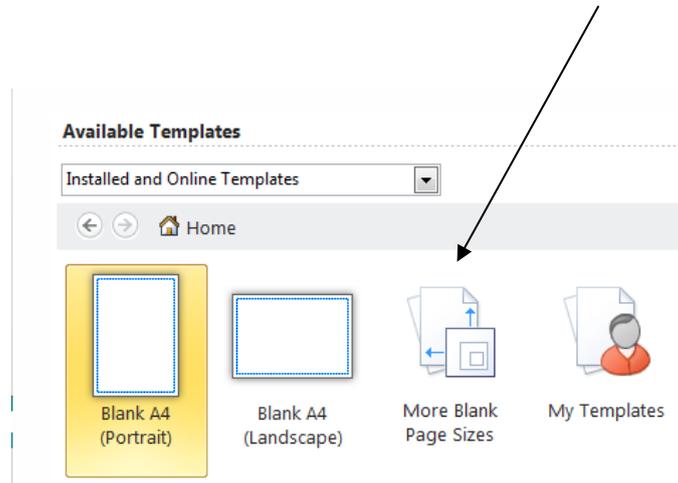


Help Guide 4

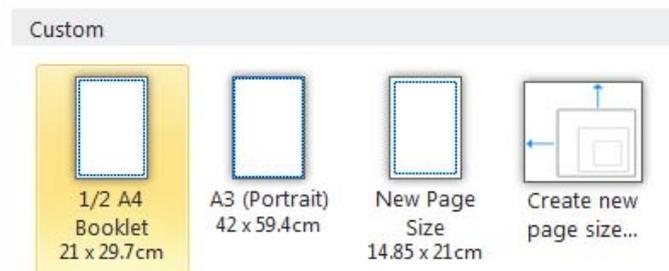
Creating an A5 booklet in Publisher



From the Home Page (or File—New), select More Blank Paper Sizes



Choose the Custom option, 1/2 A4 booklet and click Create.



This will give you a 4-page brochure. If you want to add more pages, Publisher will automatically add pages in multiples of 4, so that the booklet will print out correctly. If you don't need all the page, leave them blank.

To add a text box, go to the INSERT tab. You can import text from Word or elsewhere. If the text you copy is longer than the available space, Publisher will add extra pages and text frames for you, the text will then autoflow through them.

Linking Text Boxes

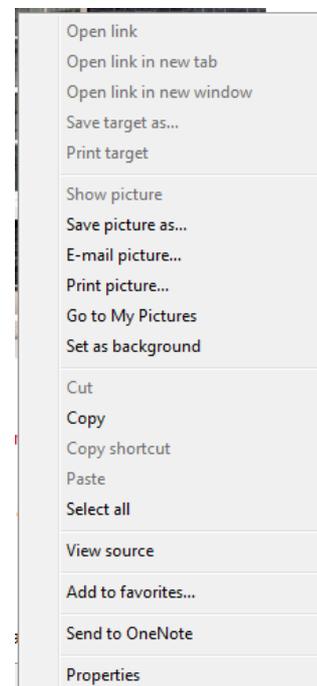
You can also link your text boxes to by choosing the Text Box Tools and looking for the Create Link icon. Click in the first page, then the icon and then click into the next page where you will see an icon of a jug pouring. You can also break the link by using the Break icon.

Adding images

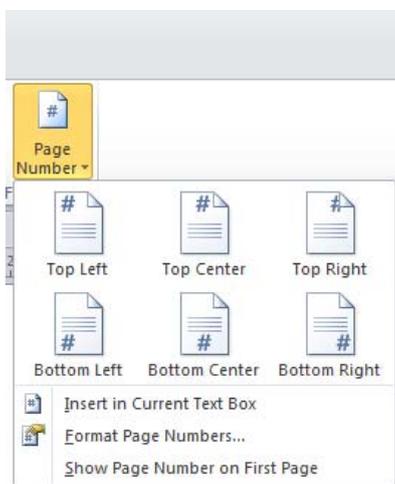
You can copy images from other sources—be aware that some images on the Web are copyright. Right-mouse clicking on an image should bring up this menu.

The simplest way is to Copy, but if this doesn't work, try Save picture as ... (jpeg is the recommended format) and then copy this file and paste into your booklet.

You can then resize your image to fit—remember to use the corner handles or the image will go out of proportion.



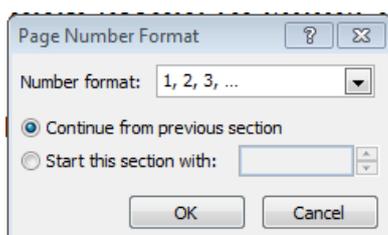
Putting in page numbers in longer booklets



Click the Insert tab, Page Number is the last icon on the right. Click the down arrow to select options.

You can use various styles by selecting Format Page Numbers. You can also choose to not have the number showing on the front page.

If you want to change the font of the page numbers, you need to go into the Master page, CTRL + M, where you will see a textbox with # inside. You need to change both right and left views.



When you have finished, press CTRL + M again to return to the document.