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Creating Basic Publications

Creating a New Publication

1. If a document is open, click the "File" tab in the Ribbon and select "New" from the menu on the left.
2. Click a link (e.g. "Personal," "Built-in," etc.) to display the category's available templates.
3. Click a template to select it.
4. Select a design and change any available options in the "Customize" and "Options" sections to the right.
5. Click the "Create" button.
6. **To create a new blank publication**, click a "Blank" template size. **Or**, click the "More Blank Page Sizes" template, select a size, change settings in the "Customize" section, and click the "Create" button.

Changing a Publication's Template

1. Click the "Change Template" button in the "Template" group on the "Page Design" tab in the Ribbon. 
2. Make changes to the existing publication's settings by adjusting options in the "Customize" and "Options" sections at the right of the "Change Template" dialog box. **Or**, select a new template from the list of choices. Click "OK."
3. Select "Apply template to the current publication" or "Create a new publication using my text and graphics." Click "OK."
5. Content that cannot be applied to a new template is displayed in the "Extra Content" pane. **To keep the content**, drag it onto the new publication.

Changing Page Size and Layout

1. Click the "Page Design" tab in the Ribbon.
2. **To switch the page orientation**, click the "Orientation" drop-down in the "Page Setup" group and select an orientation.
3. **To choose a preset page size**, click the "Size" drop-down in the "Page Setup" group and select a size. **Or**, click "More Preset Page Sizes" at the bottom of the drop-down, select size, and click "OK."
4. **To change the margins using a preset option**, click the "Margins" drop-down in the "Page Setup" group and choose a preset option.
5. **To apply a custom page size and margins**, click the "Page Setup" dialog box launcher in the lower right corner of the "Page Setup" group. Make custom selections in the dialog box and click "OK." 

Inserting New Pages

1. Click the "Insert" tab in the Ribbon.
2. **To insert a new page directly after the current page**, click the "Page" button in the "Pages" group.
3. **To insert multiple pages**, click the drop-down portion of the "Page" button, select "Insert Page," enter the number of pages, select to place the page "Before" or "After" the current page, set other options, and click "OK." 

Deleting Pages

1. Select the page(s) in the Navigation Pane at the left.
2. Click the "Delete" button in the "Pages" group on the "Page Design" tab in the Ribbon.  **Or**, right-click on the page(s) in the Navigation Pane and select "Delete" from the menu.
3. For a two-page spread, select the pages to delete in the dialog box that appears and click "OK."
4. If the page contains objects, click "OK" to confirm.

Moving Pages

1. Click and drag the page's thumbnail to a new location within the "Pages" pane.
2. **Or**, right-click on the page's thumbnail, select "Move" from menu, choose "Before" or "After" and the appropriate page, and click "OK."

Creating a Business Information Set

A business information set stores frequently-used information for future use, such as business name, position, address, email, phone, and logo.

1. Click the "Business Information" drop-down in the "Text" group on the "Insert" tab in the Ribbon and select "Edit Business Information." 
2. If no previous information set exists, enter the desired information into the "Create New Business Information Set" dialog box. Otherwise, click the "New" button that appears and enter information.
3. **To add a logo**, click the "Add Logo" button, navigate to the logo and select it, and click "Insert."
4. Enter a name in the "Business Information set name" field and click the "Save" button.
5. **To apply the new set to the existing publication**, click "Update Publication." Otherwise, click "Close."

Editing a Business Information Set

1. Click the "Business Information" drop-down in the "Text" group on the "Insert" tab in the Ribbon and select "Edit Business Information." 
2. Select the information set from the drop-down.
3. Click "Edit," make changes, and click "Save."
4. **To delete the information set**, click "Delete."
5. **To apply the set to the existing publication**, click "Update Publication." Otherwise, click "Close."

Switching Business Information Sets

1. Click the "Business Information" drop-down in the "Text" group on the "Insert" tab in the Ribbon and select "Edit Business Information." 
2. Select the information set from the drop-down.
3. Click "Update Publication."

Inserting Business Information

1. Click the "Business Information" drop-down in the "Text" group on the "Insert" tab in the Ribbon.
2. Select the information to add from the list.

Inserting Page Numbers

1. Click the "Page Number" drop-down in the "Header & Footer" group on the "Insert" tab. 
2. Select a position for the numbers from the list.
3. **To suppress the page number on the first page**, uncheck "Show Page Number on First Page."
4. **To add a page number to a text box**, place the cursor inside a text box, click the "Page Number" drop-down in the "Header & Footer" group on the "Insert" tab, and select "Insert in Current Text Box."

Changing the Starting Page Number or Page Number Formatting

1. Select the page to change. **Or**, **to change the starting page number midway through a publication**, right-click on the thumbnail for the first page and select "Insert Section" from the menu. Select "Before Left/Right Page," if prompted.
3. Click the "Page Number" drop-down in the "Header & Footer" group on the "Insert" tab in the Ribbon and select "Format Page Numbers." 
4. Select a "Number format" from the drop-down and a starting number, as desired. Click "OK."

Adding a Header or Footer

1. Click the "Header" or "Footer" button in the "Header & Footer" group on the "Insert" tab in the Ribbon. 
2. Enter the desired text. Press the "Tab" key to move to the middle and right side of the header/footer.
3. **To insert page numbers, date, or time**, click the desired button in the "Header & Footer" group.
4. **To switch between the header and footer**, click the "Show Header/Footer" button in the Ribbon.
5. Click the "Close Master Page" button in the "Close" group. The header/footer is saved to the Master Page associated with the current page. 

Customizing Publications

A scheme refers to a default style set of colors or lettering that can be easily applied to a publication.

Changing Color Schemes

1. Click the "Page Design" tab in the Ribbon and select a scheme in the "Schemes" group.
2. **To view more schemes**, click the "More" button in the lower-right corner of the "Schemes" group. 

Creating a Custom Color Scheme

1. Click the "Page Design" tab in the Ribbon and click the "More" button in the lower-right corner of the "Schemes" group. 
2. Select "Create New Color Scheme" at the bottom of the scheme list.
3. Make color choices using the drop-downs in the "Create New Color Scheme" dialog box.
4. Enter a name in the "Color scheme name" text box.
5. **To save the custom scheme and apply it to the current publication**, click the "Save" button.

Changing Font Schemes

1. Click the "Fonts" drop-down button in the "Schemes" group on the "Page Design" tab in the Ribbon and select a scheme. 

Creating a Custom Font Scheme

1. Click the "Fonts" drop-down button in the "Schemes" group on the "Page Design" tab in the Ribbon and select "Create New Font Scheme." 
2. Select a "Heading font" and "Body font" from the drop-down choices.
3. Enter a name in the "Font scheme name" text box.
4. **To save the custom scheme and apply it to the current publication**, click the "Save" button.

Changing Page Backgrounds

1. Click the "Background" drop-down in the "Page Background" group on the "Page Design" tab in the Ribbon and select a background. 
2. **To customize a background using fill effects**, select "More Backgrounds" at the bottom of the drop-down list, make fill selections, and click "OK."
3. **To delete a page's background**, select the blank background under "No Background" at the top of the drop-down list.

Using Master Pages

Master pages contain default objects and content to apply as a page layout to a publication page. **To work with Master Pages**, first click the "Master Page" button in the "Views" group on the "View" tab in the Ribbon. The master pages will appear in the Navigation Pane at the left. The selected master page will be displayed for editing in the main window.

1. **To add a new master page**, click the "Add Master Page" button in the Ribbon, enter an identifier into the "Page ID" text box, enter a description, select the "Two-page master" checkbox for a two-page master page, if desired, and click "OK." 
2. **To customize a master page**, select it in the Navigation Pane and add desired content.
3. Click the "Close Master Page" button when done. 
4. **To suppress a master page for the current page**, click "Master Page" in the "Page Background" group on the "Page Design" tab and select "None." 

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