

## **Picture Publisher 7**

Picture Publisher 7 lets you quickly retouch photographs and edit bitmap images for use in print productions such as brochures, manuals, and online learning tools.

Picture Publisher offers a unique combination of features, speed, and ease of use for both professional and occasional users. Photographers can use Picture Publisher to digitize and retouch photographs. Desktop publishers can use Picture Publisher to provide screen shots and illustrations for publications, using retouching tools and sophisticated effects.

### **Microsoft Office Compatible**

Picture Publisher is a Microsoft Office Compatible product, which means that its toolbars, menus, and accelerator keys are similar to those used by Microsoft Office. If you are already using Microsoft Office, which includes Microsoft Excel, Microsoft Word, Microsoft Access, and Microsoft PowerPoint, then many of the tasks you have learned to complete in Office can be completed in a similar manner in Picture Publisher. Micrografx and Microsoft hope these similarities will make it easier for you to use our products together and with other Microsoft Office Compatible products.

As a Microsoft Office Compatible product, Picture Publisher will support the new Microsoft IntelliMouse. This includes all features of the IntelliMouse including zooming, panning, and scrolling functions.

Look for the Microsoft Office Compatible logo when purchasing software. For more information about the Microsoft Office Compatible program, and for a complete listing of Microsoft Office Compatible products, call Microsoft Customer Service and (800) 426-9400 in the United States. Customers outside the United States may contact their local Microsoft Office.

### **Picture Publisher 7 and the Office Compatible Features**

Office Compatible features include:

- Standardized toolbars that are now also dockable and fully customizable
- Wizards that speed you through complex tasks
- Shortcut menus, activated via right mouse button clicks, expand quick access to functions
- Microsoft Office-style tabbed dialog boxes
- OLE in place lets you run other programs within Picture Publisher and Picture Publisher within other programs
- OLE drag and drop lets you drag an object from Picture Publisher and drop it into any OLE container program, or drag an object from any OLE source program and drop it into Picture Publisher
- Scraps support for dragging objects onto the desktop and later into MS Office-compatible programs
- ToolTips
- Long filenames
- In-place editing

While adapting to Microsoft Office, we have built the ability for you to customize the interface to best suit your needs.

### **Microsoft Office Binder Compliance**

Picture Publisher 7 is fully compliant with the document requirements for Binder. Picture Publisher image files can easily be inserted as individual documents grouped in Binder with documents from other Binder-compliant programs.

### **Using Key Office Compatible Features**

Picture Publisher contains a toolbar which is similar to the ones in Microsoft Office. For example, you can print an image just by pressing the Print button on the Standard toolbar, and you can discover each button's function just by pointing to it with the mouse. This will activate a ToolTip that displays the name of the button.

### **Using Picture Publisher with Microsoft Office**

## **To transfer a Picture Publisher image to a Microsoft Office program**

- 1 Click once on the image window to activate the window and to select the entire image.
- 2 On the Edit menu, click Copy (**Ctrl+C**).
- 3 Switch to any Office program.
- 4 On the Edit menu, click Paste (**Ctrl+V**).

### **To drag and drop a Picture Publisher image file into a Microsoft Office program**

- 1 Make sure the target Office program window (for example, Word) and the folder window containing the Picture Publisher file are shown on your monitor.
- 2 Drag the Picture Publisher file or icon from the folder window onto the Office window and position the pointer at the location in the window where you want the image inserted.
- 3 Release the mouse button.

### **To insert a Picture Publisher image as an OLE Object into a Microsoft Office program**

- 1 Make sure the text cursor in the Office program is located in the window where you want the image inserted.
- 2 On the Insert menu, click Object. An Insert Object dialog box with insertion options is displayed.
- 3 Click the Create from File tab.
- 4 Locate the Picture Publisher image file, changing the Drive and Directory, if necessary.
- 5 Select the Link to File option.
- 6 Click OK.

### **To in-place edit a linked Picture Publisher image**

- 1 Double-click the image in the Office window.
- 2 Use the Picture Publisher tools to edit the image.
- 3 Click outside the image when you are finished editing.

