

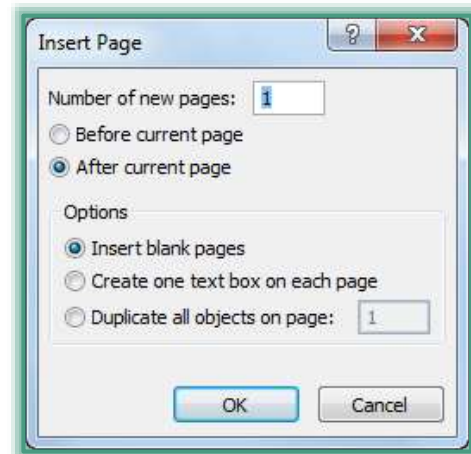
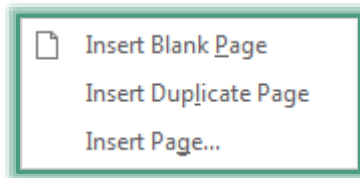
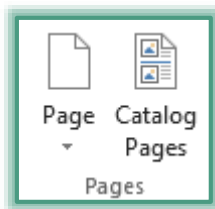
ADD PAGES TO A PUBLICATION

After a publication is completed, it may become necessary to add a page to it. Publisher makes it easy to add a page before or after the current publication page. To add a page to a publication, do the following:

✚ Click the **Insert Tab**.

✚ In the **Pages Group**, do one of the following:

- ☆ Click the top portion of the **Page** button to insert one new blank page (see illustration below left).
- ☆ Click the **Page** button arrow to access additional options (see illustration below middle).
 - ☆ **Insert Blank Page** – This is the same as clicking the top portion of the Pages button. One new blank page will be inserted into the publication.
 - ☆ **Insert Duplicate Page** – To insert a duplicate of the page where the insertion point is located, click this button.
 - ☆ **Insert Pages** – When this button is clicked the Insert Pages dialog box will appear (see illustration below right).
 - Type the number of new pages that are to be inserted in the **Number of new pages** box.
 - Click the **Before current page** or **After current page** radio button to select the appropriate option.



- ☆ Under **Options** choose one of the following:
 - **Insert Blank Pages** – Pages are inserted into the publication with no text boxes.
 - **Create One Text Box on Each Page** – The specified number of pages will be inserted with a text frame on each of the new pages.
 - **Duplicate All Objects on Page** – This option is used to copy the objects on the designated page (type the number in the page box) and places them on the new page(s) when they are inserted.
- ☆ Click **OK** when all the options have been selected to insert the new pages.