

Publisher Tip Sheet

May 2017



College of Agriculture,
Food and Environment

Program and Staff Development

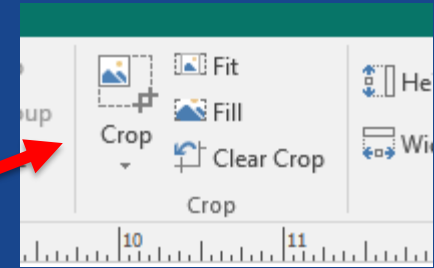
Publisher is a program specifically for this kind of project. The following tips are issues I have run into periodically and the solutions I used to correct them.

Please let me know if there are additional items you would like added to this document.

If you have any further questions, please contact Pamela Holbrook at 859-257-7193 or pamela.holbrook@uky.edu.

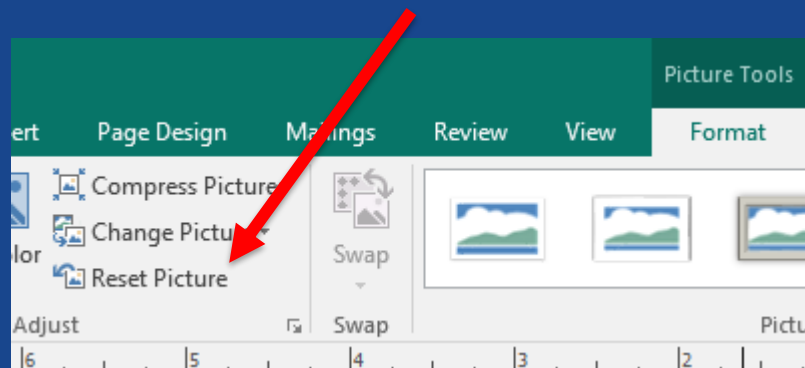
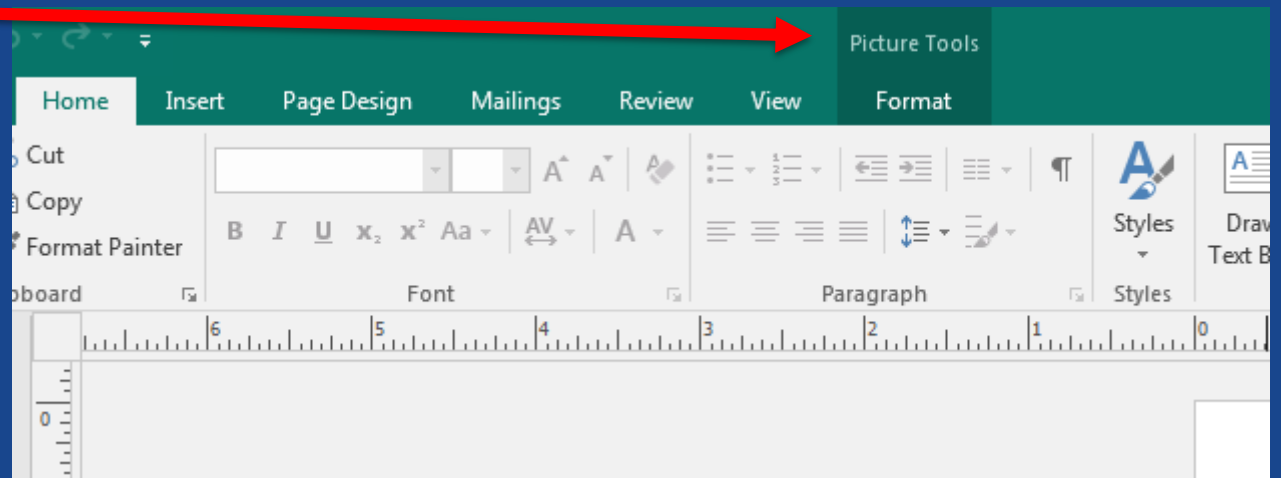
1. Ensuring you Images do NOT distort:

Hold the Shift key down when resizing the image and use the crop feature to help it fit. The crop feature is in the Picture Tools, which appears when the image is selected.

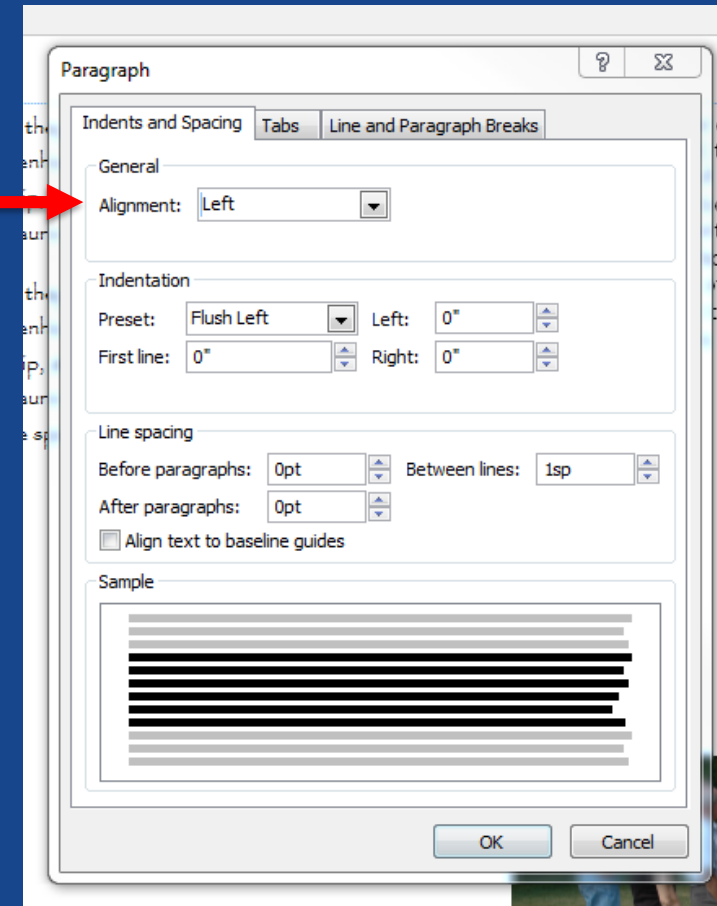
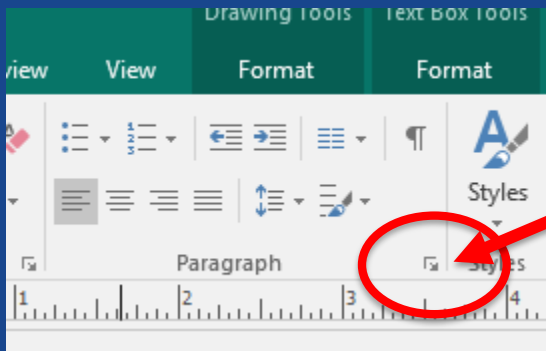


2. If your image does distort or start having issues and you would like to **reset it back to it's original quality**,

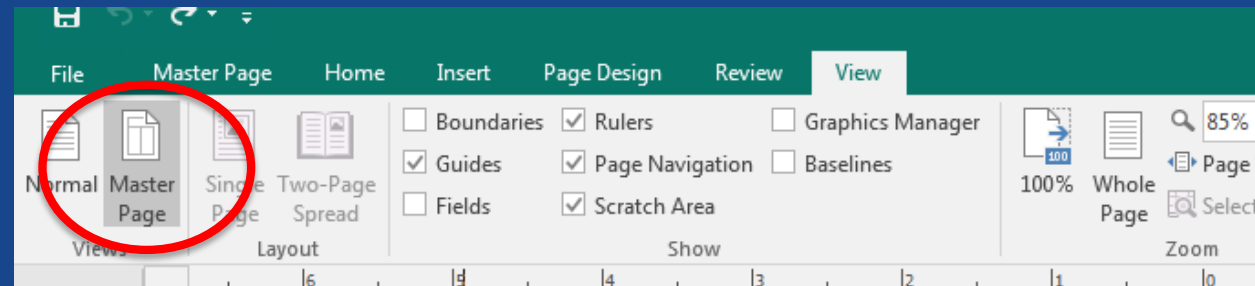
select the image and the Picture Tools menu will appear in the top menu. Click on the word **Format** and choose **Reset Picture**



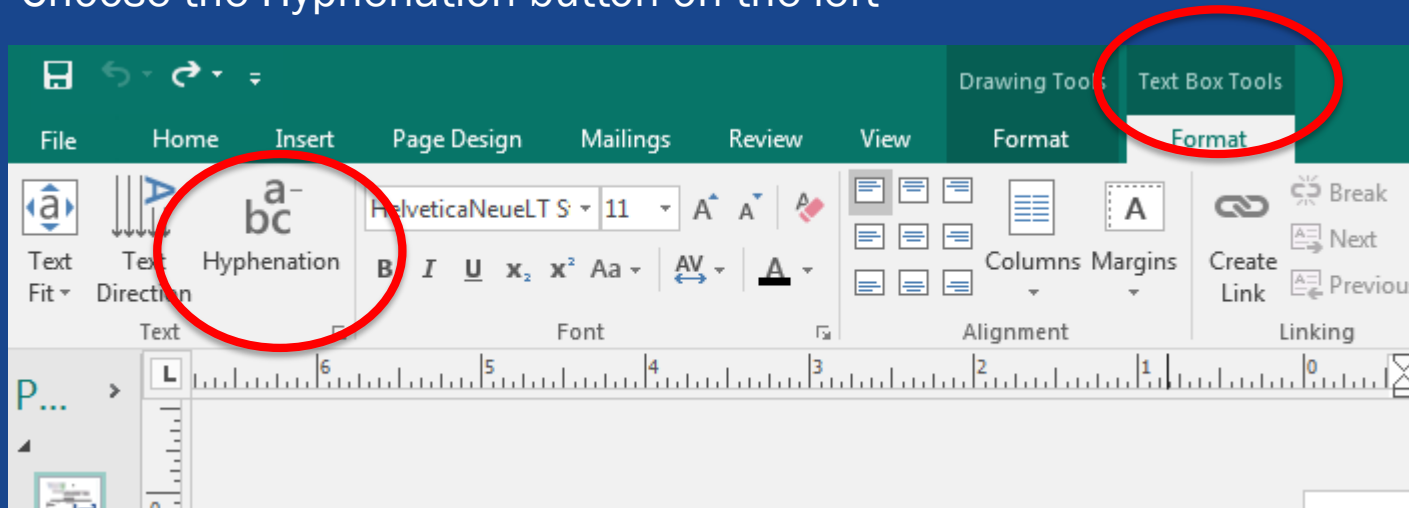
3. Maintain consistent **spacing between lines of text**
Select text and open the Paragraph Dialogue Box by clicking the small arrow in the corner of the Paragraph section.



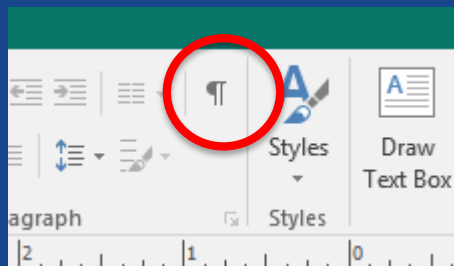
4. The Master Page - To view the Master Page. Choose View, then click on Master Page on the Left. This will change the menu at the top as well. The Master Page holds anything within the document that needs to stay in place, while you work on the items that change. For example; headers, footers, EEO statements, logos, page numbers, etc...



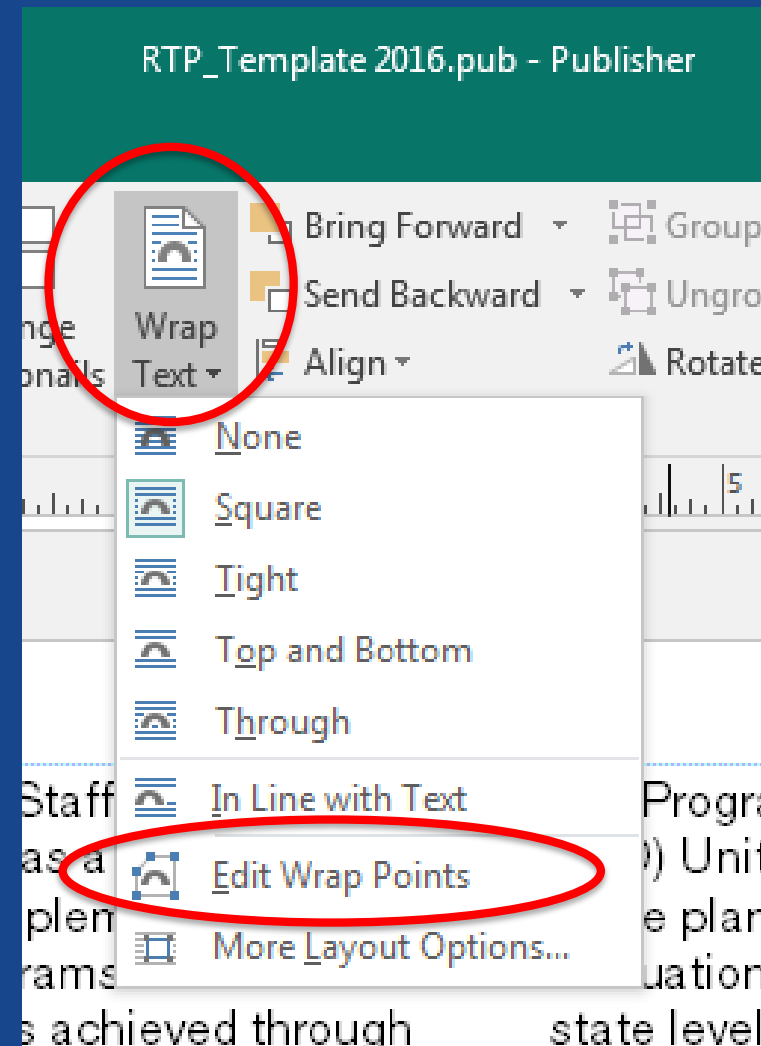
5. To keep words from hyphenating in the middle and breaking to the next line:
 - a. Click in the text box and highlight text that needs changed
 - b. In the top menu, the Text Box Tools menu item will appear
 - c. Choose the Hyphenation button on the left



6. If there appears to be something interfering with the movement of text and images, the first step is to show all the special characters in the document by clicking this button in the paragraph menu.

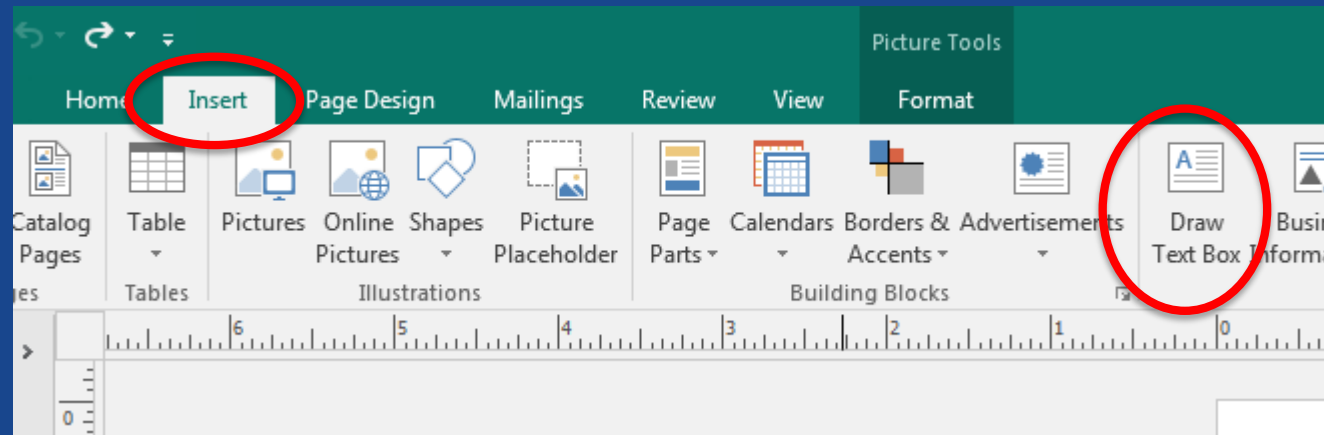


7. Image placement and editing using wrap points:
 - a. Insert your image into the document with the insertion point in the text at the proper place.
 - b. The Picture Tools menu appears at the top of the page.
 - c. With the image still selected, click on Wrap Text to show the drop-down menu
 - d. The next to last choice is Edit Wrap Points. This gives you corner points that can be moved to provide text spacing around the image, without impacting the image movement.



8. Always make sure there are captions on your images. If there are 7 or less people in the image, list their names as well.

The best way to insert a caption is to insert a text box underneath the image using the **Insert** menu and choose **Draw Text Box**.



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Resources:

[PSD Report to the People](#)

[Ag Communications Marketing Resources](#)

[UK Public Relations Brand Standards - Main Site](#)