

Building Blocks

These are reusable pieces of content such as business information, headings, calendars, borders, and advertisements that are stored in galleries. Building Blocks can be accessed and reused at any time. Custom building blocks can be created and saved that meet specific needs of an organization. They can be categorized, a description can be provided, and they can be tagged with keywords to make them easy to find. The building blocks can be a combination of text, graphics, and other building blocks.

Building Block Galleries

There are five Building Block galleries available in Publisher. The five galleries are listed and explained in the table below.

Gallery	Explanation
Page Parts	This gallery is used to insert pre-formatted structural elements into a publication. These elements include items such as headings, pull quotes, sidebars, and stories. Click the More Page Parts link to open the Building Blocks Library to display additional page parts. This gallery can be accessed by going to the Building Blocks Group under the Insert Tab . Click the More Page Parts link to view more Page Parts .
Calendars	To insert pre-formatted monthly calendars into a publication, use this gallery. It is possible to select the current or next month calendar from the gallery or to select the month and year from the gallery in the Building Block Library. This gallery can be accessed by going to the Building Blocks Group under the Insert Tab . Click the More Calendars link to open the Building Block Library where additional calendar formats can be accessed.
Borders & Accents	Use this gallery to insert graphic elements such as borders, emphasis, and frames into a publication. This gallery can be accessed by going to the Building Blocks Group under the Insert Tab . Click the More Borders and Accents link to open the Building Blocks Library to display additional element types.
Advertisements	This gallery can be used to insert pre-formatted advertisement elements into a publication. These elements include Advertisements, Attention Getters, and Coupons. This gallery can be accessed by going to the Building Blocks Group under the Insert Tab . Click the More Advertisements link to open the Building Blocks Library to display a larger gallery of advertisement elements.
Business Information	To create Building Blocks with company information attached, use this gallery. Company information such as company name, address, phone number, tagline or motto, and logo can be created. A Building Block for individual employees can also be created. This gallery can be accessed by going to the Text Group under the Insert Tab .

Insert a Building Block

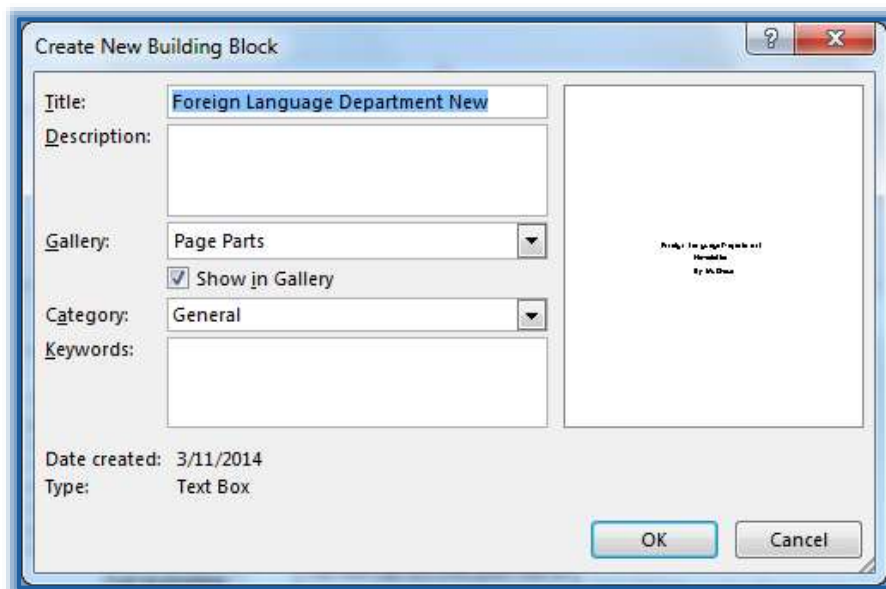
- ✚ Click in the **Page Navigation Pane** to select the page where the **Building Block** is to be inserted.
- ✚ Click the **Insert Tab**.
- ✚ In the **Building Blocks Group**, click the appropriate **Building Block Gallery**.



- ✚ Do one of the following:
 - ★ Scroll to find an appropriate **Building Block**.
 - ★ Click the **More <Gallery Name>** to open the **Building Block Library**.
- ✚ Click the desired **Building Block** to insert it into the publication.
- ✚ Move and resize the **Building Block** as desired.

Create a Building Block

- ✚ Create the element or group of elements that are to be reused, such as an image or a border.
- ✚ Do one of the following:
 - ★ Right-click in the element
 - ★ Select the elements that are to be used by:
 - ⊗ Clicking the first element.
 - ⊗ Holding down the Shift key.
 - ⊗ Click the rest of the elements.
- ✚ Select **Save as Building Block** from the list.
- ✚ The **Create New Building Block** dialog box will appear.



- ✚ Enter the information about the Building Block.
 - ★ **Title** - Input a name for the Building Block.
 - ★ **Description** - Input an optional description of the Building Block.

- ★ **Gallery** - Click this option to select the gallery where the Building Block is to be placed.
- ★ **Show in Gallery** - This option determines if the Building Block will be available in the gallery. This box is checked by default. If the box is un-checked the Building Block will not appear in the Building Block Library.
- ★ **Category** - Click this option to select a Category for the Building Block. It is possible to select one of the pre-built categories or a new category name can be typed in the box.
- ★ **Keywords** - In this area, input the keywords that will make it easier to search for the Building Block.

✚ Once all the changes have been completed, click the **OK** button.

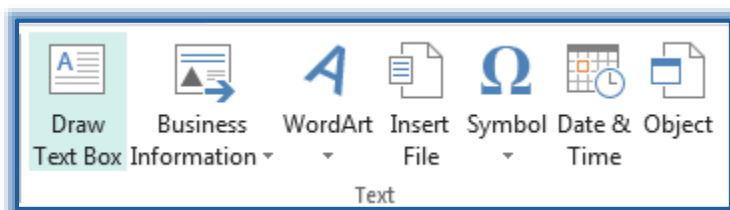
Business Information

Business information sets are customized groups of information about an individual or an organization. This information can be used to quickly fill in information in publications, such as business cards and flyers. These sets can include components such as an individual's name, job position, organization name, address, phone number, email address, motto, or logo. It is possible to create more than one business set. When a publication is created, the most recently used information set will be used to populate the new publication.

Create a Business Information Set

✚ Click the **Insert Tab**.

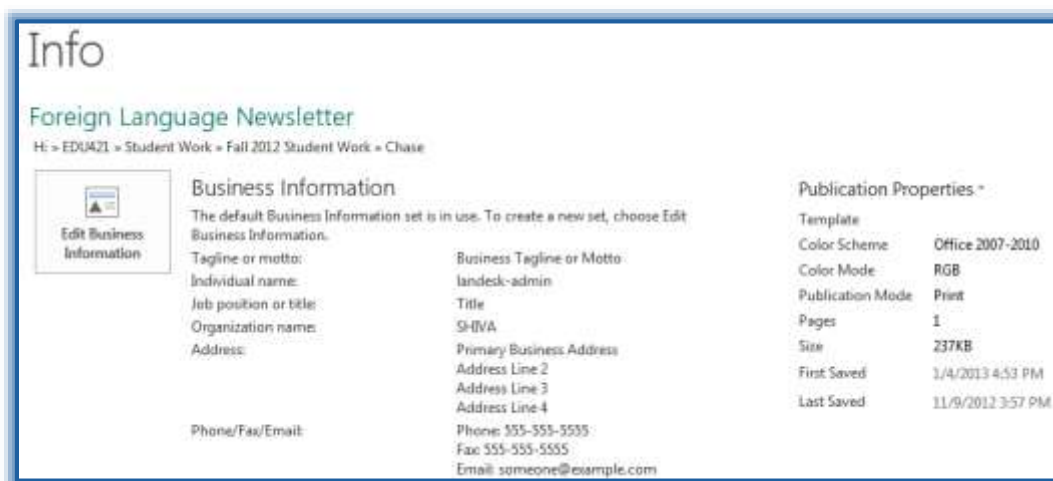
✚ In the **Text Group**, click the **Business Information** button.



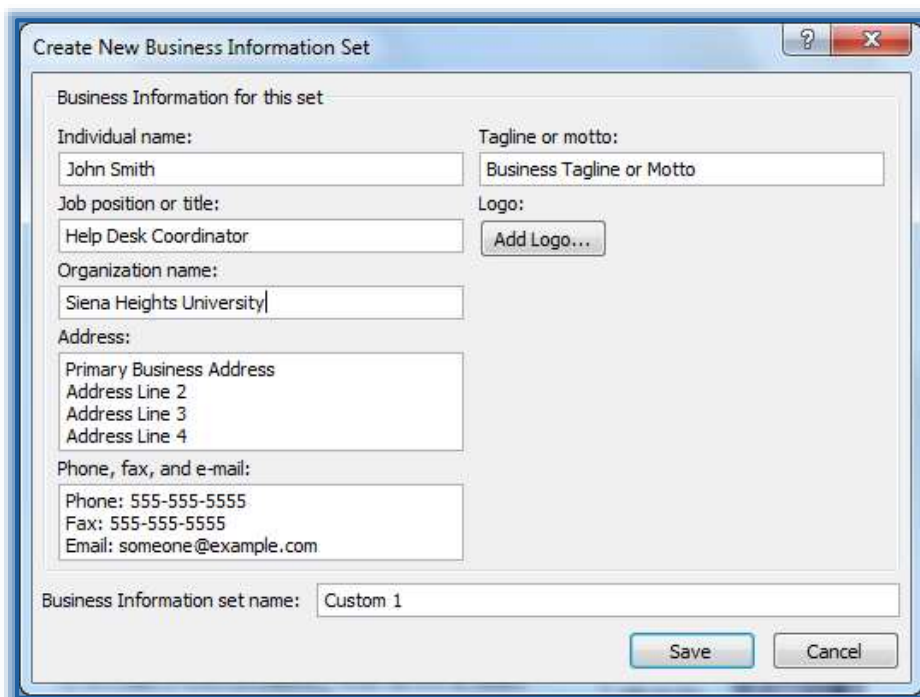
- ✚ A gallery of options will appear.
- ✚ Click the **Edit Business Information** link.

or

- ✚ Click the **File Tab**.
- ✚ In **Backstage View**, click the **Info** tab.
- ✚ Click the **Edit Business Information** button.



✦ The **Create New Business Information Set** dialog box will display.



Business Information for this set

Individual name: John Smith

Job position or title: Help Desk Coordinator

Organization name: Siena Heights University

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

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

Tagline or motto: Business Tagline or Motto

Logo: Add Logo...

Business Information set name: Custom 1

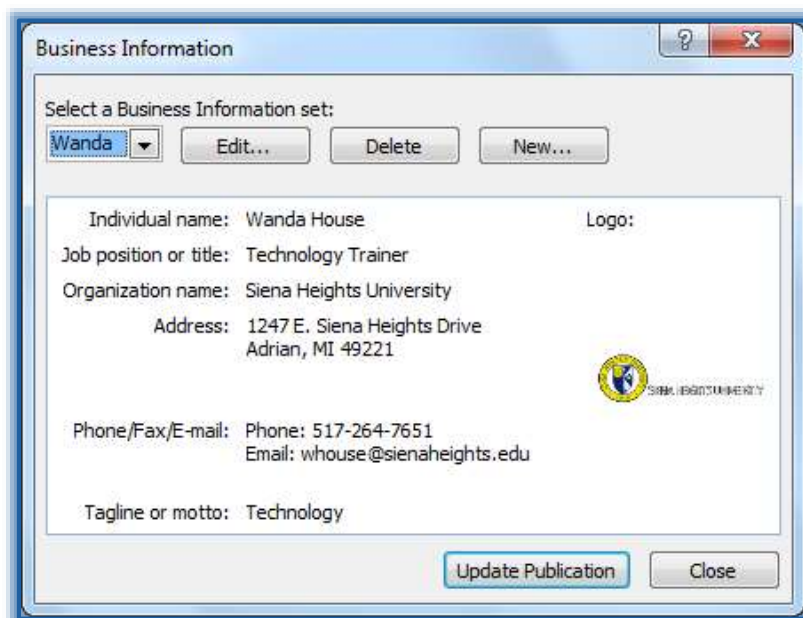
Save Cancel

✦ Input the information for the business into the appropriate boxes.

✦ In the **Business Information Set Name** box, input a name for the **Business Information Set**.

✦ Click the **Save** button.

✦ The **Update Information** window will display.



Business Information

Select a Business Information set: Wanda Edit... Delete New...

Individual name: Wanda House

Job position or title: Technology Trainer

Organization name: Siena Heights University

Address: 1247 E. Siena Heights Drive
Adrian, MI 49221

Phone/Fax/E-mail: Phone: 517-264-7651
Email: whouse@sienaheights.edu

Tagline or motto: Technology

Update Publication Close

✦ Click the **Edit** button to make changes to the information.

✦ Click the **Delete** button to remove the information.

✦ Click the **New** button to add another **Business Information Set**.

- ✦ Click the **Update Publication** button to change the information that has been inserted into the publication.
- ✦ Click the **Close** button to exit the window without making changes.

Edit a Business Information Set

- ✦ Click the **Insert Tab**.
- ✦ In the **Text Group**, click the **Business Information** button.



- ✦ A gallery of options will appear.
 - ✦ Click the **Edit Business Information** link.
- or
- ✦ Click the **File Tab**.
 - ✦ In **Backstage View**, click the **Info** tab.
 - ✦ Click the **Edit Business Information** button.
 - ✦ The **Business Information** window will appear (see illustration on previous page).
 - ✦ Click the **Edit** button to open the **Edit Business Information Set** dialog box.
 - ✦ Make the necessary changes to the information.
 - ✦ Click the **Save** button.
 - ✦ The **Business Information** window will appear.
 - ✦ Click the **Close** button to exit this window.