web pages use a text style called "Web body" as the default text style. To change the "Web body" text color on all of your Web pages, [click here](#).

To change the color of all text hyperlinks in your Web pages, click [here](#). You cannot change the color of an individual hyperlink.

To change the color of all text hyperlinks that your readers have already selected, click [here](#).

Your printer may not be able to print objects that are close to the edge of the page. To have Publisher notify you of objects that will not print, click [here](#) to add a check mark.

To have Publisher notify you of pictures that may look distorted if you have changed their original dimensions, click [here](#) to add a check mark.

In Publisher, WordArt, BorderArt, and pictures are considered special effects. Too many on one page can result in a cluttered look. To have Publisher notify you of more than five special effects, click [here](#) to add a check mark.

Fonts are designed to look their best with only one character space between words and after the end of a sentence. To have Publisher notify you of multiple spaces after ending punctuation marks, click [here](#) to add a check mark.

Using too many fonts in a publication can make it look busy and inconsistent. To have Publisher notify you of more than three fonts, [click here to add a check mark](#).

Using too many colors in a publication can make it look confusing and inconsistent. To have Publisher notify you of more than three fonts, click here to add a check mark.

To have Publisher check all pages for potential design and performance problems, [click here](#).

To have Publisher check a certain page range for potential design and performance problems, type the first page of the range in the From box and the last page in the To box.

To view options for running the Design Checker, [click here](#).

To search for specific design and performance problems, [click here](#) and then click the problems below.

To have Publisher notify you of all potential design and performance problems, [click here](#).

To have Publisher notify you of empty frames, click here to add a check mark.

If a text frame is not big enough to display all the text it contains, the extra text goes into the overflow area and isn't displayed. To have Publisher notify you of text in the overflow area, [click here](#) to add a check mark.

To have Publisher notify you of pictures that may look distorted if you have changed their original dimensions, click [here](#) to add a check mark.

If objects are placed partially on the scratch area of a Web page, when you publish to the Web the page will be made larger to accommodate the object.

To have Publisher notify you of objects that lie partially on the scratch area, click [here](#) to add a check mark.

For people viewing your Web site, graphics take longer to download than "pure text." When you publish to the Web, text is generated as a graphic in a number of situations (for instance, if the text frame has BorderArt or overlaps another object).

To have Publisher notify you of text frames that will be generated as graphics on the Web, [click here](#) to add a check mark.

Too much blank space at the top of a Web page detracts from its visual appeal. To have Publisher notify you of more than 1.5 inches (3.7 cm) of blank space, click [here](#) to add a check mark.

People reading your Web site cannot view pages that have no hyperlinks to your home page. To have Publisher notify you of pages with no hyperlink path to your home page, click here to add a check mark.

People reading your Web site may lose patience while waiting for large graphics to download. To have Publisher notify you of graphics larger than 20 kilobytes, click [here](#) to add a check mark.

To print all the entries in your data source, [click here](#). If you used the Sort Or Filter command on the Mail Merge menu to select entries, Publisher prints only those that meet your selection criteria.

To print a range of entries, type the starting and ending entry numbers in the From and To boxes. If you used the Sort Or Filter command on the Mail Merge menu to select entries, the numbers refer to the set of selected entries. For example, entry 1 here might refer to entry 12 in your data source.

To have your printer skip a row or more of labels and begin printing farther down on the sheet, click [here](#). This is helpful if you've already used up part of a sheet of labels.

To print the first two rows of labels (if you're printing labels), or the first entry in your data source, [click here](#).

If you've selected a different starting entry under Print Range, printing starts at that entry. If you used the Sort Or Filter command on the Mail Merge menu to select entries, Publisher begins at the first entry that meets your selection criteria.

When merge fields contain no data, they appear as blank lines in the printed publication.

To prevent blank lines in addresses and other lines of merged data, click [here](#) to add a check mark. (Publisher does print lines that contain other text along with empty fields, for example "Dear <<First name>>.")

If you want to be able to see which fields are empty, click [here](#) to remove the check mark.

The home page is the starting page of a Web site. By convention, the home page is usually given the file name "index.html." If your Web service provider requires a different file name for the home page, [click here](#) and choose the required file name.

Some Web service providers require the file name extension .HTM for a Web site rather than the .HTML extension that Publisher provides. If your Web service provider requires a different file name extension for a Web site, [click here](#) and select the required extension.

To look for and then open a data source you've already created, click [here](#).

To create a new data source using Publisher's address list feature, [click here](#). You'll then type the information you want to merge into your publication.

Once you create an address list, you can merge the information it contains into any publication you choose.

Type the name of the worksheet or table, and then click OK.

Click in a box and then type a line of information for your address list. You can change, delete, and rearrange the fields (for example, Title and First Name) by clicking the Customize button. When you've finished typing your first entry, click the New Entry button to begin the second.

To close this dialog box and name your address list (if this is a new address list), or to apply your changes to an existing address list, [click here](#).

To change, delete, or rearrange the fields (for example, Title and First Name) in your address list so that they better reflect the kind of information you'll be adding to your publications, [click here](#).

To specify which entries you want to work with (for example, only the addresses in a certain city), or the order in which you view them, [click here](#).

When you've finished typing one entry, click [here](#) to begin another one. Publisher automatically saves the new information.

To remove the current entry from your address list, [click here](#).

To jump to the first entry in your address list, click [here](#).

To jump to the previous entry in your address list, click [here](#).

To jump to the next entry in your address list, [click here](#).

To jump to the last entry in your address list, click [here](#).

To jump to a specific entry in your address list when you know that entry's number, click in this box and type the number.

To search this address list for entries that contain specific words or numbers, [click here](#).

Type the text that you want to find. You can type words, parts of words, numbers, special characters, and spaces. If you're unsure of how to spell a word, only include the part of the word that you're sure of.

When this option is selected, Publisher looks for the text in all the fields (for example Title and First Name) of this address list.

To find the text only if it occurs in a particular field (for example, Title or First Name), click This Field and then click the field you're interested in.

To add a new field to this address list, [click here](#). The new field can contain any kind of information you plan to add to your publication.

To remove a field from this address list, click it in the list to the right and then click here.

To change the name of a field, click it in the list to the right and then click here. This will not affect the information contained in the field.

These are the fields contained in the current address list. You can change the fields to better reflect the kind of information you'll be adding to the address list.

To change the order of fields in this address list, click a field in the list to the left and then click Move Up or Move Down.

Type a name for the field you're creating. The name can include numbers, spaces, hyphens, and underscores.

You'll be able to move the new field up or down in the field list after you click OK in this dialog box.

To see the first entry in your data source as it will appear in the printed publication, [click here](#).

If you've chosen to merge only some of the entries with the current publication (using the Sort command on the Mail Merge menu), you'll view the first entry that meets your selection criteria.

To see the previous entry in your data source as it will appear in the printed publication, [click here](#).

If you've chosen to merge only some of the entries with the current publication (using the Sort command on the Mail Merge menu), you'll view only entries that meet your selection criteria.

To see the next entry in your data source as it will appear in the printed publication, [click here](#).

If you've chosen to merge only some of the entries with the current publication (using the Sort command on the Mail Merge menu), you'll view only entries that meet your selection criteria.

To see the last entry in your data source as it will appear in the printed publication, [click here](#).

If you've chosen to merge only some of the entries with the current publication (using the Sort command on the Mail Merge menu), you'll view only entries that meet your selection criteria.

To jump to a specific entry in your data source when you know that entry's number, click in this box and type the number.

To choose the data source field you want to apply filter criteria to, click the Field box and then click the field name.

For example, to work with the entries of your customers who live in New Jersey, begin by clicking State in the Field list.

To choose the operator (for example, Is Equal To or Is Less Than) for your filter criteria, click the Comparison box and then click a comparison phrase.

For example, to work with the entries of your customers who live in New Jersey, click Is Equal To in the Comparison box after clicking State in the Field box.

To specify the text or number you want to compare with the field you chose in the Field box, click the Compare To box and then type the information.

For example, to work with the entries of your customers who live in New Jersey, type NJ in the Compare To box after clicking State in the Field box and Is Equal To in the Comparison box.

To specify multiple selection criteria for your filter, click this box and then click And or Or.

For example, to work with the entries of your customers who live in New Jersey and New York, click Or in this box after clicking State in the first Field box, Is Equal To in the Comparison box, and NJ in the Compare To box. (Then you would choose State, Is Equal To, and NY in the second row of boxes.)

To remove all of the filter criteria you've set so that you can work with all the entries in your data source, [click here](#).

To choose the data source field you want to apply sort criteria to, click the Sort By This Field box and then click the field name.

For example, to view your entries in postal code order, begin by clicking Zip Code in the Sort By This Field list, and then choose a sort order.

To choose the sort order you want to apply to the field you chose in the Sort By This Field box (or the Then By This Field box), click either Ascending or Descending.

For example, to view your entries in postal code order, beginning with the lowest postal code number, click Ascending after choosing Zip Code in the Sort By This Field box.

To specify multiple selection criteria for your sort, click this box and then click a field.

For example, to view your entries in alphabetical order within each postal code, click Last Name in the Then By This Field box after clicking Zip Code in the Sort By This Field box.

To remove all of the sort criteria you've set so that you can specify new ones, [click here](#).

To choose the table you want to merge with your publication, click its name and then click OK.

Type a new name for the field you selected. This will not affect the information already contained in the field.

The name you type can include numbers, spaces, and special characters.

These are the fields that exist in the data source you've chosen to merge with this publication. You can change, delete, or rearrange the fields in a Publisher address list by clicking Edit Publisher Address List on the Mail Merge menu.

To add the selected field to your publication, click here. If this dialog box is covering the text frame in which you're inserting field codes, you can move the dialog box. Then you can insert paragraph marks, tabs, and so on to position the insertion point before you insert a field code.

If the file format of your data source is not on this list, you may be able to save the file as plain text and then merge it with your publication. Check the data source program's documentation to see if you can save the file as a text file.

To move between entries in your address list, click the arrow buttons.

To return to your address list, [click here](#).

To close this dialog box and return to your publication, click here.

If the fields of your address list are separated by tabs or commas, click the appropriate word and then click OK. If the fields are separated by another character, click Other, type the character in the box, and then click OK.

