

## Picture Publisher 8

Picture Publisher 8 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 97 Compatible product, which means that many of its basic features (including toolbars, menus, and accelerator keys) are similar to those used by Microsoft Office. If you are already using Office or an Office 97 Compatible product, then you will see that many tasks can be completed in a similar manner in Picture Publisher. These similarities will make it easier for you to use Office 97 Compatible products together.

Look for the Microsoft Office 97 Compatible logo when purchasing software. For more information about the Microsoft Office 97 Compatible program, and for a complete listing of Microsoft Office 97 Compatible products, please see the Office Compatible web site at <http://www.microsoft.com/office/compatible> or call Microsoft Customer Service at 1-800-426-9400. Customers outside the United States should contact their local Microsoft office.

### Picture Publisher 8 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.

### 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.

