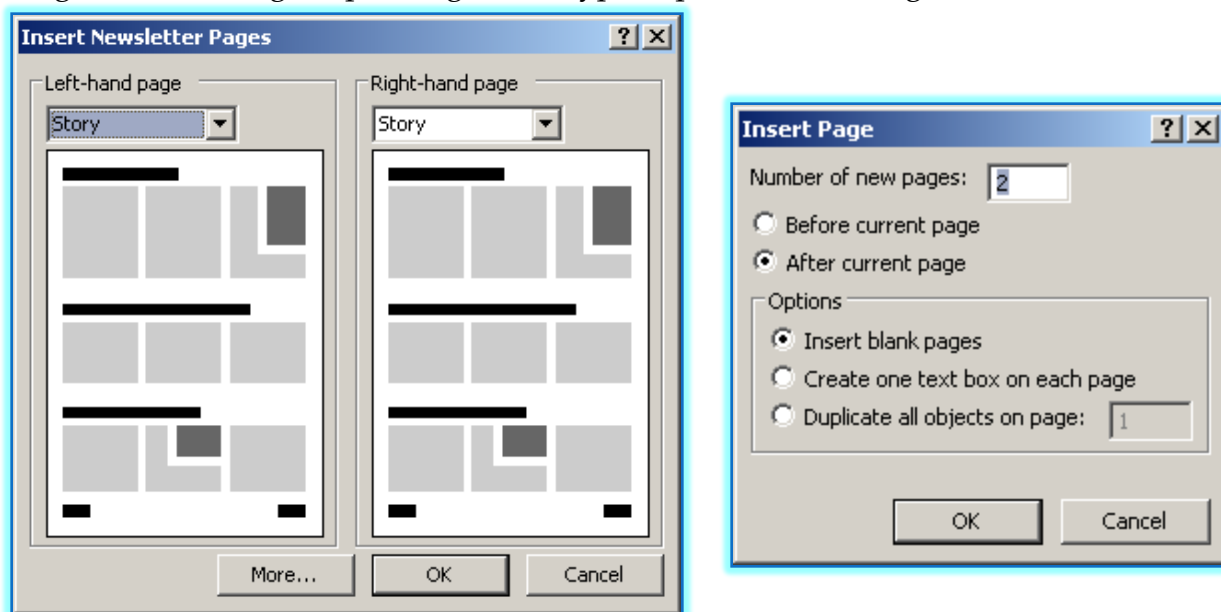


ADDING PAGES TO A PUBLICATION

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:

- ❖ Select **Insert** from the **Menu Bar**.
- ❖ Select **Page** from the list of options.
- ❖ The **Insert ___ Pages** dialog box will appear (see illustration below left). The name of the dialog box will change depending on the type of publication being created.



- ❖ Click the **More** button in the **New Pages** dialog box.
 - This box may not appear when **Insert Page** is selected.
 - The option that appears will depend on the type of publication that is being created.
- ❖ The **Insert Page** dialog box will display (see illustration above right).
 - This box may be the first one that appears when the **Insert Page** option is selected.
 - Which dialog box appears will depend on the type of publication being created.
- ❖ 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 frames.
 - **Create one text frame on each page** – A text frame is placed on each of the new pages.
 - **Duplicate all objects on page** – Copies the objects on the designated page (type the number in the page box) and places them on the new page(s) inserted.