

Intermediate MS Publisher



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Intermediate MS Publisher

After completing this lesson, you should be able to:

- Create a master page
- Add objects to a master page
- Create headers and footers
- Create facing headers or footers
- Create guides
- Move guides

Create a Master Page

The Master page is a background page where you place text and graphics that you want repeated on every page of your publication.

To open the master page, click **View>Master Page**. You will see a page with the letter R in it at the bottom of your screen.

1. To create two master pages, click **Arrange>Layout Guides**.
2. Select **Create Two Master Pages With Mirrored Guides**.
3. Select the options you want for columns and margins then click **OK**.
4. Go to **View>Two-Page Spread**. You will see the two master pages, formatted to mirror each other.

To move between the master page and the foreground page, click **View>Master Page** to clear the check mark next to it. The page indicators at the bottom of the screen will show page numbers.

Add Objects to a Master Page

To make an object appear on every page, you need to work from the Master page.

1. Go to **View>Master Page**.
2. Add the objects or formatting you want.
3. Go to **View>Master Page** to clear the check mark next to it. You will be back on the foreground page.

Create Headers and Footers

You can use the Header and Footer tool to create headers and footers with automatic page numbers, current date and time display, and any text you want.

1. Go to **View>Master Page**.
2. Go to **View>Header and Footer**. A header or footer will appear on the page along with the Header and Footer toolbar.
3. Select the options you want from the toolbar.
4. Type the header or footer text you want.
5. Go to **View>Master Page** to return to the foreground page.

Create Facing Headers and Footers

You can also create headers and footers for facing pages.

1. Go to **View>Master Page**.
2. Go to **View>Header and Footer**. A header or footer will appear on the page along with the Header and Footer toolbar.
3. Select the options you want from the toolbar.
4. Type the header or footer text you want.
5. Go to **Arrange>Layout Guides**.
6. In the Layout Guides dialog box, click **Create Two Master Pages with Mirrored Guides**.
7. Click **OK**.
8. In the Header and Footer toolbar, click **Close**.

Create Layout Guides and Ruler Guides

Layout guides create a (non-printing) grid that repeats on each page of the publication. You can use layout guides to organize objects into columns and rows so that your publication will have a consistent look.

1. To create layout guides, go to **Arrange>Layout Guides**. Layout guides will appear as blue or pink dotted lines.
2. To create ruler guides, move your cursor over the ruler. Hold down **SHIFT** then drag out from the rulers. Ruler guides appear as green dotted lines.

Hide Layout Guides and Ruler Guides

You may want to see what your publication will look like when it is printed. To do this you can hide the guides on the page.

To hide guides, go to **View>Boundaries and Guides** to clear the check mark next to it.

Note: If **Snap to Guides** command is on, objects will still continue to snap to the guides even though they are hidden.

Move a Layout Guide

1. Go to **View>Master Page**.
2. Hold down **SHIFT** and move the mouse pointer over the layout guide you want to move. You should see the **Adjust** pointer.
3. Drag the layout guide to its new position.
4. Go to **View>Master Page** to clear the check mark next to it.

Remove Layout Guides

1. Go to **Arrange>Layout Guides**.
2. Under **Grid Guides**, change the number of columns and rows to 1. You can reset the margins under **Margin Guides**.

Move a Ruler

1. To move a ruler, position your mouse pointer over the ruler you want to move. You will see a two-headed arrow.
2. Drag the ruler to its new position.