

## PUBLISHER-PAGE DESIGN TAB

This tab is used to change the margins, orientation, size, and design of the publication. The table below describes the groups and buttons on this tab.



| Groups/Buttons          | Description   |
|-------------------------|---|
| <b>Template Group</b>   |   |
| <b>Change Templates</b> | This button is used to select a new template for a publication and move the content from the current publication to the new one. It is also possible to choose to create a new publication or to replace the current publication. |
| <b>Options</b>          | Use this button to choose formatting options for the current template. Template options are available for newsletters, catalogs, creating cards and invitation templates.   |
| <b>Page Setup Group</b> |   |
| <b>Margins</b>          | To change the margin size for the entire publication or the selected object, click this button. There are several common margin options to choose from. It is also possible to set custom margins.                                |
| <b>Orientation</b>      | Use this button to change the orientation of the publication from portrait to landscape or landscape to portrait.   |
| <b>Size</b>             | This button is used to select the paper size for the selected section of the publication. To apply a paper size to all sections of the publication, click the <b>More Paper Sizes</b> link.                                       |
| <b>Layout Group</b>     |   |
| <b>Guides</b>           | This button is used to insert layout guides that create a grid pattern. These guides are used to align objects in a publication.  |
| <b>Align to Guides</b>  | Click this option to snap objects to the grid. This helps in the alignment of objects on a page.  |
| <b>Align to Objects</b> | To allow objects to snap to other objects in a publication, click this option.  |
| <b>Pages Group</b>      |   |
| <b>Delete</b>           | This button is used to delete pages from a publication. To select more than one page to delete at one time, click the <b>Ctrl</b> key while selecting the pages. Click the <b>Shift</b> key to select contiguous objects.         |
| <b>Move</b>             | To move the selected page before or after another page within the publication, click this button. The <b>Move Page</b> dialog box will appear. Select the options for moving the page and click <b>OK</b> .                       |
| <b>Rename</b>           | Click this button to change the name of the selected page. The <b>Rename Page</b> dialog box will display. Input the new page name and then click <b>OK</b> .   |

| Groups/Buttons               | Description   |
|------------------------------|---|
| <b>Schemes Group</b>         |   |
| <b>Schemes Gallery</b>       | This gallery is used to change the <b>Color Scheme</b> for the publication. To see a <b>Live Preview</b> of each of the schemes, move the mouse pointer over each one. Click the <b>More</b> button to see additional schemes.  |
| <b>Fonts</b>                 | Use this button to change the <b>Font Scheme</b> for the publication. When the button is clicked a list of different font schemes will appear. To see a <b>Live Preview</b> of each of the font schemes, move the mouse pointer over each one.                            |
| <b>Page Background Group</b> |   |
| <b>Apply Image</b>           | This feature is used to apply an image from the publication as the background. Select the image that is to be used as the background, click the button and select either <b>Fill</b> or <b>Tile</b> .   |
| <b>Background</b>            | To change the background format for the selected page, click this button. A gallery of backgrounds will display. Move the mouse pointer over each of the formats to see a <b>Live Preview</b> . To select additional backgrounds, click the <b>More Backgrounds</b> link. |
| <b>Master Pages</b>          | These pages contain elements that are to be included on multiple pages in a publication. Click this button to apply a master page to the publication or to edit master pages.   |