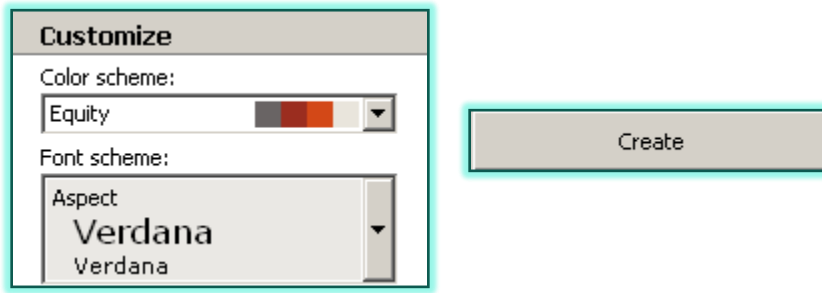


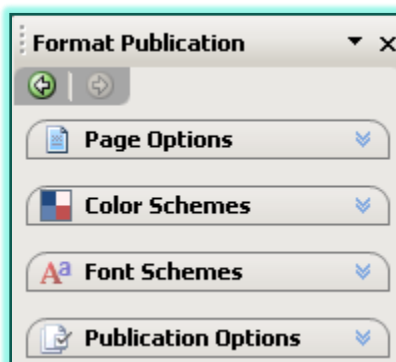
Creating a Blank Publication

It is possible to create a Blank Publication or to create one using a template. Templates are available when the program is opened or they can be downloaded from Office Online.

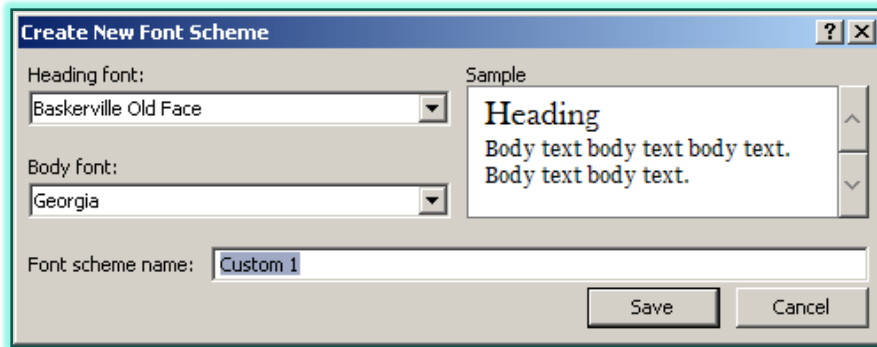
- † In the **Getting Started** window, click the **Blank Page Sizes** link in the **Publication Types** list.
- † A gallery of different page sizes will appear in the middle column.
- † Scroll down to locate additional page sizes.
- † To create a regular paper size publication, click the **Letter (Portrait)** option.
- † In the right column under **Customize** choose a **Color Scheme** for the presentation or use the default (see illustration below left).



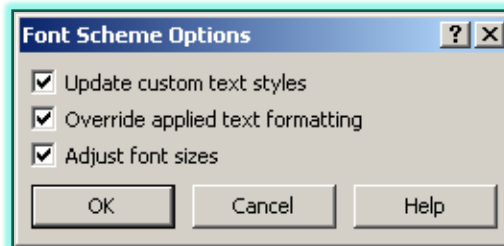
- † At the bottom right side of the window, click the **Create** button (see illustration above right).
- † The **Blank Publication** will appear in the window.
- † To insert objects, such as text boxes or clip art images, into the Publication, use the **Objects Toolbar**.
- † The buttons on this toolbar are explained in the **Objects Toolbar** document on the **Publisher 2007** page on the **Training Web Site**.
- † The **Format Publication Task Pane** will appear on the left side of the window (see illustration below).



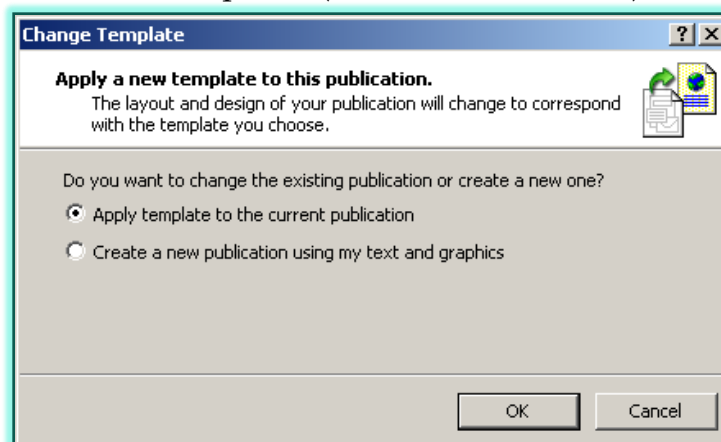
- † Click the **Page Options** arrow to select different options to include in the page.
 - * When creating a Blank Publication, the only option available is Logo.
 - * A list of options is available when creating a publication from some of the templates.
- † To change the **Color Schemes**, click the arrows on the right side of the link.
 - * A gallery of different color schemes will display.
 - * Scroll down the list to see what color schemes are available.
- † Click the **Font Schemes** arrow to display a list of different **Font Schemes** for the publication.
 - * Under **Apply a Font Scheme**, scroll down the list to see the available schemes.
 - * To create a new font scheme, click the **Create New Font Scheme** link.
 - The **Create New Font Scheme** dialog box will display (see illustration on next page).
 - Click the **Heading Font** list to select a new font for the heading.



- Click the **Body Font** list to select a new font for the body text.
- A sample of the new scheme will appear in the **Sample** box.
- In the **Font Scheme Name** box, input a name for the new scheme.
- Click the **Save** button once all the options for the **Font Scheme** have been selected.
- ✳ To change the **Font Scheme Options**, click the link in the right column.
 - The **Font Scheme Options** dialog box will appear (see illustration below).



- Choose from the available options.
- Click the **OK** button to save the changes and to return to the publication.
- ✳ To apply a style to an item in the publication, click the **Styles** button.
 - A list of different styles will appear.
 - Click one of the style options to apply it to the text.
 - A style can be applied before or after the text is input.
- ✚ Click the **Publications Options** arrow.
 - ✳ To apply a **Template** to the blank publication, click the **Apply a Template** button.
 - A list and gallery of different templates will appear.
 - Click the desired template to apply it to the publication.
 - The **Change Template** dialog box will appear.
 - Choose from one of the two options (see illustration below).



- Click **OK** once the choice has been made.

- * Click the **Change Page Size** to choose a different size for the page.
 - A window of different page sizes will display.
 - Click the desired page size.
 - The page size will appear in the right column under the **Page** heading.
 - To change the margins for the page, change the margins under **Margin Guides**.
 - Click the **OK** button to save the changes and apply the page size to the publication.
- † Once the publication has been created, save the publication.
 - * Click the **Save** button on the **Publisher Standard Toolbar**.
 - * The **Save As** dialog box will appear.
 - * In the **File Name** box, input a name for the new publication.
 - * In the **Save In** box, select the folder where the publication is to be saved.
 - * Click the **Save** button.
- † Once the publication has been saved, make any additional changes or close the publication.