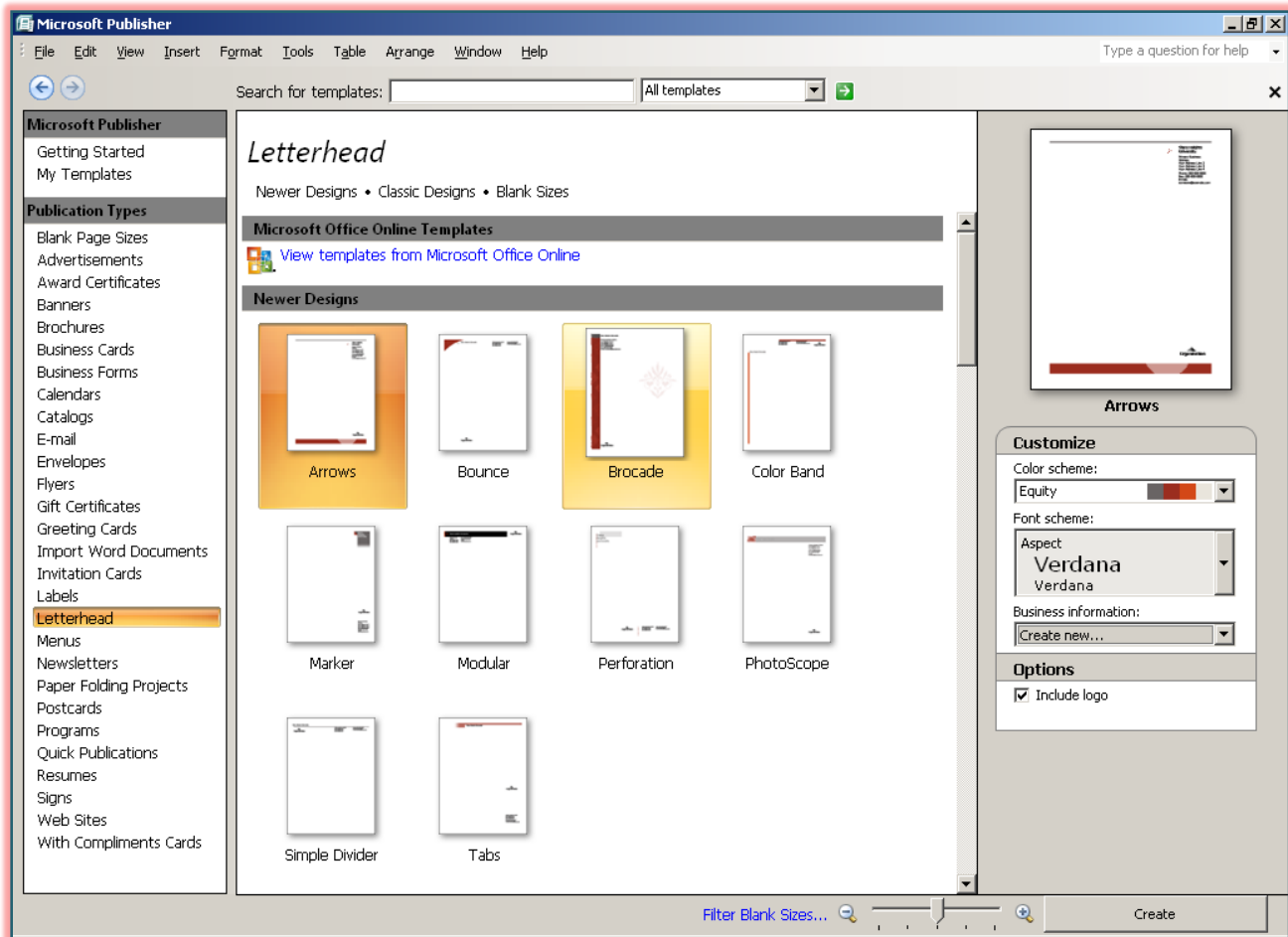


Creating a Publication from a Template

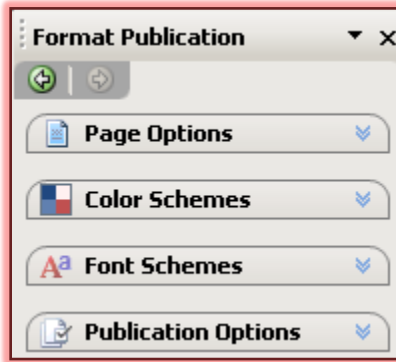
It is possible to create a Blank Publication or to create one using a template. Templates are available when the program is opened or they can be downloaded from Office Online.

- ✚ In the **Getting Started** window, under **Publication Types** scroll through the categories of publications.
- ✚ Click on one of the categories.
- ✚ A gallery of publication templates for the selected category will display (see illustration below).

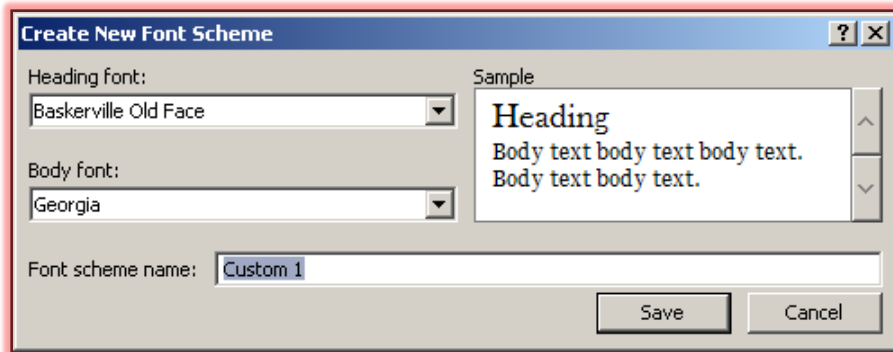


- ✚ Scroll down to locate additional templates.
- ✚ In the right column under **Customize**, choose a **Color Scheme** for the presentation or use the default.
- ✚ To see a larger view of the template or to see additional templates, click the **Filter Blank Sizes** buttons.
- ✚ Once a template has been chosen, click the **Create** button.
- ✚ The Publication will appear in the window.
 - * The objects for the template can be changed or deleted.
 - * Additional objects can be inserted by using 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**.

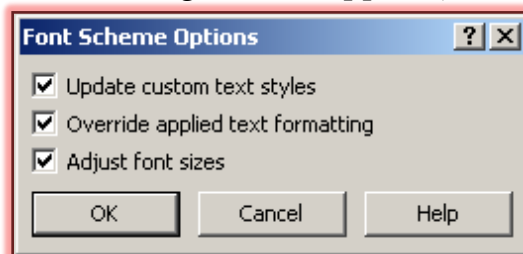
- ✦ The **Format Publication Task Pane** will appear on the left side of the window (see illustration below).



- ✦ 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 some of the publications from a template.
- ✦ 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 below).



- 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 _____ **Options** arrow.
 - * The name of this option will change depending on the template chosen.
 - * To apply a different **Template** to the blank publication, click the **Change Template** button.
 - A list and gallery of different templates for the selected category will appear.
 - Click the desired template to apply it to the publication.
 - Click **OK** once the choice has been made.
 - The new template design will appear in the window.
 - * 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, select the margin options 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 **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.