

CHAPTER TWO: USING AND EDITING TEMPLATES

Templates are used for giving a publication a basic structure or format. Once a template is applied, it can be edited as much as necessary. Microsoft Publisher comes with dozens of different styles and templates that you can use for many different materials.

This Chapter Will Include:

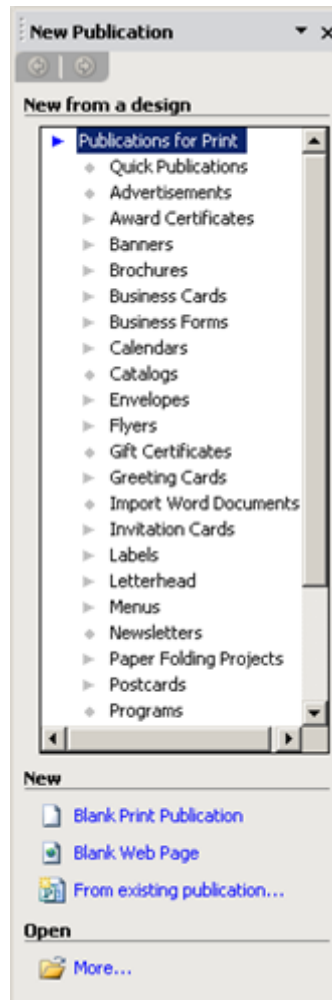
- Applying Templates
- Using Text Boxes
- Connecting Text Boxes
- Adding and Deleting Pages
- Inserting a Template Page
- Resetting a Publication Design

Applying Templates

When Publisher is first opened, the **New Publication Task Pane** appears on the left side of the screen. You can use this task pane to select a template for your publication.

To apply a template, follow these steps:

1. Open the **New Publication Task Pane** by either starting Publisher, or by going to **View** in the **Menu toolbar** and selecting **Task Pane**. If the Task Pane opens but does not display the New Publication Task Pane, click the **Other Task Panes down arrow** (next to the title of the task pane) and select New Publication from the list.



2. There are three menus in the New Publication Task Pane where you can find templates: **Publications for Print, Web Designs and E-mail, and Design Sets**. When you have found the template you want to use, click the thumbnail that appears to open a new publication with the template applied.
3. When you use a template for the first time, the **Personal Information Dialog Box** will appear asking you to fill in information about yourself or your business. Publisher saves this information and uses it for other templates that you use.

Personal Information

Publisher will automatically add the following information to your publications. You can update this information at any time.

Select a personal information set:
 Primary Business

Personal information for this set

My name: LITAdmin
 Tag line or motto: Your business tag line here.

Job or position title: Your Title
 Include color scheme in this set

Organization name: Lake Forest College
 Select a color scheme:
 Black & Gray

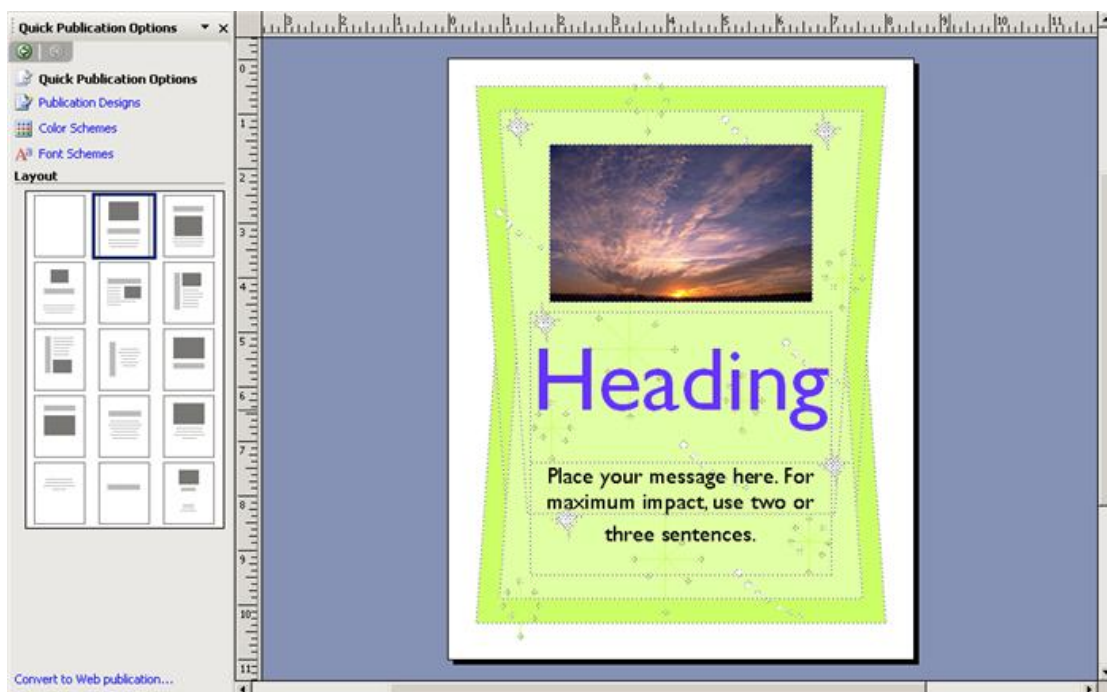
Address:
 Primary Business Address
 Your Address Line 2
 Your Address Line 3
 Your Address Line 4

Phone, fax, and e-mail:
 Phone: 555-555-5555
 Fax: 555-555-5555
 E-mail: someone@example.com

Never show this dialog when starting a new publication

OK Cancel Help

4. You can edit your personal information at any time by going to **Edit** on the **Menu toolbar** and selecting **Personal Information**.
5. Once you have selected a template and filled out the Personal Information form, your publication should open. In addition, the New Publication Task Pane will be replaced by the **Quick Publication Options Task Pane**.



6. Using the Quick Publication Options Task Pane, you can change the exact layout of the template, as well as apply color and font schemes. Clicking the **Publication Designs** link allows you to change the style of the template.
7. To edit a template's text, simply click the default text that appears and replace it with your own.



Using Text Boxes

In a publication, text is entered in **text boxes**. You can add or delete or delete as many as you wish.

To add a text box, follow these steps:

1. Click the **Text Box** icon on the **Object toolbar**.
 - a. Alternatively, you can click on **Insert** on the **Menu toolbar** and select **Text Box**.



2. When you move your cursor over the publication, you should notice that it has changed into a cross. Click and drag the mouse where you want to text box to appear. A black outline will appear indicating the space the text box will take up. Release the mouse to apply the text box and a blinking cursor will appear in the box.
3. To resize a text box, click and drag any of the **sizing handles** that appear on the corners. If you want to resize the box but keep the same proportions, click **Shift** and then drag a sizing handle.
4. To rotate a text box, click the green **rotate handle** and move it in the direction you want to rotate the text box.



5. To delete a text box, click the outside border (a blinking cursor should not appear) and then press the **Delete** key.

Connecting Text Boxes

Connecting text boxes can be helpful if not all your text will fit into one text box. By connecting two or more text boxes, the contents of one box will flow into the contents of another. A series of connected text boxes is known as a **story**.



To connect text boxes, follow these steps:

1. Make sure you have an **empty** text box next to you text box you have text in.
2. Click the **Create Text Box Link** (the Connect Text Box icon in the image above) on the **Connect Text Boxes** toolbar.

- Your cursor will transform into a pitcher:



- Click the empty text box to connect the two. If you had more text than could fit the first text box, text will flow into the now connected one.
- When you click on one of the text boxes, the **Previous Text Box** or **Next Text Box** icon will appear. You can click them to jump back and forth between connected text boxes.



- If you want to make formatting changes to all the text in a series of connected boxes, hold down the **CTRL** key and the press **A** (**CTRL+A**). This selects everything in the story.
- To disconnect a text box, click the **Break Forward Link** (the Disconnect Text Box icon in the image above) icon on the Connect Text Boxes toolbar.

Buffalo Excess Causes Campus Food Service to Be Revamped

Buffalo meat is currently \$3.90/lb. in grocery stores, but by this fall, you won't have to pay a dime for the tasty meat.

Over the last 50 years, the numbers of buffalo in the United States have been on the rise. At the same time, however, not enough people have been

eating the meat, and this has led to an excess buffalo population across the country.

The solution for Lake Forest College students? Hunting, of course!

"We think it will be beneficial for Lake Forest students to know how to hunt, and with the vast amounts of buffalo roaming across Illinois, we thought we'd kill two birds with one stone," says cafeteria worker Bob Joe.

"Under this new system, students will be provided two meals a day from the cafeteria, but will have to hunt, kill, and cook their own buffalo meat for the third meal."

Under this new system, students will be provided two meals a day from the cafeteria, but will have to hunt, kill, and cook their own buffalo

meat for the third meal. The hunting tools will be given to students for free at the beginning of the year.

Many students are dissatisfied with this plan, however. Mary Coombes, a junior at the college, says that she will have to "reorganize my social priorities just so I can get three meals a day." Other students have echoed these concerns.

Has the college made a grave mistake? Or could this be a revolutionary idea for colleges across the country? Mary Sue, president of the nearby University of Chicago, told us, "I'm just holding my breath to

see how this turns out. Either this is a really good idea, or a terribly idiotic one."

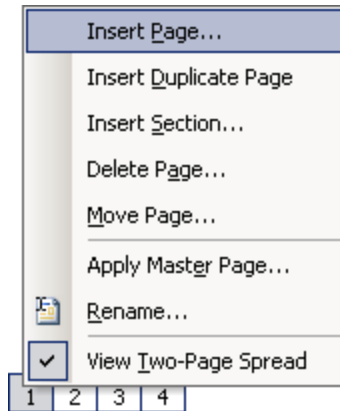
One group opposing this radical idea is the National Buffalo Protection Society. Founded in 1875 by Will Smith, the NBPS has sought to protect the dignity and safety of buffaloes across the United States. "This is basically a slap in the face," says president Joe Dandy. "All the hard work the NBPS has done to protect our wild buffalo has basically been ignored by the citizens of Illinois who have supported this decision."

Lake Forest College has not stated how long this new method of obtaining sustenance will continue. "The 2007-2008 school year will be a test run for us," Bill Schwartz, president of the college, said in an interview. "If everyone cooperates, I don't see why this program shouldn't continue through the current decade and even beyond."

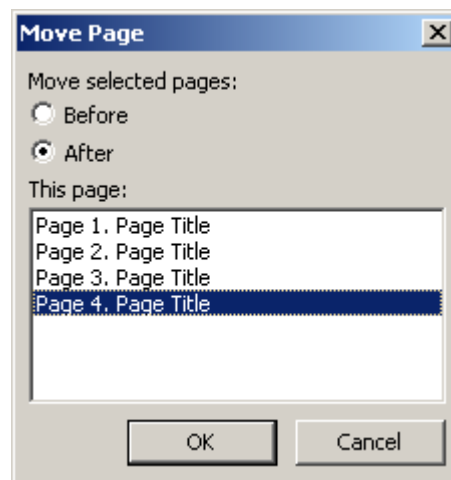
Adding and Deleting Pages

You can add or delete pages from a publication at any time. To do so, follow these steps:

- To insert a page, find the **page icons** on the **Status Bar** and right-click the page you want a new page to appear after. In the menu that appears, select **Insert Page**. If you want to insert a duplicate of the page you have right-clicked, choose **Insert Duplicate Page**.



2. To delete a page, right-click the page you want to delete and select **Delete Page**.
3. To rearrange pages, right-click the page you want to move and select **Move Page**. In the window that appears, choose where you want to page to appear and click **OK**.

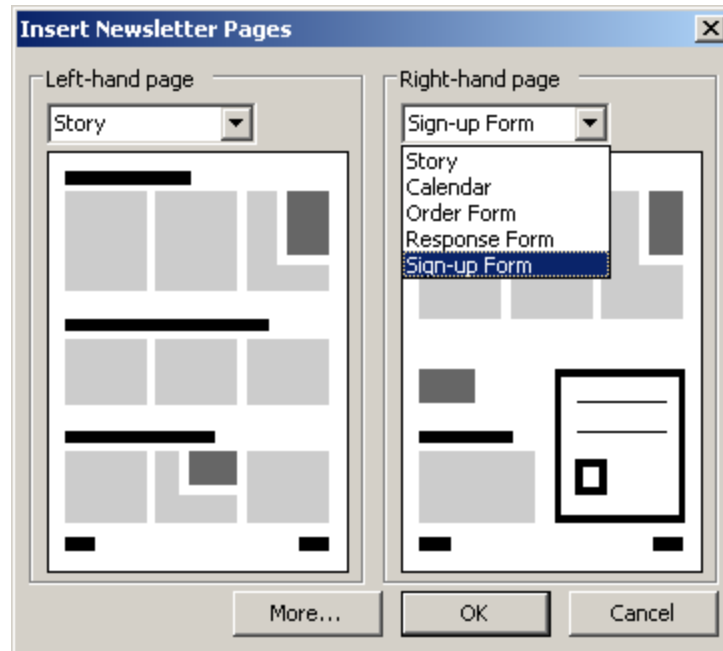


Inserting a Template Page

Template pages are available to add to a publication only if the template you are using supports it. For example, you cannot add a template page to a poster, but you can add one to a newsletter.

To add a template page, follow these steps:

1. Find the **page icons** on the **Status Bar** and right-click the page you want a new page to appear after. In the menu that appears, select **Insert Page**.
2. In the dialog box that appears, choose a template design from the drop-down menu. When you select one from the list, a preview appears in the window.
3. Click **OK** to apply your template, or click **More** to apply a completely blank page.

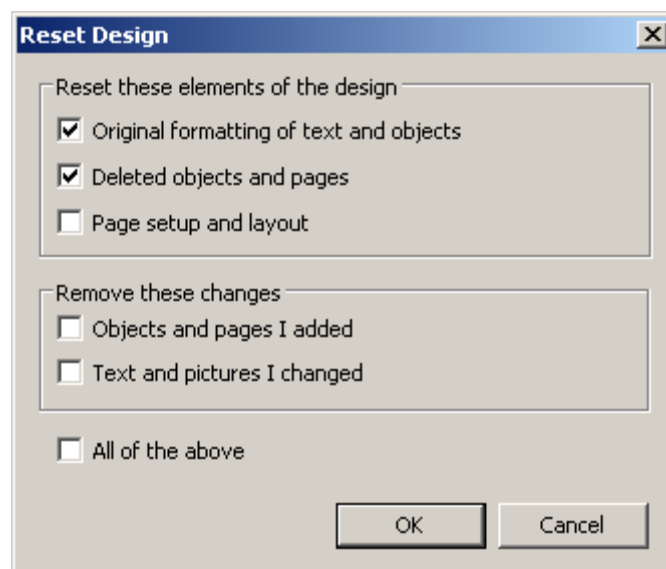


Resetting a Publication Design

If you want to remove certain changes you have made to a template, you can reset it so that it returns to the original layout.

To reset a template, follow these steps:

1. Make sure the **Publication Designs Task Pane** is open.
2. At the bottom of the task pane, you should see **Reset Current Design**. Clicking it will open a window where you can choose the elements you want to reset.



3. Click **OK** to reset your design.