

# Microsoft Office Compatible

Picture Publisher 6.0 is a Microsoft Compatible product, which means that its toolbars, menus, and accelerator keys are similar to those used by Microsoft Office. If you are already using Microsoft Office, which includes Microsoft Excel, Word, Microsoft Access, and PowerPoint, then many of the tasks you have learned to complete in Office can be completed in a similar manner in Picture Publisher 6.0. Micrografx and Microsoft hope these similarities will make it easier for you to use our products together and with other 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.

## Picture Publisher 6.0 and the Office Compatible Features

### Standard and Custom Toolbars

Picture Publisher 6.0 has a standard toolbar which is similar to the ones in Microsoft Office. It lets you execute commands without the need to open a menu and select a command. For example, you can save a file just by clicking the Save button. You can discover each button's function just by pointing to it with the mouse. This will activate a ToolTip that displays the name of the button.

Picture Publisher 6.0's main toolbar contains buttons for many of the functions used in editing photographs. You can also create custom toolbars that contain buttons that execute your most frequently used commands and macros.

Picture Publisher 6.0's toolbars can be hidden, allowed to "float" in the main window, or docked at the top, bottom, left, or right sides of the main window. In the Tools menu, the Save Positions command saves information about the current positions of the toolbars. When you exit Picture Publisher and then start it again, this information is used to reposition them in the window.

### Mode-Sensitive Toolbar

Picture Publisher 6.0 has a special mode sensitive toolbar that displays tools applicable to the current operation. This toolbar is referred to as the "ribbon" and, although it is not customizable, it is dockable at the top or bottom of the main window. As with the toolbars, you can discover each button's function just by pointing to it with the mouse. This will activate a ToolTip that displays the name of the button.

### Menus

Picture Publisher 6.0's menus have been changed to be Microsoft Office Compatible. For example, the old Recall command (which opened a submenu of recent files) was changed to a recent files list (with a user-defined number of files displayed at the end of the File menu).

The Options menu has been replaced by the Office Compatible View and Tools menus. The Preferences command (formerly in the Options menu) has been moved to the Tools menu and is now the Options command. It opens a tabbed dialog box containing individual tabs for Memory, Undo, Objects, Scratchpad, Plug-ins, Units, Files, and General options.

The Image Information command (formerly in the Options menu) has been moved to the File menu and is now the Properties command. It opens a dialog box containing image file information.

### Contact Sensitive Help

Picture Publisher 6.0 provides context-sensitive Help. By pressing **SHIFT+F1** in the main window or any image window, the mouse pointer changes to include a ? beside the arrow. You can then click on a command, button, or window to open the Picture Publisher Help file on the topic of interest. Within a dialog box, you can press **F1** to open Picture Publisher Help on a functional description of the dialog box. If necessary, you can branch out to related topics to get more information about the current operation.

Within a dialog box, you can also click on the ? button in the title bar to change the mouse pointer to include a ? beside the arrow. Then you can click on any component in the dialog box and get a brief "pop-up" description of what that component is used for.

### OLE 2.0 Compliance

Picture Publisher is a fully compliant OLE 2.0 server. It supports "drag and drop" capability from window to window within Picture Publisher and between Picture Publisher and other OLE 2.0 compliant container programs such as Microsoft Word for Windows 6.0. It also supports in-place editing of linked objects. In-place editing allows you, for example, to edit a Picture Publisher image contained in a Word document.

### **Microsoft Office Binder Compliance**

Picture Publisher 6.0 is fully compliant with the document requirements for Binder. Picture Publisher image files can easily be inserted as individual documents grouped in Binder with documents from other Binder-compliant programs.

## **Using Picture Publisher 6.0 with Microsoft Office**

Image information and image files can be transferred to Microsoft Office (1) by copying and pasting, (2) by Object Linking and Embedding (OLE), and (3) by inserting a Picture Publisher image file into an Office file.

### **To Copy a Picture Publisher Image and Paste It into Office**

**Note:** In Picture Publisher, the entire image is selected unless you have purposely selected (masked) a portion of the image instead.

- 1 Click once on the image window to activate the window and to select the entire image.
- 2 In the Edit menu, click Copy.
- 3 Switch to any Office program.
- 4 In the Edit menu, click Paste.

### **To Drag and Drop a Picture Publisher Image File into Office**

- 1 Make sure the target Office program window (for example, Word) and the folder window containing the Picture Publisher file are shown on your monitor.
- 2 Drag the Picture Publisher file or icon from the folder window onto the Office window and position the pointer at the location in the window where you want the image inserted.
- 3 Release the mouse button.

### **To Insert a Picture Publisher Image as an OLE Object into Office**

- 1 Make sure the text cursor in the Office program is located in the window where you want the image inserted.
- 2 In the Insert menu, click Object.  
An Insert Object dialog box with insertion options is displayed.
- 3 Click the Create from File tab.
- 4 Locate the Picture Publisher image file, changing the Drive and Directory, if necessary.
- 5 Select the Link to File option.
- 6 Click OK.

### **To in-place edit a linked Picture Publisher image**

- 1 Double click the image in the Office window.
- 2 Use the Picture Publisher tools to edit the image.
- 3 Click outside the image when you are finished editing.

