

## Keyboard Shortcuts

Page layout programs like Publisher are, to a large degree, about formatting text into a legible and inviting configuration. And page layout pros save a lot of time by using keyboard shortcuts for their most often used actions. To that end, here are some keyboard shortcuts for some often used text-formatting options:

**Ctrl+B** for bold text

**Ctrl+U** for underline

**Ctrl+I** for italic

**Ctrl+=** for superscript

**Ctrl+Shift+=** for subscript

**Ctrl+Shift+K** for small caps

**Ctrl+Spacebar** removes all style formats from the highlighted text

**Ctrl+Shift+f** accesses the font menu, arrow keys select, and enter changes the selected text to that font

**Ctrl+Shift+P** accesses the font size menu, arrow keys select size, and enter enables the change

**Ctrl+Shift+>** increases the font size by a half point

**Ctrl+Shift+<** decreases the font size by a half point

## The Nudge Option

For a high degree of control over the positioning of objects on the page use the nudge option. Just select the object you need to move and use Alt+Arrowkey (up, down, right, left) and your object will move one pixel for each keystroke. Use Arrange-->Nudge to change the increment of movement.

## Grouping Elements

After you have a section of your layout positioned very precisely it might be a good idea to select all the items (hold down the shift key and click on each one) and then group them together using Arrange-->Group Objects or (Ctrl+Shift+G). This will lock them together in their relative positions. This is especially useful if you will need to duplicate this configuration somewhere else in your layout; copy and paste the group to another page and you will have perfect consistency throughout your layout.

## Spacing and Alignment

Check the alignment of frames, text, pictures and captions. It should be consistent throughout your publication. Also check spacing between headings, paragraphs, and pictures. The spacing should be consistent throughout your publication.

## Spelling and Punctuation

Don't forget to check your spelling, punctuation and grammar. Run the spell checker; select Tools-->Spelling-->Check Spelling. Another good one is to check the accuracy of hyphenation: select Tools-->Language-->Hyphenation. It's a good idea to have someone else look at it too. They may see something you've been looking at and missing.

## Readability

- We read words by their shapes and not letter by letter, so readable fonts are those that make it easy for the reader's eye to scan words and lines – to read blocks of text. Serifs give words distinctive shapes that the eye recognizes more easily than it recognizes sans serif shapes. But blocks of sans serif text can be readable as body text, especially when given plenty of white space.
- *Don't use script fonts* or **FONTS MEANT FOR HEADLINES**.  
  
DON'T USE ALL CAPITAL LETTERS or *all italics for body text*. They can all be practically impossible to read at the smaller sizes of body text.
- A medium-weight font – not too heavy and not too light – is most readable. If you have a text-intensive page, consider a light font like Goudy Old Style. If the text is sparse, use a dark font like Rockwell.
- Consider the height of the lowercase letters (the “x-height,” as it's known to typographers). The “x-height” refers to the main body height of the lowercase letters, “x” in particular because in the letter x all the terminals of the letter touch a line of measurement. At small point sizes, fonts with larger x-heights tend to be more readable.

## Alignment

You can change the alignment of selected text in a flash. Simply click one of the alignment buttons on Publisher's [or Word's] Format toolbar – the buttons are shown below next to the descriptions of the four ways to align text:

### **Flush left.**

All the lines align on the left margin, with the right edge uneven, or “ragged,” as in this book. This alignment is recommended for most body text because it's the most readable.

### **Flush right.**

All the lines align on the right margin, with a ragged left edge. The eye struggles to find the beginning of each line, making reading difficult, so this alignment's uses are limited – for example, right-aligning a caption along the left side of a picture.

### **Centered.**

Text is not easily readable, but works well in short amounts as in invitations and announcements. It also offers a touch of formality.

### **Justified.**

Text is aligned on both the left and right margins. Don't justify text if the lines are short or the font is large; it can create unsightly gaps and slow down reading. (If you do justify text in other circumstances, be sure that Publisher's automatic hyphenation is turned on.)

## Moving and Resizing Objects

- To resize or move a selected object, move the mouse pointer over the object until the pointer changes its shape (to a moving truck). Then drag the object to change the size or location.
- When you see the Resizer pointer you can resize the object by clicking the handle and dragging the mouse.
- When you see the Move Pointer you can move the object by clicking on it and dragging the mouse.