The Page Design Ribbon

About color schemes and font schemes

Color schemes are sets of colors designed to look complement one another. Similarly, font schemes are sets of complementary fonts that are used for different sections of a publication (headings, body text, etc.) Both types of schemes are controlled from the Schemes group on the Page Design Ribbon.

Add a custom color scheme

On the Page Design Ribbon, locate the Schemes group. Click the dropdown arrow by the Color Schemes gallery (shown above) and click Create New Color Scheme at the bottom of the gallery.

A dialog box opens, showing the current set of main and accent colors. Change colors individually using the dropdown buttons; the preview window at right shows the result for your publication. Click the Save Scheme button to name your custom scheme for later use.
Move from page to page

In multi-page documents, a navigation pane down the left hand side of the window shows thumbnails of each page. Click the desired page to jump to it.

Add pages to your publication

On the Insert Ribbon, click the dropdown button under Page in the Pages group.

On the Insert Page box, choose the number of new pages to insert. (For multi-page publications, you normally insert pages in multiples of two or four, depending on your printing layout.)

Depending on the type of publication, the Insert Page box may offer other options as well; the Newsletter options box shown lets you choose between five types of pages with various choices of preset elements.

About master pages

Every publication is based on at least one Master Page, which holds information (like headers and footers, page numbers, sometimes watermarks or graphics) that appears on every page.

To make changes to the master page, click the Master Pages button in the Page Background group on the Page Design Ribbon. Click Edit Master Pages from the dropdown menu, then insert any items you want to appear on each page and arrange them as you wish.

Return to the normal workspace by clicking the Close Master Page button (red X) at the right-hand end of the Master Page ribbon.
To set up mirrored Master Pages, click the Two-Page Master button in the Master Page group on the Master Page ribbon. The original arrangement is used for the right-hand page; the left hand page contains the same objects, but reflected left-to-right.

You can create additional master pages using buttons on the Master Pages ribbon, and use the Apply Master Page button to choose which master page should apply to each page of your publication.

**Place text in a newsletter story**

The placeholder text inserted by the newsletter template tells you how many words can fit into a particular newsletter story. You can begin typing an article directly into the first newsletter story box. Multi-column stories consist of linked text boxes; the text will flow from one to the next as they fill up. When you click on a linked text box, it will show one or two arrow buttons pointing to the previous text box (top left) or the next text box (bottom right) in the chain. Clicking on a link button moves you to the next text box in line.

You can also copy and paste text from another source (email, Microsoft Word, etc.) Select and copy the article text in its original application, switch to the publication, click in the first column of the desired article window, and paste. It will fill up the columns from left to right.

After pasting, click the Paste Options smart tag and choose Paste or Keep Source Formatting (the two left buttons) to retain the formats of the original copied text, or Keep Text Only (the rightmost button) to convert the pasted text to the font styles your template is using.
Linking Text Boxes:

After you select a paste option, Publisher checks to see if the text overflows the story’s boxes. If so, it may display an alert box offering to use Autoflow to connect the story to more text boxes. Click “Cancel” to place your links manually.

The last frame of the story now has red handles when you click on it, and the button at the lower right that would normally link you to the next text box in line now contains an ellipsis symbol (…) indicating that there is text in the overflow area.

You now have two basic choices:

- Manually fiddle with column lengths to get more space (by grouping the columns and resizing them as a unit) OR
- Link another text box to the article, so it continues at another location:
  - Delete any text in the destination text box(es) [Publisher’s placeholder text doesn’t count]
  - Click in last column of the story that is has overflow text
  - Click the Create Link button in the Linking group on the Text Boxes Tools Format ribbon. The mouse pointer now looks like a beaker filled with letters.
  - Click the destination text box. (When the mouse pointer is over the destination text box, the beaker filled with letters is tilted indicating that if you click you will “pour” the letters into the destination box.)
  - Adjust column lengths if necessary.

Insert “Continued On” and “Continued From” labels

With the text box selected, click the dialog box launcher in the Text group on the Text Box Tools Format ribbon. The Format Text Box dialog box appears.

Click the Text Box tab, then click the check boxes marked ‘Include “Continued on page…”’ and/or ‘Include “Continued from page…”’, then click OK.
Control hyphenation

Click in a story, and then click the Hyphenation button in the Text group on the Text Box Tools Format ribbon.

On the dialog box, uncheck “Automatically hyphenate this story” to turn hyphenation off. You can also adjust the size of the hyphenation zone; when you widen the hyphenation zone you decrease the amount of hyphenation and make the right margin more ragged. Click OK to apply the new settings.

About pull quotes

Publisher’s newsletter templates include Pull Quotes boxes. These boxes “tease” readers with a quote pulled from the article – usually a quote that leads to the most exciting or interesting bit. To use these boxes, copy an interesting sentence or part of a sentence, and paste it into the Pull Quotes box (the box that says: “To catch the reader’s attention, place an interesting sentence or quote from the story here.”)

Customize newsletter title, volume number, and date

Replace the generic “Newsletter Title” with your title, click in the Volume Number box and change volume and issue numbers, and replace “Newsletter Date” with the desired date. These changes will automatically be repeated on interior pages. (Tables of contents and Special Points of Interest must still be done “by hand”.)

Fitting text in a text box

On the Text Box Tools Format ribbon, click the Text Fit button in the Text group. Choose your desired fitting option.

Note: These tools don’t work with linked text boxes, only single ones.