

CHAPTER TWO: USING AND EDITING TEMPLATES

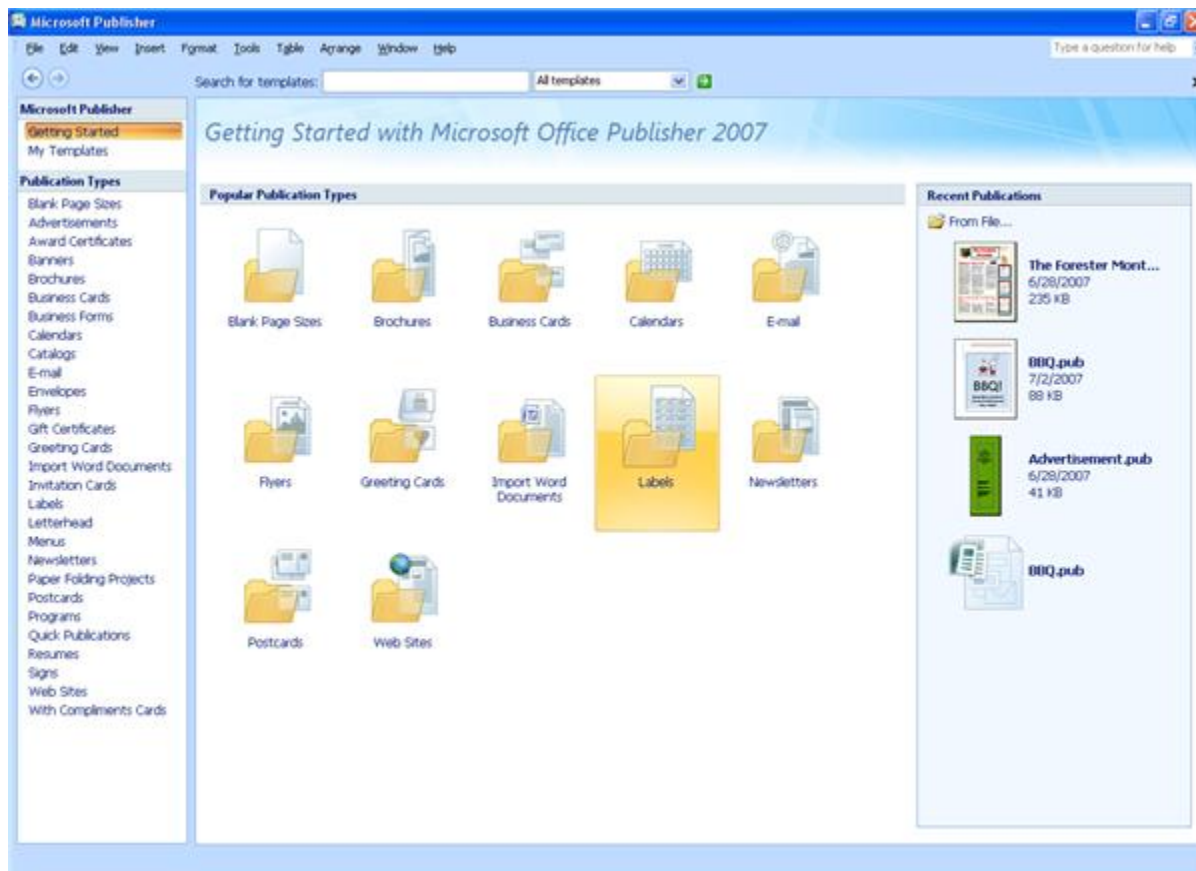
Templates are used for giving a publication a basic structure or format. Once a template is applied, it can be edited as much as necessary. Microsoft Publisher comes with dozens of different styles and templates that you can use for many different materials.

This Chapter Will Include:

- Applying Templates
- Editing Business Information
- Using Text Boxes
- Connecting Text Boxes
- Adding and Deleting Pages
- Inserting a Template Page

Applying Templates

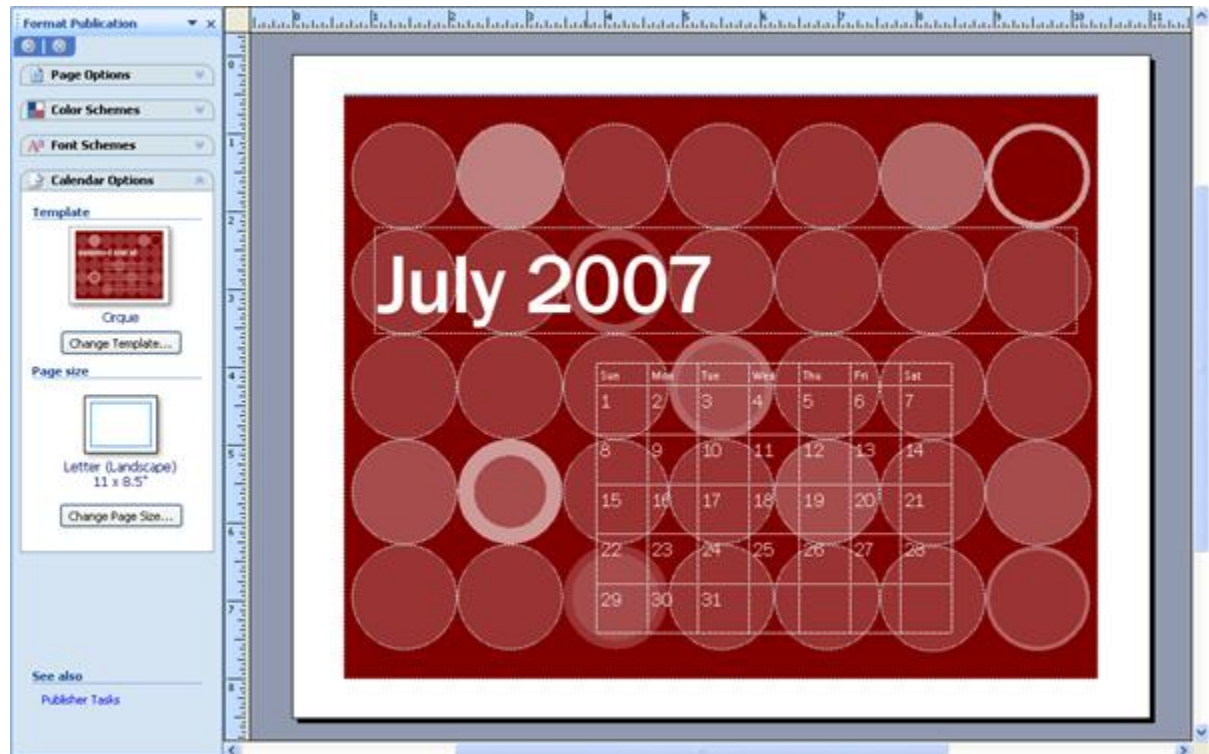
When Publisher is first opened, the **New Publication Task Pane** appears on the left side of the screen. You can use this task pane to select a template for your publication.



To apply a template, follow these steps:

1. Open the **New Publication Gallery** through one of two methods:

- a. Start Publisher.
- b. Go to **File** on the **Menu toolbar** and select **New**.
2. In the New Publication Gallery, scroll through the various types of templates. To edit the color scheme, font scheme, and other options of a template before applying it, single-click a thumbnail once and then edit it in the task pane on the right.
3. To apply a template, click **Create** at the bottom of the gallery. Once you choose a template, your publication should open. In addition, the Format Publication Task Pane will appear.



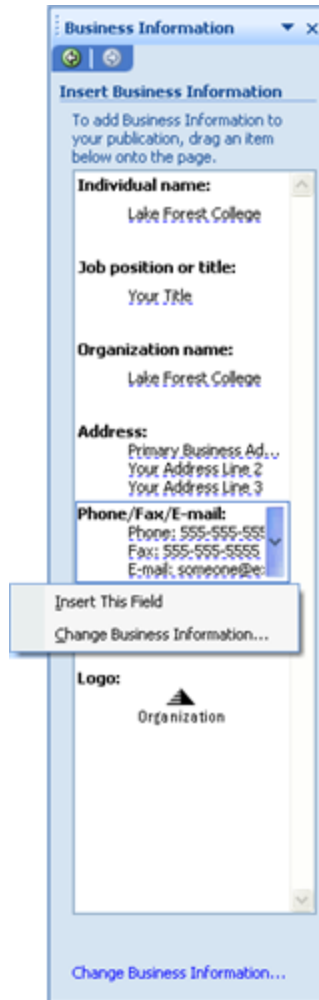
4. You can use the Format Publication Task Pane to make further customizations.
5. To edit a template's text, simply click the default text that appears and replace it with your own.

Editing Business Information

Many templates in Publisher can use your business information to fill out parts of the template. If you have not filled out business information in the program before, Publisher will use the information you gave Microsoft Office 2007 when it was installed.

To edit business information, follow these steps:

1. Open the **Business Information Task Pane** by going to the **Other Task Panes down arrow** (next to the title of the task pane) and select **Business Information** from the list.
 - a. If the task pane is not open, go to **View** on the **Menu toolbar** and select **Task Pane**.



2. When you hover over a section in the task pane, a right arrow will appear. Click it to display two options, **Insert This Field** and **Change Business Information**.
3. Inserting the information will place it whenever the cursor is. If the cursor is not visible, the information will appear in a new text box.
4. To change information, click Change Business Information. In the window that appears, you can edit as much information as you need to. You can also change the default logo.

Create New Business Information Set

Business Information for this set

Individual name: Lake Forest College

Tagline or motto: Chicago's National Liberal Arts College

Job position or title: Richter Scholar

Organization name: Lake Forest College

Address:

Phone, fax, and e-mail:

Logo:

Organization

Change... Remove

Business Information set name: Custom 1

Save Cancel

5. Click **Save** to save your information. This will open a new window. Choose **Update Publication** to have your template automatically update any changes you have made.
6. Business Information that appears in your template will have a dotted blue line underneath it to indicate that it is business information. This does not appear when printed.



Using Text Boxes

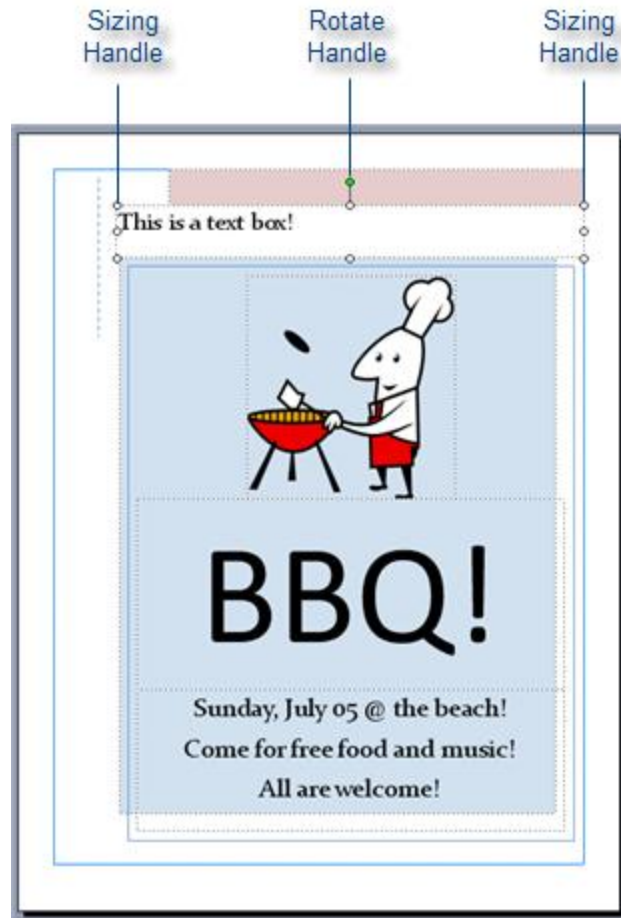
In a Microsoft Publisher publication, text is entered in **text boxes**, which can be added or deleted.

To add a text box, follow these steps:

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



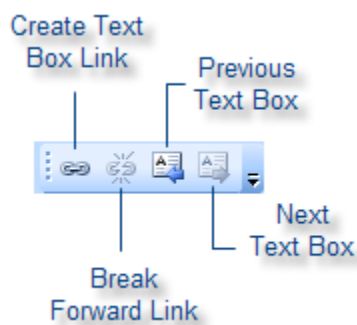
2. When you move your cursor over the publication, you should notice that it has changed into a cross. Click and drag the mouse where you want text box to appear. A black outline will appear indicating the space the text box will take up. Release the mouse to apply the text box and a blinking cursor 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 the text box you have text in.
2. Click **Create Text Box Link** on the **Connect Text Boxes** toolbar.
3. Your cursor will transform into a pitcher:



4. 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.
5. 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.



6. 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.
7. To disconnect a text box, click **Break Forward Link** on the Connect Text Boxes toolbar.

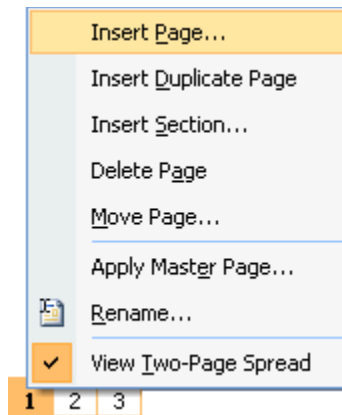
Buffalo Excess Causes Campus Food Service to Be Revamped

<p>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.</p> <p>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.</p> <p>The solution for Lake Forest College students? Hunting, of course!</p> <p>"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.</p>	<p>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.</p> <p>Many students are dissatisfied with this plan, however. Mary Coombs, 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.</p> <p>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</p>	<p>see how this turns out. Either this is a really good idea, or a terribly idiotic one."</p> <p>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."</p> <p>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."</p>
--	--	--

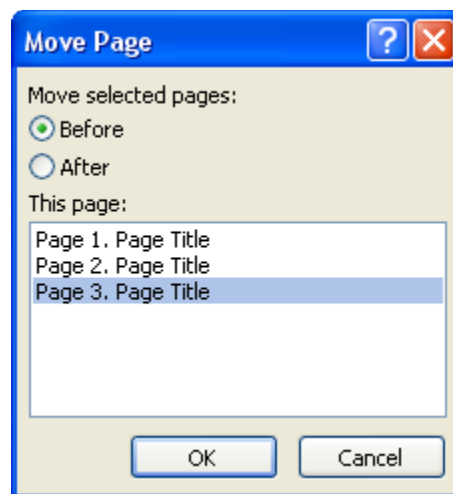
Adding and Deleting Pages

To add or delete pages from a publication, follow these steps:

1. 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.

