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**INTRODUCTORY
PUBLISHER**

TEACHUCOMP, INC.

...it's all about you

INTRODUCTORY PUBLISHER

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INTRODUCTION AND OVERVIEW

Welcome to Teachucomp, Inc.'s Introductory Publisher course. This class is designed to give the owner of Microsoft Publisher 2010 a thorough training in how to use Microsoft Publisher.

Microsoft Publisher is a desktop publishing program that allows you to create professional-quality documents and publications of various types. Desktop publishing programs can reduce cost and time that is typically associated with creating professional publications for printing.

With Microsoft Publisher, you can create high-quality color publications like newsletters, flyers, postcards, graphic logos, and many others.

This class is a comprehensive class for those students who are interested in learning about creating publications with Microsoft Publisher. This class covers basic setup and layout of a publication, along with the tools necessary to edit and add enhancements to these documents that you create.

We will begin the course by exploring the Publisher interface and learning about the various parts of the application. From there, we will discuss how to create new publications from scratch as well as using the various templates included with the Publisher application.

INTRODUCTION AND OVERVIEW

As we progress through the course, we will learn how to customize schemes and use tables and layout guides. We will also learn how to prepare mail merges, including catalogs.

Finally, we will explore how to print our publications and use the help features of Microsoft Publisher.

Sample- for evaluation only

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CHAPTER 6-

MASTER PAGES

6.1- USING MASTER PAGES

Sample- for evaluation only.

6.1- Using Master Pages:

You use master pages in Publisher to change the default appearance of pages in your publication. A master page is simply a page that contains the default objects and content that you want to apply as a page layout to a publication page that you choose. That way, when you add pages to your publication, they can then be formatted according to the master page's specifications. You can have several master pages within a publication. You can create and customize your own master pages in Publisher. You can then save these master pages as a custom Publisher template for future use.

To display the "Master Page" view, click the "Master Page" button in the "Views" group on the "View" tab in the Ribbon to open master pages. The master pages will appear in the Navigation Pane at the left side of the window. The currently selected master page in this panel will then be displayed for editing in the main window. You will also see the new "Master Page" tab appear within the Ribbon. You can use the buttons found in the groups on this tab to make changes to the master pages in your publication.

To add a new master page, if desired, you can click the "Add Master Page" button in the "Master Page" group to open the "New Master Page" dialog box. In this dialog box, you can enter an identifier for the master page into the "Page ID (1 character):" text box. Typically, master pages simply are identified in alphabetical order. You can then enter a description of the master page into the "Description:" text box. If you want to create a two-page master page, then check the "Two-page master" checkbox.

You can customize a master page by first selecting it in the Navigation Pane. You can then add any content that you want to have displayed in your publication pages by default into the selected master page. This is often a great place to add building block content that you want to have displayed on your pages. You can also apply any other design items that you want to apply to your pages, as well. Note that this content will not be editable when applied to the actual pages in your publication. However, it is an excellent place to insert content that will not change, such as page numbers or other custom header and footer information.

To access the header and footer in your selected master page, you can click the "Show Header/Footer" button in the "Header & Footer" group. Your insertion marker will be placed at the left edge of the header or footer each time you click this button. You can then use the "Tab" key on your keyboard to tab to the center or right tab within the header, if desired. Once your insertion marker is at the desired location, you can then click the "Insert Page Number" button in the "Header & Footer" group to insert a page number into the text box. You can also click the "Insert Date" or "Insert Time" buttons in the "Header & Footer" group to insert the date or time stamps into the text box at the indicated locations. You can also simply type your own custom header and footer information, if desired. Once you have entered your custom header and footer information, just click into the page area to quit editing the headers and footers.

Back in the "Master Page" group, you can click the "Two Page Master" button to switch the currently selected master between a two-page and one-page layout. Note that if you click this button when you have a two-page master page selected, Publisher will warn you that all objects on the left master page will be deleted and replaced by the objects on the right master page. You will need to click the "OK" button in the confirmation dialog box to continue.

You can click the "Apply To" drop-down button to apply the currently selected master page to pages within your publication. From the drop-down you can select the "Apply to All Pages" button to apply the selected master page to all the pages in the publication. You can select "Apply to Current Page" to apply the master page to the currently selected page within the publication. You could also select the "Apply Master Page..." command to open the "Apply Master Page" dialog box. In this dialog box, you will have the option to apply the currently selected master page to all, the current page, or a page range within the publication. If you select the "Pages" option, then enter the page range into the adjacent two text boxes. Then click the "OK" button to finish.

You can click the "Duplicate" button in the "Master Page" group to duplicate the master page that is

6.1- Using Master Pages (cont.):

currently selected. Just enter an ID and description for the duplicate into the “Duplicate Master Page” dialog box that appears and click the “OK” button to finish.

You can click the “Rename” button in the “Master Page” group to open the “Rename Master Page” dialog box where you can enter a new ID and description for the master page and then click the “OK” button to rename the selected master page.

You can click the “Delete” button in the “Master Page” group to delete the currently selected master page from your publication. If you do this, Publisher will warn you that if the master page has been applied to any pages in your publication that the first master page will be applied in its place. If this is fine, then click the “Yes” button to delete the selected master page.

Once you have finished customizing the master pages, you can then click the “Close Master Page” button in the “Close” group on the “Master Page” tab in the Ribbon in order to close the master page view.

ACTIONS- MASTER PAGES

USING MASTER PAGES:

1. To display the “Master Page” view, click the “Master Page” button in the “Views” group on the “View” tab in the Ribbon. The master pages will appear in the Navigation Pane at the left side of the window. The currently selected master page in this panel will then be displayed for editing in the main window. You will also see the new “Master Page” tab appear within the Ribbon.
2. To add a new master page, you can click the “Add Master Page” button in the “Master Page” group to open the “New Master Page” dialog box. Enter an identifier for the master page into the “Page ID (1 character):” text box. Then enter a description of the master page into the “Description:” text box. If you want to create a two-page master page, check the “Two-page master” checkbox.”
3. You can customize a master page by first selecting it in the Navigation Pane. You can then add any content that you want to have displayed in your publication pages by default into the selected master page. Note that this content will not be editable when applied to the actual pages in your publication.
4. To access the header and footer in your selected master page, you can click the “Show Header/Footer” button in the “Header & Footer” group. Your insertion marker will be placed at the left edge of the header or footer each time you click this button. You can then use the “Tab” key on your keyboard to tab to the center or right tab within the header, if desired.
5. Once your insertion marker is at the desired location, you can then click the “Insert Page Number” button in the “Header & Footer” group to insert a page number into the text box.
6. You can also click the “Insert Date” or “Insert Time” buttons in the “Header & Footer” group to insert the date or time stamps into the text box at the indicated locations.
7. Once you have entered your custom header and footer information, just click into the page area to quit editing the headers and footers.
8. Back in the “Master Page” group, you can click the “Two Page Master” button to switch the currently selected master between a two-page and one-page layout. Note that if you click this button when you have a two-page master page selected, Publisher will warn you that all objects on the left master page will be deleted and replaced by the objects on the right master page. You will need to click the “OK” button in the confirmation dialog box to continue.
9. You can click the “Apply To” drop-down button to apply the currently selected master page to pages within your publication. From the drop-down you can select the “Apply to All Pages” button to apply the selected master page to all the pages in the publication. You can select “Apply to Current Page” to apply the master page to the currently selected page within the publication. You could also select the “Apply Master Page...” command to open the “Apply Master Page” dialog box. In this dialog box, you will have the option to apply the currently selected master page to all, the current page, or a page range within the publication. If you select the “Pages” option, then enter the page range into the adjacent two text boxes. Then click the “OK” button to finish.
10. You can click the “Duplicate” button in the “Master Page” group to duplicate the master page that is currently selected. Just enter an ID and description for the duplicate into the “Duplicate Master Page” dialog box that appears and click the “OK” button to finish.
11. You can click the “Rename” button in the “Master Page” group to open the “Rename Master Page” dialog box where you can enter a new ID and description for the master page and then click the “OK” button to rename the selected master page.
12. You can click the “Delete” button in this group to delete the currently selected master page. If you do this, Publisher warns you that if the master page has been applied to any pages in your publication that the first master page will be applied in its place. If this is fine, then click the “Yes” button.
13. Once you have finished customizing the master pages, you can then click the “Close Master Page” button in the “Close” group on the “Master Page” tab in the Ribbon in order to close the view.