

3. Working with objects

Publisher uses the concept of an Object, which is a box containing some element of the publication, e.g. a piece of text, a picture, logo or table. Objects can be easily created and manipulated in order to give them the desired format, size and location. For ease of editing, it is possible to group objects together, so that when you change an attribute such as size, all the grouped objects are changed in the same way at the same time.

3.1 Creating an object

To insert an object, either

- Select **Insert** from the Menu Bar and then choose either Picture, Text Box or Object... (Object provides a menu of other types of object, which can be created or edited using other programs on your computer), or
- Click on the desired type of object on the Object Toolbar.

The next action depends on the type of object which has been selected.

Text box

- Move the cursor on to the workspace, where it will appear as a cross-hair instead of the usual arrow.
- Place the cursor at the desired location of a corner of the text box
- Hold down the left mouse key and then drag, creating a box outline, until the box is of the desired size.
- Release the mouse button.

Table

Carry out the same four steps as for a Text Box (see above). When the mouse button is released, a dialog box will appear, allowing you to choose the number and format of rows and columns in the table.

WordArt

When WordArt is selected, a dialog box appears

- Select the desired text style and click OK
- Type the desired text in the box which appears, and click OK

The WordArt box with your text will be placed on your page, where you can move and resize it (seeing Manipulating Objects, below)

Picture Frame

The Picture Frame option will give you a choice of inserting a picture from ClipArt, an existing picture on your computer, a picture from a scanner or camera, or of creating a blank picture frame (where you can add a picture later).

The **ClipArt** option will bring up a Task Pane from which you can select an image from the collection which is available with Microsoft Office applications, or from the Microsoft website.

The **Picture from File** option will allow you to position and size your frame (in the same way as a textbox), and will then present the Open File dialog box, so that you can choose a picture to insert (in the same way as you open an existing publication).

The **Scanner or Camera** option will provide the option to open a scanner or digital camera which is attached to your computer. The dialogue will then depend on the software associated with that particular device.

The **Blank Picture** option allows the creation of a blank frame (in the same way as a blank Text Box. A picture can be inserted into this later.

Shapes options

The **line, arrow, oval and rectangle** and **AutoShapes options** allow the creation of line drawings.

Design Gallery

Design Gallery gives a selection of pre-designed object styles. Choose the desired design, and click Insert Object. The object is placed on the page, from where it can be re-sized, moved and altered.

Embedding/linking objects from other applications

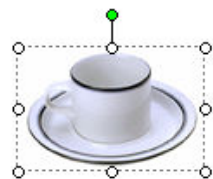
- From the Insert menu on the Menu Toolbar, select Object.
- Select Create New to open an application in which to create the new object. This will create a frame for the object in Publisher, and open the application so that you can create the object.
- Select From Existing File to open an existing file which has been created in another application. This will add the object to your publication, where it can be edited by double-clicking on the object in order to open the other application.



When opening a file from another application, if you click the "link" box, any changes made to the file from the other application will be updated next time you start Publisher.

3.2 Moving and sizing objects

To move, size or rotate an object, click on the object so that its "selection handles" are visible. These are small circles at the corners and in the middle of each side of the object, and a small green circle above the object and connected to it by a line.



To **expand or shrink an object**, click on an appropriate selection handle and drag it in the desired direction while holding the mouse button down. The appropriate handles are :

Top-middle or bottom-middle, to change the object's vertical size.

Left-middle or right-middle, to change the object's horizontal size.

A corner, to change both the vertical and horizontal sizes simultaneously.

To **rotate** an object, place the cursor over the green selection handle above the object. The cursor will change to a circular arrow. Click the left mouse button and pull the selection handle until the object is at the desired angle.

To **move an object**, place the cursor near the object's border until it changes to a cross with an arrowhead on each arm, then click and drag the object to the desired location.

To **automatically centre or align an object**, select the object, then select Align or Distribute from the Arrange menu, and then select the desired type of alignment.

3.3 Grouping objects

You may wish to change the size or position of multiple objects at the same time, e.g. in order to shrink an entire section of a page while maintaining the object's size and position relative to each other.

To group a number of objects

Either

Hold down the left mouse button and drag a selection box around all the objects you want to group,

Or

Select the first object and then, while holding the Shift key down, select each of the other objects you want in the group.

When multiple objects are selected, a Group Objects button will appear at the bottom of the selection. Click this to group the objects. To ungroup the objects click on the selection and then click on the Group Objects button again.

While a number of objects are grouped, any changes made by using the group's selection handles will be applied to all the objects.

3.4 Layering objects

Objects can be placed on top of each other. Publisher allows you to control which object appears above or behind another by using the Order command.

- Click on the object you wish to bring forwards or backwards
- Select Arrange from the Menu toolbar
- Select Order
- Select one of the following :
 - Bring to Front, if you want the object to appear above all others
 - Send to Back, if you want the object to appear behind all others
 - Bring forward, if you want to move the object one place forward (where more than two objects overlap)
 - Send backwards, if you want to move the object one place backwards (where more than two objects overlap).

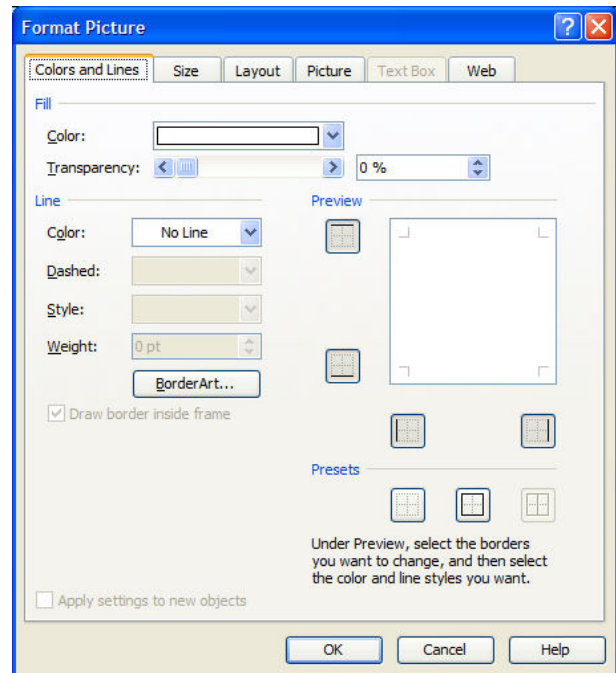
3.5 Borders, shadows and transparency

Borders

An object can be placed within a border by selecting Line/Border Style from the Formatting menu. A choice of lines is offered, or, by clicking on "More lines" you will be taken to the Object formatting dialogue, where there are further border choices, including "Border Art", which can create a border of small images.

The **BorderArt** options gives a choice of picture borders. Once you have chosen a border and clicked OK, its size can be altered by adjusting the weight in the Line/Border Style dialogue box.

The BorderArt options also provides the opportunity to create your own borders, with existing clipart or with pictures you import:



- In the Format Textbox dialogue, select BorderArt, and then select Create Custom.
- If you want to select a picture from ClipArt, make sure "Use Clip Organizer" box is ticked; but if you want to select a picture from a file, untick it; and then press the "Select Picture" button.
- You will either go to the ClipArt organizer or to the Open File dialogue box, depending on the option you have chosen (note that if you have chosen the ClipArt route, it is still possible to import a picture from file into the ClipOrganiser).
- When you have selected a picture, you will be asked to name the new Border, which will then be added to the list of available borders for selection.



When trying to add your own picture to BorderArt, you may get the message "This picture is too complex to be made into a border". If this happens, try reducing the size of the original picture, e.g. to a width of 100 pixels.

Shadows

An object can be given a shadow effect by selecting the Shadow Style button on the Formatting menu and choosing a shadow. A shadow will normally be placed around the entire object. However, if the object is a shape created in publisher, or if it is a picture with transparency, the shape or non-transparent parts of the picture will be shadowed.

If you want something different from the standard shadows, select **Shadow settings** from the Shadow Styles menu. This will bring up a toolbar from which you can alter the size and colour of the shadow.



Transparency

By default, an object in Publisher is transparent, with white as the transparency colour. This means that any object in the background will show through the white portions of the foreground object.

To change an object from transparent to non-transparent (or back again), select the object, and press Ctrl-T.

For more on transparency, see section 5.4