

## RULER GUIDES AND LAYOUT GUIDE LINES

Another visual aspect of working on a publication is the use of rulers and guides. Vertical and horizontal rulers are supplied in the Publication window to help with the placement of items on a page. Guides are extensions of the rulers and appear as lines that can be drug onto the document page from either ruler to help with the placement of objects on the page.

Layout guides create a grid that repeats on each page of a publication. Layout guides are used to organize text, pictures, and other objects into columns and rows so that a publication will have a consistent look. Using the Layout Guides command on the Arrange menu option sets layout guides. They are represented by blue and pink dotted lines.

Ruler guides are added to individual pages on an as-needed basis. Holding down the Shift key and then dragging out from the rulers can create Ruler Guides. Ruler Guides are represented by green dotted lines.

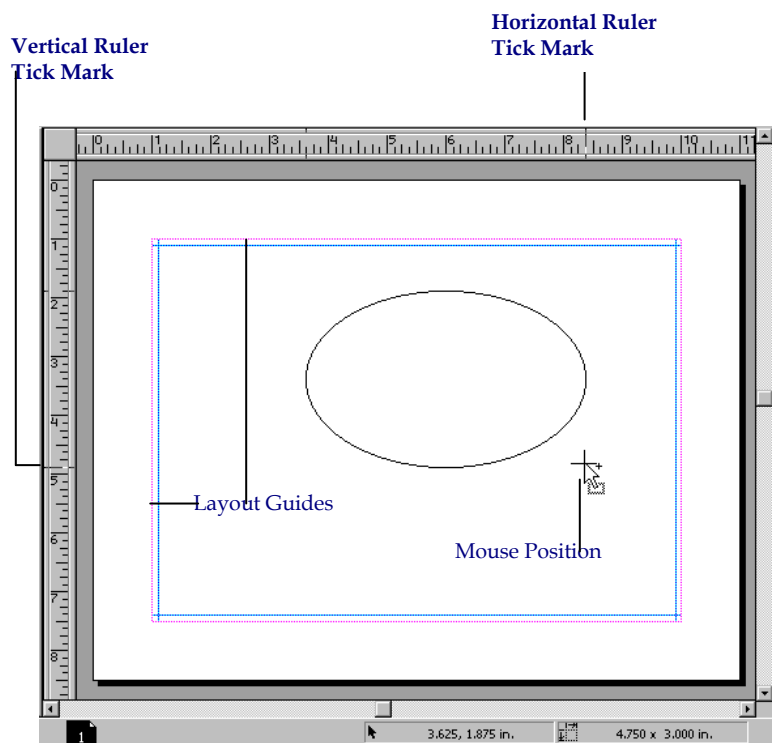
### Using the Ruler

The rulers are used to show the position of the mouse pointer on a page of the publication. When the mouse is moved on the page, the vertical and horizontal positions of the mouse pointer are tracked by a tick mark (a line) on each of the rulers. Two intersecting lines called crosshairs represent the actual horizontal and vertical position of the mouse pointer. These are also displayed on the Publisher taskbar. This makes it possible to position object frames on a page with precision. To place Ruler Guides on the publication page, follow the directions below.

- ❖ Choose **Arrange** on the **Menu Bar**.
- ❖ Point to **Ruler Guides**.
- ❖ On the cascading menu, choose **Add Horizontal Ruler Guide** to place a horizontal guide.
- ❖ From the cascading menu choose **Add Vertical Ruler Guide** to add a vertical guide to the page.

### Creating a Ruler Guide Using the Mouse

- ❖ Hold down the **Shift** key.
- ❖ Do one of the following:
  - Position the mouse pointer over the horizontal ruler until the **Adjust** pointer appears to create a horizontal guide.
  - Position the mouse pointer over the vertical ruler until the **Adjust** pointer appears to create a vertical guide.
- ❖ Click the left mouse button and drag the **Adjust** pointer until the new guide is at the desired location.
- ❖ If the **Snap to Ruler Marks** command is turned on, the **Ruler Guide** will snap to a ruler mark.
- ❖ If the **Snap to Objects** command is turned on, the guide will snap to an object.



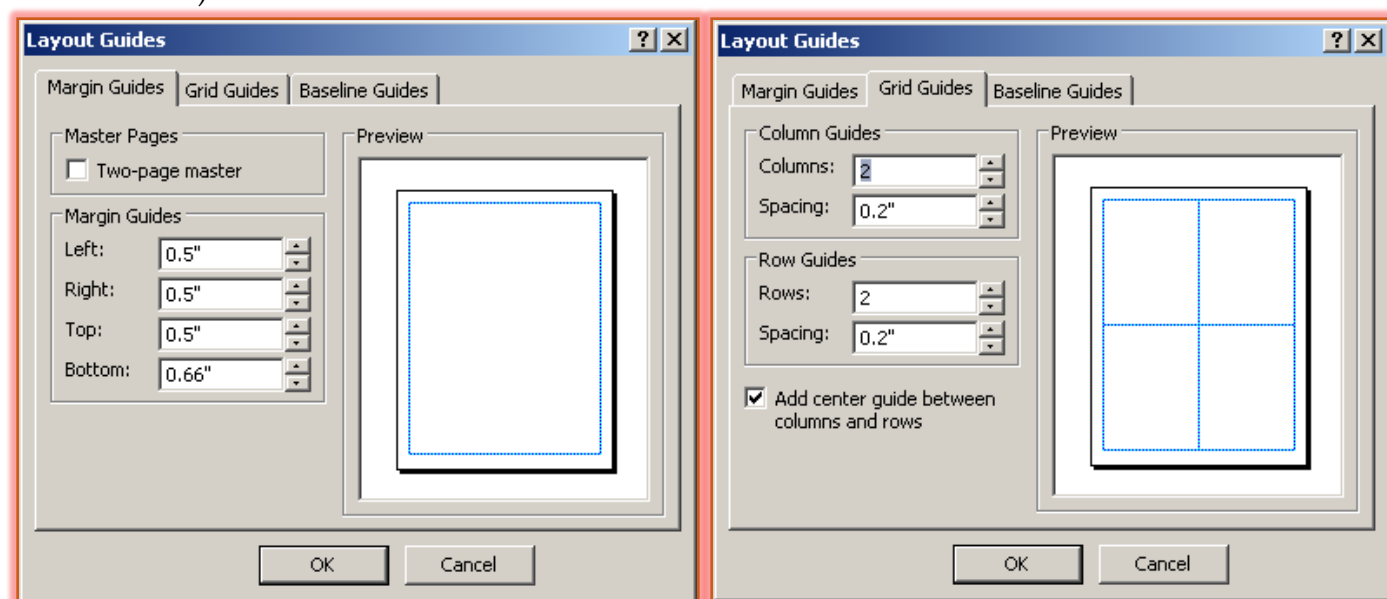
## Using Layout Guides

One of the challenges when building a publication is to line up everything properly. When building a publication, it is important that the design elements are properly aligned vertically, horizontally, and in relationship to each other. A grid composed of horizontal and vertical layout guides usually defines the basic layout of a page. These guides define sections of a publication page and help in aligning objects on a page with precision. Layout guides are usually visible on the publication screen, but do not appear on the printed page.

Every Publisher publication has at least a simple grid composed of four layout guides that define the position of the publication's most basic elements; the top, bottom, left, and right margins. Layout guides can be added or repositioned to accommodate any design that is being worked on. These guides serve as visual markers to help in the alignment of elements on the page.

## Structuring a Publication Page with Layout Guides

- ❖ Choose **Arrange** on the **Menu Bar**.
- ❖ Click **Layout Guides** to select that option from the list of choices.
- ❖ The **Layout Guides** dialog box will display with the **Margin Guide** tab selected (see illustration below left).



- ❖ Select the **Margin Guide** for each of the Guides that are to be adjusted. Make any desired changes to the margins by using the arrows or inputting the number
  - The **Left** margin guide is the white space at the left of a non-mirrored page.
  - The **Right** margin guide is the white space at the right of a non-mirrored page.
  - The **Top** margin guide is the white space at the top of the page.
  - The **Bottom** margin guide is the white space at the bottom of the page.
- ❖ To create a **two-page master**, click the **Two-page Master** check box.
- ❖ Under the **Grid Guides** tab, choose the number of columns and rows desired (see illustration above right).
- ❖ To add a guide between columns and rows, click the appropriate check box.
- ❖ An illustration of the selected options will appear in the **Preview** box.
- ❖ When all the changes have been made, click **OK** to exit the dialog box and accept the changes.
- ❖ Click **Cancel** to exit the dialog box without making the changes.

## Changing Guides

- ❖ Choose **Arrange** from the **Menu Bar**.
- ❖ Click **Layout Guides** from the list of choices.
- ❖ Click the **Grid Guides** tab.
- ❖ Use the arrows on the **Column** or **Row** boxes to change the number of guides.  
or
- ❖ Return each box value to one (1) to remove all the column or row guides.
- ❖ Click **OK** to exit the dialog box and accept the changes.
- ❖ Click **Cancel** to exit the dialog box without making the changes.

## Snapping Frames to a Guide

Snap To is a feature supplied by Publisher that makes it easy to align objects in a publication. When using this feature, the object snaps to a particular guide or another object. This means that the object aligns itself to the guide or object. All that is needed is to move the object close to whatever guide or object it is to Snap to. For this feature to work, the Snap To feature has to be activated. To do this:

- ❖ Click **Tools** on the **Menu Bar**.
- ❖ Move the mouse pointer over **Snap**.
- ❖ Click on any one of the following:
  - Snap to Ruler Marks
  - Snap to Guides
  - Snap to Objects
- ❖ For the option to be active, a check mark must appear beside the option in the Menu.
- ❖ All three or any combination of the above may be selected at a time.
- ❖ Click the object to be moved to select it.
- ❖ Selection handles will appear around the object.
- ❖ Position the mouse pointer over the object until the **Mover** appears.
- ❖ Drag the object until its edge snaps to the guides.
- ❖ If the guides are hidden, objects will still snap to the guides.

