

CHAPTER FIVE: CREATING AND EDITING A BLANK PUBLICATION

Although Microsoft Publisher comes with many templates which can be edited to your liking, you may want to simply create a new publication from scratch. You can use many of the methods you have learned in previous chapters, such as adding objects and text boxes, to create a publication.

This Chapter Will Include:

- Creating a Blank Publication
- Applying Backgrounds
- Changing the Page Setup and Layout
- Using Ruler Guides
- Adjusting Margin Guides and Adding Grid Guides
- Using Baseline Guides

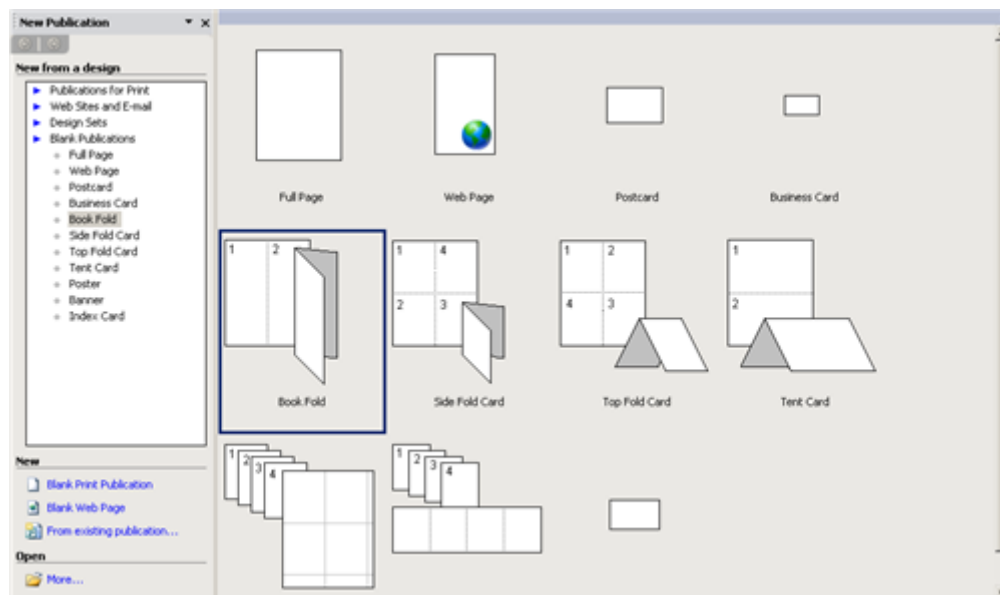
Creating a Blank Publication

To create a blank publication, follow these steps:

1. Open the **New Publication Task Pane** by either starting Microsoft Publisher or by opening the task pane (go to **View** on the **Menu toolbar** and select **Task Pane**) and selecting **New Publication** from the **Other Task Panes** menu at the top of the task pane.
2. In the New Publication Task Pane, click **Blank Publications**.

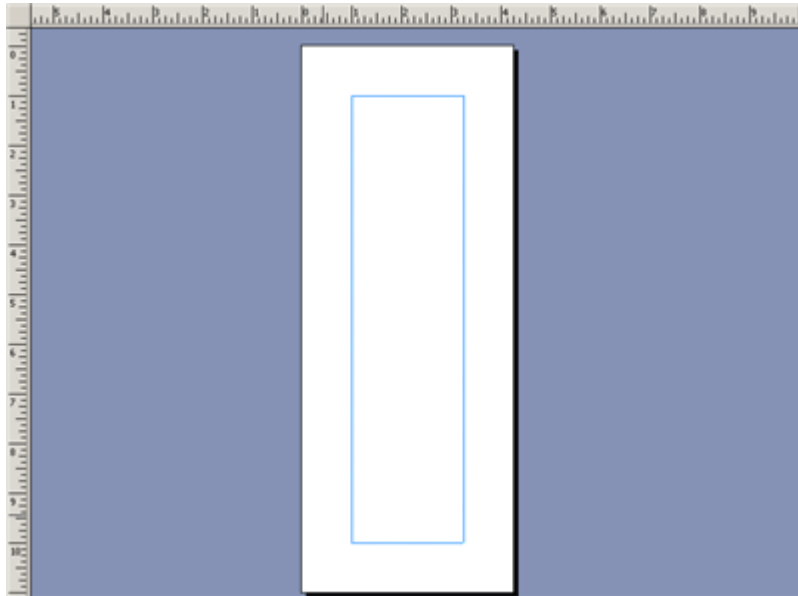


3. Browse through the options here. You can choose an exact layout under each category from the thumbnails that appear in the **Publication Gallery** window.



4. Click a thumbnail in the gallery to apply your design. If you choose a layout that has multiple pages, you may see a dialog box asking if additional pages should be inserted.

5. Once you have selected a blank publication template, the **Publication Designs Task Pane** will appear. You can use this task pane to select a color or font scheme (or you can create your own).
6. A blank publication appears with a blue border, known as the **margin guide**, inside. The white space inside the margin guide is where you can add text, objects, and more. The white space outside the margin guide is the margin area. Anything added there will not appear when printed.

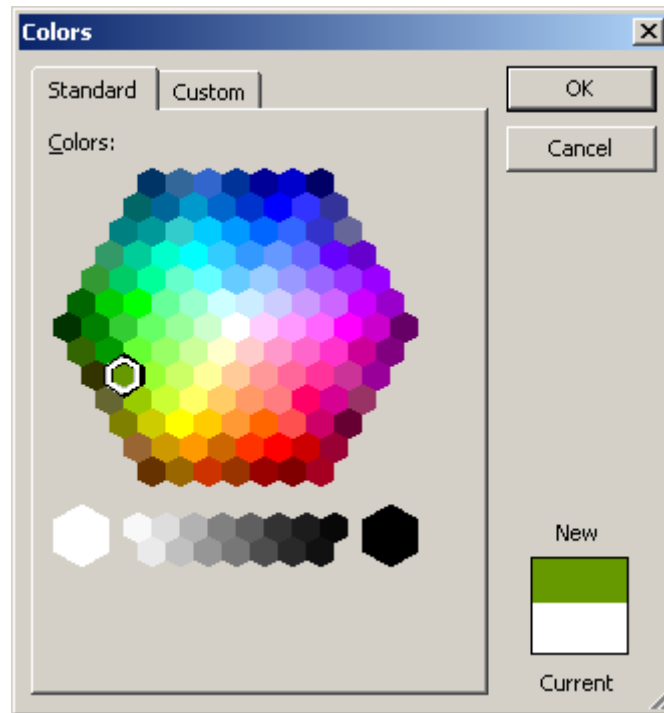


Applying Backgrounds

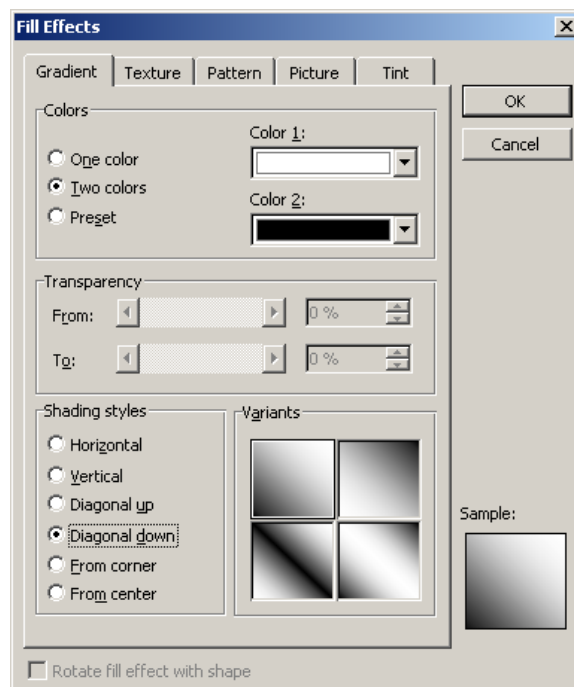
You can use the **Background Task Pane** to apply a background to your design.

To apply a background, follow these steps:

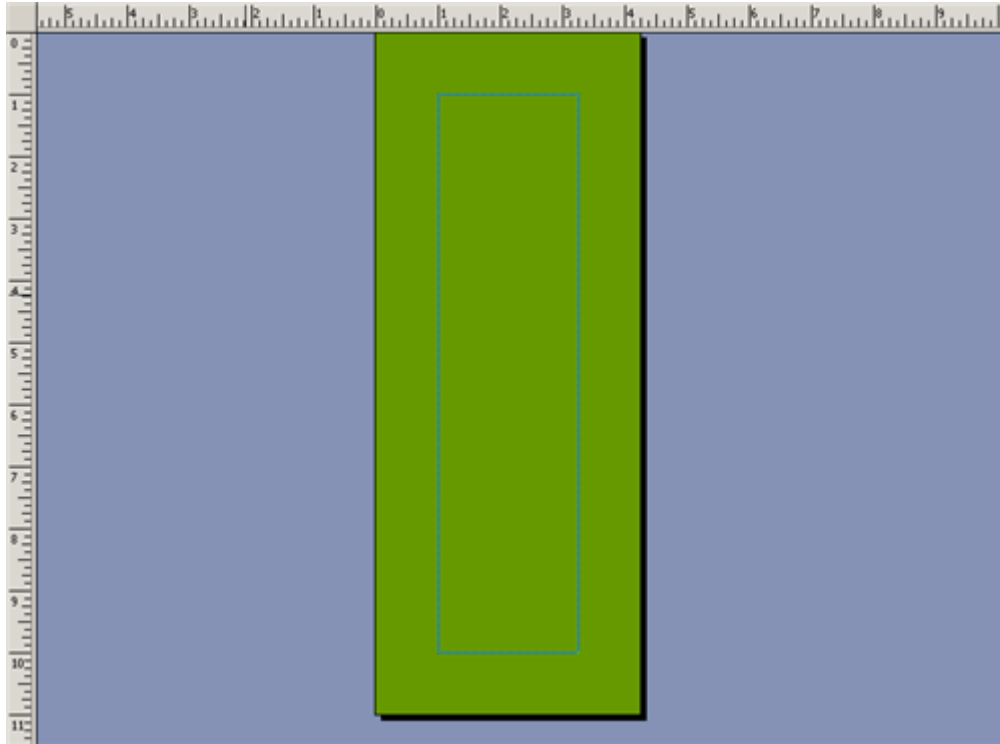
1. Make sure the **Background Task Pane** is open. To do this, go to **View** on the **Menu toolbar** and then choose **Task Pane**. Select **Background** from the **Other Task Panes** menu at the top.
2. Several colors and background designs will appear. To browse all the colors available, click **More Colors**.



3. To see a variety of patterns and fill effects, click **More Backgrounds**. There are a number of tabs here which you can use to customize a background:
 - a. **Gradient**: allows you to select up to two colors to combine in a background
 - b. **Texture**: provides a number of built-in textures to pick from
 - c. **Pattern**: allows you to select a pattern from the list
 - d. **Picture**: allows you to apply a picture saved on your computer as a background
 - e. **Tint**: tints the brightness of a color



4. When you want to apply a background, click the thumbnail from the list (after the More Colors link).

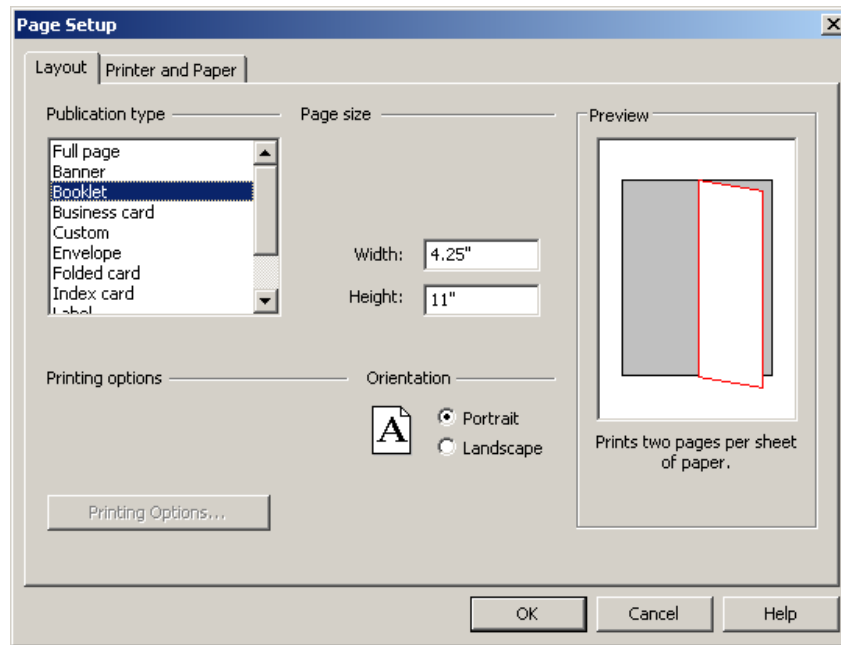


Changing the Page Setup and Layout

Even after selecting a new publication design from the task pane, you may want to change the size of the publication or the orientation.

To change the page size or orientation, follow these steps:

1. Click on **Page Setup** under **File** on the **Menu toolbar**.
2. You can change the basic design of a publication under **Publication Type**. To adjust the page size, enter numbers in the Width and Height boxes under **Page size**. To change the orientation, choose either Portrait or Landscape under **Orientation**.
3. Note that the **Preview** section updates your layout design when you make changes.
4. Click **OK** to apply your changes.

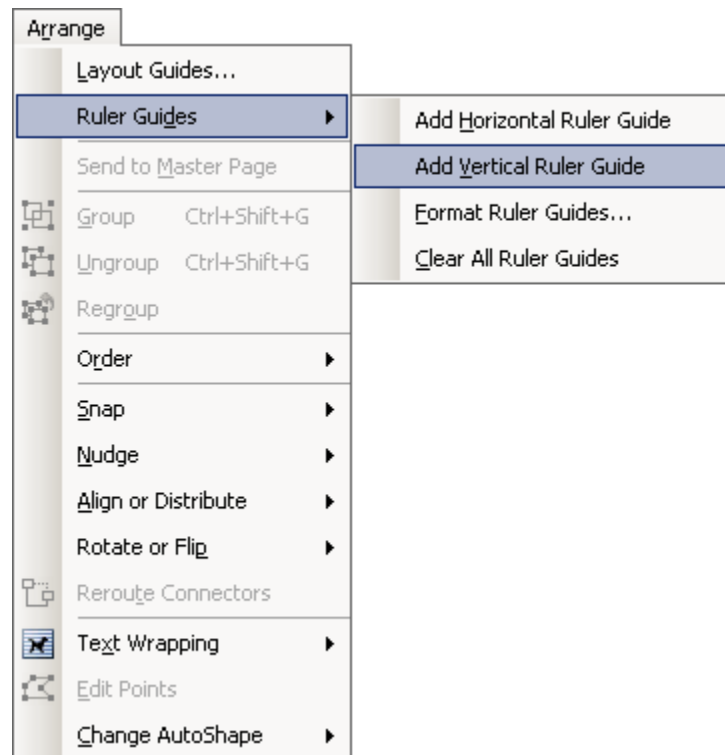


Using Ruler Guides

Ruler guides can help you align objects and text boxes in a publication.

To use guides, follow these steps:

1. Go to **Arrange** on the **Menu toolbar** and hover the mouse over **Ruler Guides**. From the list here, you can choose to either add a **Horizontal** or **Vertical** guide.



2. The guide will appear as a thin green line in your publication. (Note: guides do not appear when printed). When you hover the mouse over a guide, it turns into a double-sided arrow:



3. Click and drag the guide until it is where you want it and release the mouse.



4. You can also add guides by clicking on either ruler and dragging the mouse into the publication. This will bring forward a green guide line.
5. To remove a guide, click and drag it into the blue area that surrounds the publication.

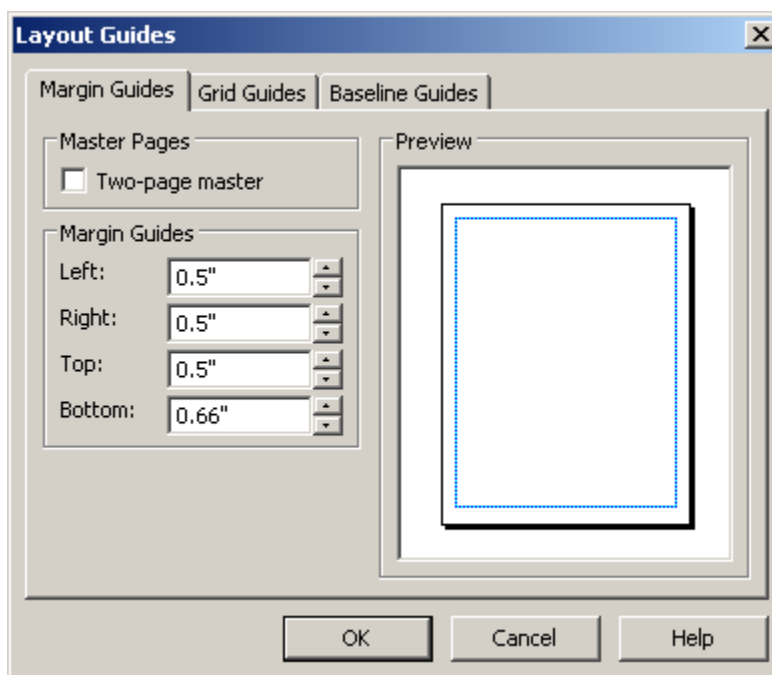
6. To edit a publication without margin guides or grid guides visible, go to **View** on the **Menu toolbar** and select **Boundaries and Guides**. This hides all guides, although it does not remove them. To turn guides back on, click on Boundaries and Guides once more.

Adjusting Margin Guides and Adding Grid Guides

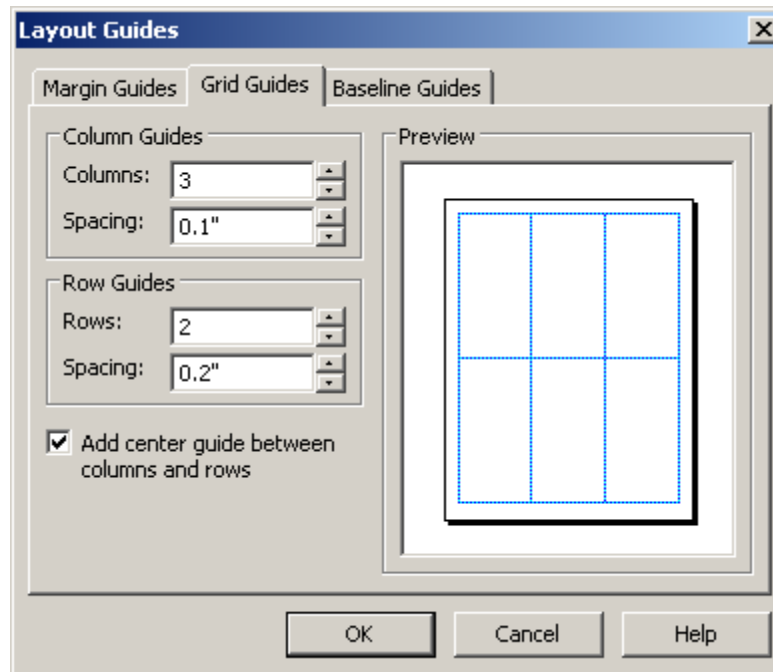
You can change the margin guides to add or remove space around the edges of a publication. Any changes made to margin guides are applied to all pages in a publication.

To adjust margin guides, follow these steps:

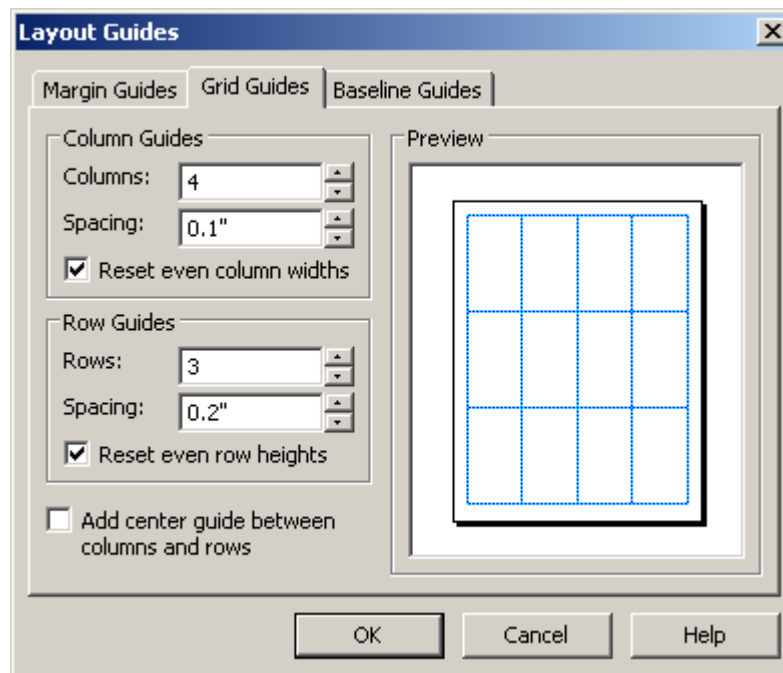
1. Go to **Arrange** on the **Menu toolbar** and select **Layout Guides**.
2. In the **Layout Guides Dialog Box**, make sure the **Margin Guides** tab is selected. In this section, you can adjust the top, bottom, right, and left margins.



3. If you want to add grid guides to your publication, click the **Grid Guides** tab. You can adjust the number of column and row guides that appear, as well as change the spacing between each guide.
4. Note that you can view a preview of the changes you have made in the **Preview** section.



5. To save changes, click **OK**.
6. You can adjust grid guides in the Master Page view. Go to the Master Page and hover your mouse over a grid guide. It will turn into a double-sided arrow. Click and drag a grid guide to adjust the location.
7. To reset the spacing between grid guides, return to the Layout Guides Dialog Box and select the Grid Guides tab. Check the box next to either **Reset even column widths** or **Reset even row heights**. Note that these boxes only appear if the spacing between columns or row guides has been adjusted. Click **OK**.

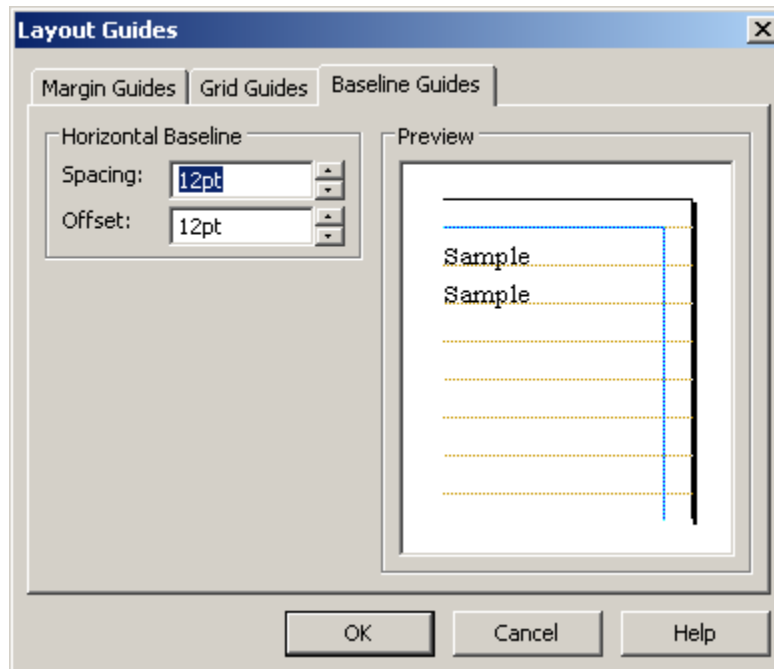


Using Baseline Guides


Baseline guides help you align text across a publication.

To use baseline guides, follow these steps:

1. Return to the **Layout Guides Dialog Box** and select the **Baseline Guides** tab.
2. You can adjust the **Spacing** and **Offset** boxes as needed. You can view changes in the **Preview** section.



3. Once you have done this, you need to turn on baseline guides by going to **View** on the **Menu toolbar** and selecting **Baseline Guides**.
4. To turn off baseline guides, select Baseline Guides from the View menu once more.




The Forester Monthly

Volume 11, Issue 1
May 22, 2020

Cicadas Invade LFC!

CICADAS: The annual emergence of these 17-year cicadas is a major event in the life cycle of the forest. They are a type of insect that lives in the soil and spends most of its life underground. They emerge in large numbers every 17 years, and their presence can be both beneficial and harmful to the forest. They are a natural part of the forest ecosystem, and their emergence is a sign of a healthy forest. However, they can also be a nuisance, especially if they are present in large numbers. They can damage trees and other plants, and they can also be a pest to humans and animals. It is important to understand the role of cicadas in the forest and to take steps to manage their impact if necessary.

How to deal with cicadas: Cicadas are a natural part of the forest ecosystem, and their emergence is a sign of a healthy forest. However, they can also be a nuisance, especially if they are present in large numbers. They can damage trees and other plants, and they can also be a pest to humans and animals. It is important to understand the role of cicadas in the forest and to take steps to manage their impact if necessary.



New Vacuum Provides Faster Cleaning Time

The new vacuum provides faster cleaning time, making it easier to keep your home clean. It features a powerful motor and a large dust container, allowing you to clean your home in less time. The vacuum is also easy to use and maintain, making it a great choice for busy homeowners. It is available in several colors and styles, so you can choose the one that best fits your home. The vacuum is also a great gift for anyone who loves to keep their home clean.

Inside this Issue:

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Bob's Top 5 Vacation Spots:

1. San Francisco, CA
2. Portland, ME
3. Phoenix, AZ
4. Chicago, IL
5. Lake Tahoe, CA

Campus Events in July

July 10: Welcome and the event.

July 11: Welcome and the event.

July 22: End of the event.