

Check for errors

Add Terms to the Spelling Checker Dictionary in Publisher –

Did you know that you can add special terms to the spelling checker dictionary in Publisher, such as proper nouns, industry-specific words, (MAFCA and/or Model A) and abbreviations? Once you add a term, Publisher won't flag it as incorrectly spelled when it appears later in the publication or in another publication.

To add special terms to the spelling checker dictionary:

1. On the tools menu, click Spelling, and then click Check Spelling.
2. Click Add for each word or abbreviation you want to add to the dictionary.

Use the Design Checker

To Check for Missing Text

Missing text often occurs when you resize a text frame after inserting text, or when you add a graphic that pushes text into an adjacent text frame. Adding a continued notice to a text frame can also cause missing text. Publisher indicates that text is missing by showing the Text in Overflow symbol at the bottom of a text frame when the frame is selected.

Use the Design Checker to check your publication for missing text. It analyzes your publication and stops at every text frame that contains text in the overflow area, and suggests possible solutions.

To run the Design Checker

- On the Tools menu, click Design Checker.
- To check your entire publication, click All.

-Or-

To check specific pages, click Pages, and then type the page numbers in the “*from*” and “*to*” boxes.

- Click OK

Publisher checks the design and displays a dialog box if it finds a problem.

- If you want to fix the problem, go to the publication and make your changes; you don't have to close the Design Checker dialog box.

When you've finished, click Continue to have Publisher continue checking your publication.

-Or-

If you don't want to fix the problem, click Ignore or Ignore All, and then click Continue.

- Click OK.

Keep an Object's Center in Same Place When Resizing

To keep the center of an object in the same place in your publication while you resize the object, click the object, **then** hold down CTRL while you resize the object. Release the mouse button before you release CTRL.

Make Sharp Folds in Your Publisher Publication

Copy shops have high-speed machines that can fold your publication. However, if you prefer to do the folding yourself, flatten the folded edge with the blade of a knife or a ruler to give it a knife-edge crease. One chapter using a rolling pin.

Measure an Object

Click the object you want to measure, and then look in the status line at the bottom of the screen. The numbers in the lower-right corner indicate the size of the selected object.

Switch Between Single-Page and Facing-Page Views (in Publisher)

Did you know that you can switch between single-page and facing-page views in Publisher? This tool helps you work more efficiently and create better-looking multiple-page publications, such as newsletters, brochures, and catalogs.

Use single-page view when you want to work at a higher magnification and concentrate on one page at a time. Switch to facing pages (or two-page) view when you want to see the pages as your reader will see them. By switching back and forth, you can balance the content and design of the left- and right-hand pages so they compliment rather than compete with each other.

To switch between single-page and facing-page views of your publication:

1. Select an inside page of your publication.
2. On the View menu, click Two-Page Spread.

To return to the previous view, click Two-Page Spread on the View menu.