Publisher 2007
Bells & Whistles Part 1:
Modifying a Publication's Layout and Structure

You can create a publication from one of Publisher's pre-made publication designs, using the layout and design elements that are provided, and then customize it to meet your needs. You can also start with a blank publication. Either way allows you to create informative and interesting publications quickly and easily. In this lesson, you'll learn methods to modify a publication’s layout and structure.

Objective 1: How to Insert and Delete Pages
To insert pages in a publication:
1. If necessary open Publisher and go to publication.
2. Select the correct page sorter tab to move to the location where you want to insert page.
3. Choose Insert then Page to display the Insert Page dialog Box then click More button. The Insert Page dialog box appears.
4. In the Number of New Pages field, type the number of pages you want to insert.
5. Make the desired changes and click OK.
   - Insert Blank Pages, Create One Text Box On Each Page, or Duplicate All Objects On Page.

   Note: You can also access the Insert Page dialog box by right-clicking the correct page sorter tab and choosing Insert Page.

To delete a page in a publication:
1. Select the page sorter tab representing the page you intend to delete.
2. Choose Edit→Delete Page.

   Note: You can also delete a page by right-clicking the page sorter tab you intend to delete and choosing Delete Page from the shortcut menu.

To navigate pages using the Page Sorter:

The page sorter is used to navigate to pages in a publication as well as perform other page-related activities such as inserting, deleting, moving, and renaming pages.

   Note: Right-clicking a page number on the page sorter displays the shortcut menu.
Objective 2: How to Connect Text Boxes

You know how to move and resize text boxes, but what if you have more text than will fit in a text box, and you can't increase the size of the text box? In this topic, you will connect text from one text box to another so that the text will overflow into another text box. In Publisher, you can simplify the process by linking the text boxes to other ones. Then, whenever you need to add more text to the first box, any text that doesn't fit will overflow into the other.

To connect text boxes:

1. Select the first text box you want.

2. On the Connect Text Boxes toolbar, click the Create Text Box Link button. The mouse will change to a pitcher. Position the pitcher mouse pointer over the text box you want to connect to and click once. Publisher adds a Go to Next Text Box icon and a Go to Previous Text Box icon attached to the connected text boxes.

   Note: Click the Break Forward Link button to break the link between two text boxes.

To add a continued notice to a text box:

1. Display the Format Text Box dialog box.
   - With the connected text box selected, choose Format then Text Box;
   - Or, right-click the connected text box and choose Format Text Box.

2. Display the Text Box tab.
3. Check the desired continued notice check box.
   - Include “Continued On Page…”
   - Include “Continued From Page…”
4. Click OK.
5. If necessary, repeat the preceding steps for each connected box in the publication.

   Note: Page numbers will automatically update if pages are inserted or deleted between the pages with the connected text boxes on them.
Objective 3: Learn How to Divide Text Boxes into Columns

When using multiple text boxes, it is sometimes difficult to maintain a consistent width. In this topic, you will create columns in one larger text box so that the text remains in one box but is also visually organized.

Columns are a layout tool. They're visually appealing. Text may be easier to read and easier to manage with fewer text boxes. Using columns can save you time and frustration when trying to maintain width and height of text boxes.

To insert columns in a text box:
1. Right-click the desired textbox
2. Select Format Text Box, then select the Text Box tab.
3. Click the Columns button.
4. In the Number field, type the number of columns.
5. If necessary, type the amount of space between columns you want in the Spacing field.
6. Click OK to return to the Format Text Box dialog box.
7. Click OK to return to the page in the publication and create the new columns.

Objective 4: Learn How to Format Text Boxes

You can format text boxes to create visual appeal. Some formatting may include adding border lines between columns and shading.

To add borderlines and shading to a text box:
1. Right-click the desired textbox
2. Select Format Text Box, then select the Colors and Lines tab.
3. Under Preview, select the borders.
4. Select the Line options you want for Color, Dashed, Style, or Weight
5. Other Color options are:
   • Fill Color, Transparency, and Border Art.
5. For **Fill effects** click downward arrow next to color, then select **Fill effects** then click **OK**.

**Note:** A default for all new text boxes within the current publication can be set based on the formats of an existing textbox. Border Art can not be applied as a default for new text boxes.

**Objective 5: Learn How to Move a Page**
Instead of deleting and retyping text, Publisher allows you to move pages in a publication quickly and easily.

**To move a page in a publication:**
1. Select the page sorter tab that you intend to move.
2. Drag the page sorter tab to a new location on the page sorter.

**Objective 6: Learn How to Add Design Elements to a Master Page**

To add design elements to the master page:
1. Choose **View** then **Master Page** to access the default master page.
2. The **Edit Master Pages** toolbar appears when you access the master page.
3. Add the design and layout elements as you want them to appear on each page in the publication.
4. On the **Edit Master Pages** toolbar, click the **Close Master View** button to return to the publication page. Once you add design elements to the master page, they are automatically applied to the pages in the publication.
To add page numbers as headers and footers to a master page:

1. If necessary, choose View then Master Page.
2. Choose Insert then Page Numbers to display the Page Numbers dialog box.
3. Select the desired options then click OK.
4. A page number mark (#) will appear on the master page. The actual page number will appear on the publication page to which the master page is applied.
5. Click Master View button to return to the publication page.

**Note:** Page numbers can be applied to the master page or on an individual page.

To ignore the master page for one page in a publication:

1. Select the page you do not want to have the master page elements on.
2. Choose the View Menu then Ignore Master Page.

**Objective 7: Familiarize Yourself with the Master Page View**

**The Edit Master Pages Task Pane**

The Edit Master Pages task pane appears when you view the master page. You can use it to edit, duplicate, or rename existing master pages.

**The Apply Master Page Task Pane**

The Apply Master Page task pane appears when you close the master page. You can use it to apply a specific master page to a specific page or page range in a publication. If you do not want elements to appear on a particular page, you have the option of ignoring the master page for any page that you desire.
Objective 8: Learn to create an Additional master page
Every publication comes with one master page by default. However, multiple master pages can be created when you need a variety of layouts applied to various pages in a publication. The default master page cannot be deleted; however, any additional master pages can be deleted.

To create an additional master page:
1. Access the default master page.
2. Choose the View menu then Master Page.
3. On the Edit Master Pages task pane, click the New Master Page button.
4. In the New Master Page dialog box, set the desired options.
5. If necessary, type a single character in the Page ID text box as an identifier for the new master page.
6. Type a description (40 or less characters) of the new master page in the Description.
7. Check Two-page Master if you want the new master page to be a two-page spread.
8. Click OK then Close Master View button to return to the publication page.

To apply a master page to a single page:
1. Click Format on menu toolbar then click Apply Master Page.
2. Navigate to the page where you want to apply a specific master page.
3. In Apply Master Page task pane in the box below the page icon, select the master page you want to apply. Click Apply to Page Range button. Set the desired page range and click OK.