



Differences between Office 2007 and Office 2003 Focus MS Publisher

Below: A screenshot of MS Publisher 2007

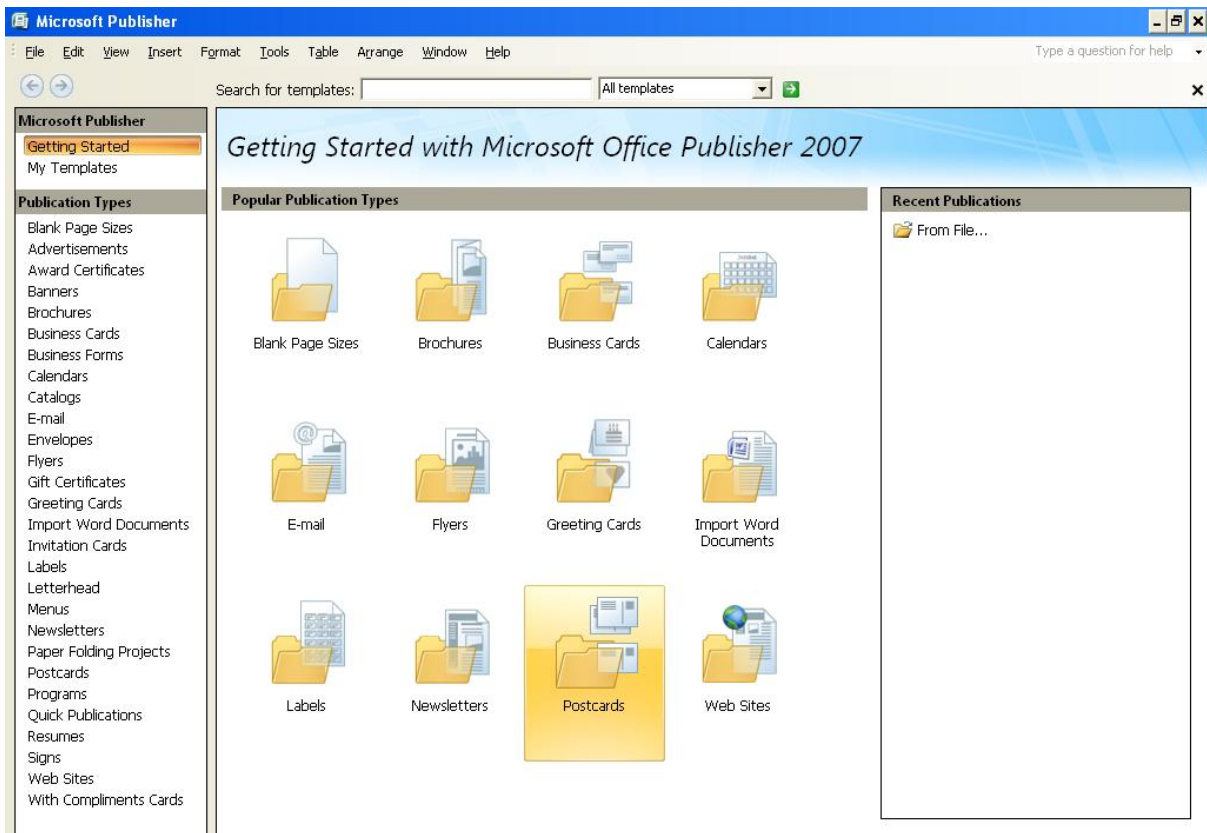


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Introduction

Microsoft Publisher 2007 is designed without the Classic Office 2007 interface that Access, Excel, PowerPoint and Word use. MS Publisher 2007 files are also fully compatible with earlier versions of Publisher. There are not many changes between Publisher 2007 and Publisher 2003.

Below is a screenshot of MS Publisher 2007.

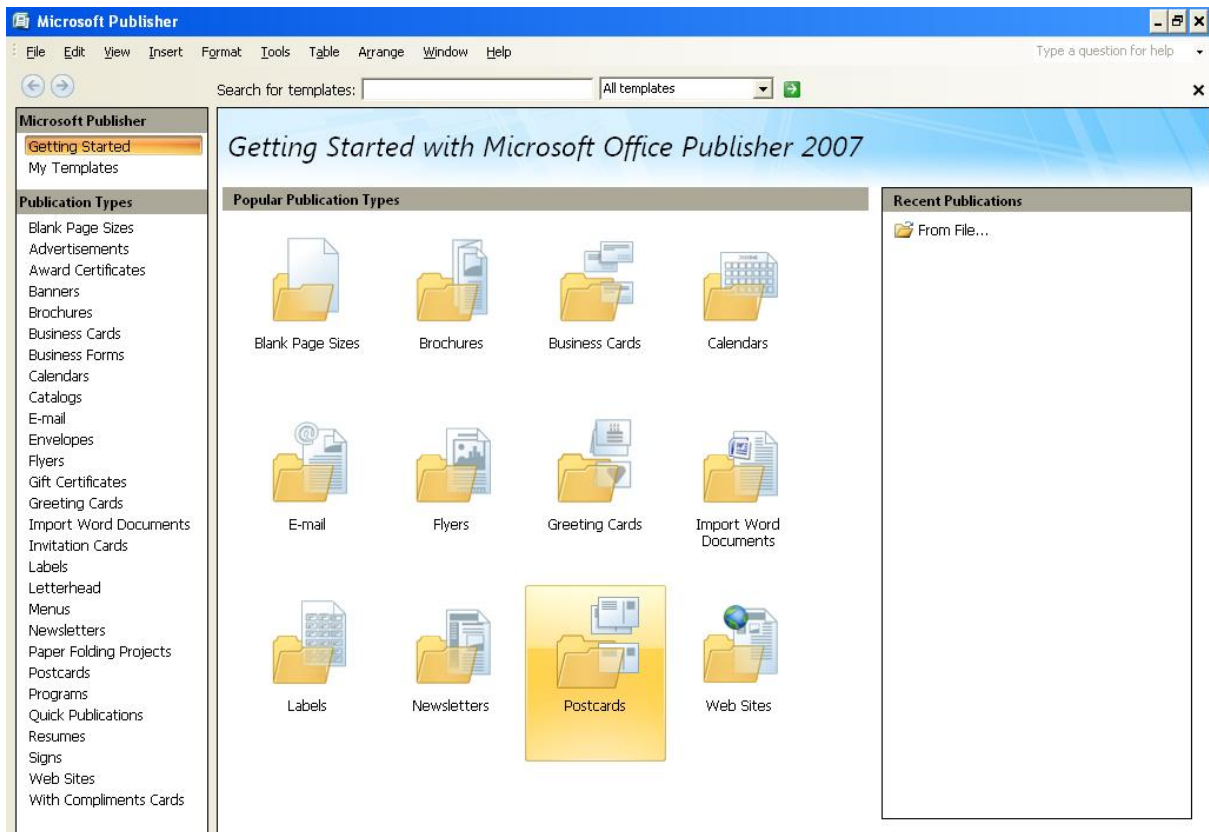


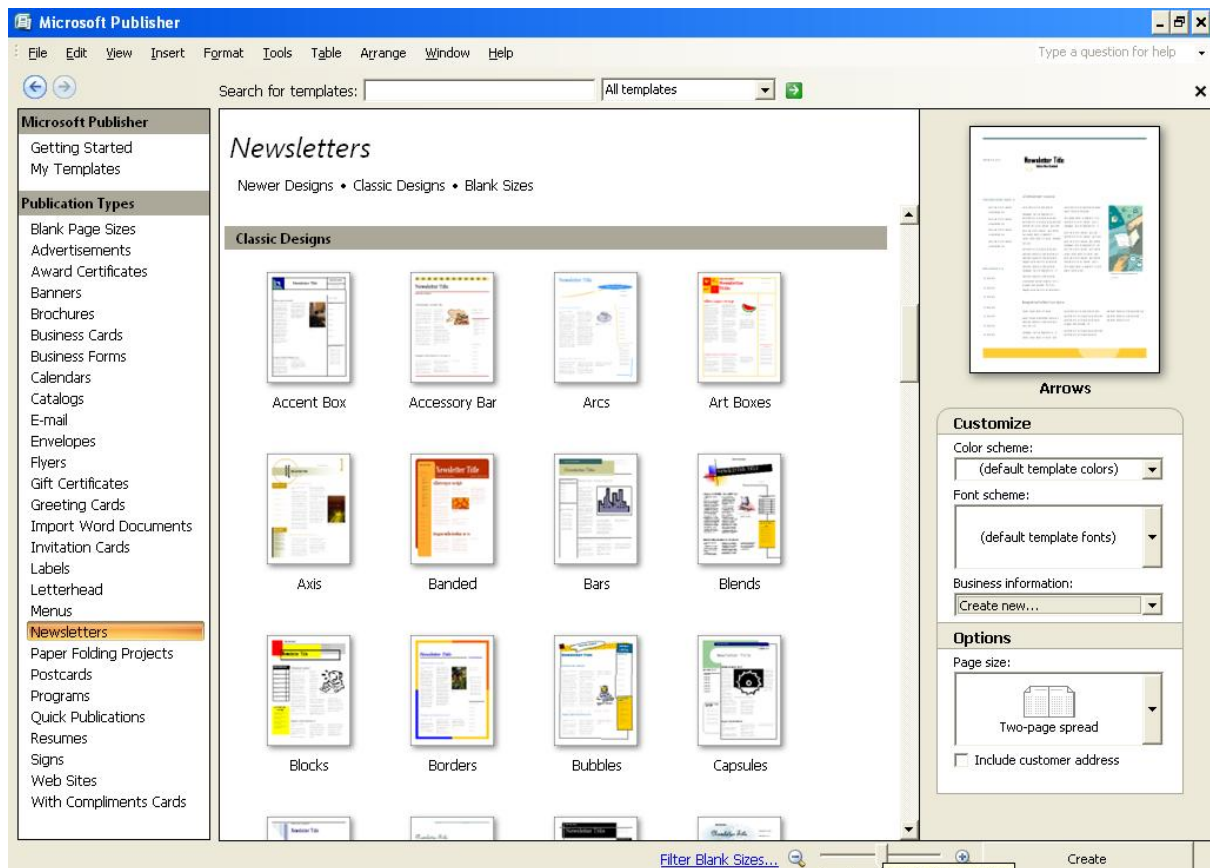
Below is a screenshot of MS Publisher 2003.



Loading Publisher

A screen like the one below will appear when you launch Publisher 2007. Select a publication type and customize it using the options on the right panel (choose a font, colours and page size and layout) – see second screenshot.





Changing Publication Type

With Publisher 2007 it's very easy to change the Publication Type even if you've created and modified a publication already. Just click on "Change Template" under the "Format Publication" task pane and select another template.

Formatting

See Publication Formatting in this document

Mail Merge

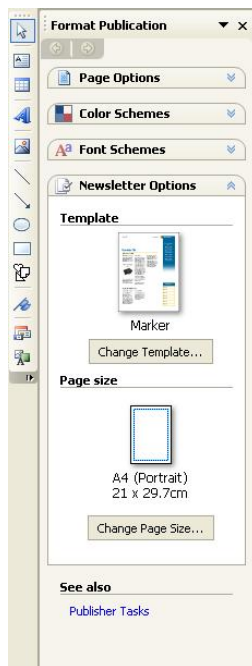
The Master Page option is available by selecting the "Tools" menu, choosing "Mailings and Catalogs" and then choosing "Mail Merge".

Master Page

The Master Page option is available by selecting the "View" menu and choosing "Master Page" (as per PowerPoint).

Office Button

Publisher does not have an Office Button, as it does not use the Classic Office 2007 interface as Access, Excel, PowerPoint and Word do.



Publication Formatting

The “Format Publication” task pane gives you the following options:

- Changing colour schemes
- Changing font and style schemes
- Changing the publication type
- Changing the page size

The “Object Bar” (far left) gives you the following options:

- Adding a text box
- Adding WordArt
- Adding ClipArt
- Adding shapes
- Adding bookmarks
- Adding a design gallery object and more

Go to the “Format” menu and choose “Format Publication” if the task pane is not displayed.

Saving and Compatibility

There are no saving and compatibility issues with saving different versions of Publisher files.