

Headers and Footers

Headers and footers are commonly used in manuals, when writing research papers, and other publications to provide extra information about the document or the author. Headers and footers are 'always present' in a document, but will remain hidden unless they are specifically used in the document.

Activate headers and footers by clicking View → Headers and Footers. Editable areas at the top and bottom of the page will appear, which are text boxes you can edit as you wish. The Header and Footer toolbar will also appear:

Page Numbers
 When inserting Page numbers in the Header and Footer, the Header and Footer will enter a number sign (#) in the Header or Footer text box; therefore, when you close the Header and Footer View all Page numbers will be in corresponding order according to the pages of the publication.

Show Header and Footer will switch between the Header and Footer. Therefore, if you are working on the Footer and then click Show Header and Footer, the View will switch to the Header text box.

Close will close the Header and Footer View, and return you to the Publication window.

Insert Date will insert the current date of the day you create the Header or Footer. Publisher headers and footers automatically insert the below date format.

Time will insert the exact time of insertion into the header or footer text box. Publisher will always follow the same time set by your computer.
 E.g. 2:50 PM

Publication Colors

When it comes time for professional printing to be done, different printing houses use different colour processes. It is best to check with the printers and see which colour process they use. Then, modify the below settings by clicking Tools → Commercial Printing Tools:

Color Printing

Define all colors as:

- Any color (RGB) - Best for desktop printers
- Single color
- Spot colors
- Process colors (CMYK)
- Process colors plus spot colors

Inks Colors

- RGB (204, 51, 0)
- Green -- RGB (0, 128, 0)
- Gold -- RGB (255, 204, 0)
- Yellow -- RGB (255, 255, 0)
- 14% tint of Accent 3 -- RGB (217, 237, ...)
- Main (Black) -- RGB (0, 0, 0)
- Accent 3 (Green) -- RGB (0, 128, 0)
- Followed Hyperlink (RGB (102, 0, 153))
- Accent 5 (White) -- RGB (255, 255, 255)

Reset OK Cancel Help

Working with Text Boxes

Text boxes are a type of placeholder that can hold text or images. They are like a min-word processing document inside your publication. Each can have its own font, colours, style, etc. Add a text box by clicking Insert → Text Box.

Next, click and drag an area in the publication to insert the text box:



Once a text box has been inserted, you can manipulate it in a number of ways. Click the outside border of the text box; the mouse pointer will turn into a four-headed arrow:



While the text box is selected, there is a special handle that appears on the top of the text box. If you click and drag the green handle, you can rotate the text box a full 360 degrees.

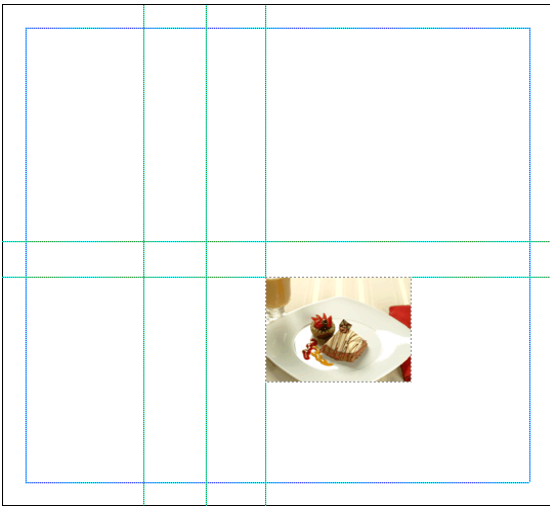


Now you can click and drag the text box wherever you like on the page. At each corner of the selected text box, there is a circular handle. Click and drag these resizing handles to increase or decrease the dimensions of the text box, as shown on the right.



Using Ruler Guides

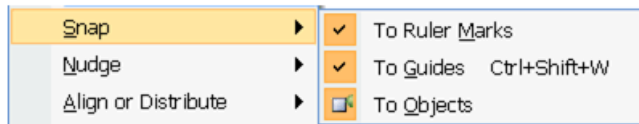
Guides are non-printed lines that assist in lining up objects. Working with rulers and guides is effective when creating publications from a blank page. Add a horizontal or vertical ruler guide by clicking Arrange → Ruler Guides → Add Horizontal/Vertical Ruler Guide:



You can create as many horizontal or vertical guides as you like for your presentation and create a rudimentary grid. When it comes time to print your presentation, the ruler guides will not be printed. However, if you want to remove the guides from the publication and view the final product, click Arrange → Ruler Guides → Clear All Ruler Guides.

Making your Objects Snap!

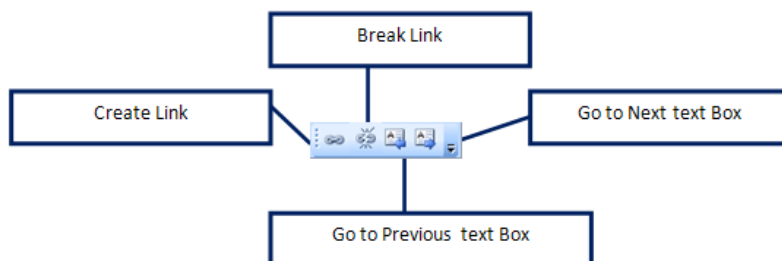
An object will 'snap' to a nearby object, margin, or ruler when it is moved within close proximity. This is designed to make moving objects in your publication much easier to perform than trying to click and drag to an exact location. You can find the Snap command in the Arrange Menu



Linking Text Boxes

Imagine your publication was an advertisement for a new product that spanned a brochure of several pages. You need to list a number of features in paragraph form, but simply don't have the space in one text box to fit everything in. Linked text boxes are the answer. Linked text boxes form a path for text to follow; too much text in the first box simply flows over into the next, and the next, and so on until the end of the chain.

To create linked text boxes, the easiest way is to create a new text box that is too small on purpose, and paste in the text you want to add. Publisher will ask you if you want to create more text boxes to hold the overflow, click Yes and extra text boxes will be added. You can also create text boxes manually and use the Connect Text Box toolbar to help out:



The Align and Distribute Toolbar



Align Left places the objects to the left side of the publication, lining the publications margin.



Align Centre places the object in the centre of the publication. The centre being at the top, middle or bottom of the publication, this depends on the area the object was originally inserted.



Align Right places the object on the right side of the publication in respect to the set margins and object location.



Align Top lines the object at the top of the publication.



Align Middle places the object in the centre of the publication, with respect to where the object is located. Meaning if the object is aligned right, the object will be sent to the middle on the right hand side of the publication.



Align Bottom lines the object with the bottom margin of the publication, with respect to where the object is located on the publication.



Distribute Horizontally will distribute the object evenly from right to left. If the object is located top right, this feature will place the object in the top middle area of the publication.



Distribute Vertically will distribute the object evenly between the top and bottom of the publication. For example if the object is located top middle, this feature will place the object in the centre of the publication.



This is the Relative to Margin Guides feature. It must be selected in order to use the Align and Distribute commands.

Adding Columns to Text Boxes

Columns are great to use in articles, brochures, catalogues, calendars, etc. Columns are applied through the Format Text Box dialog, under the Text Box tab. When you click the Columns button, the Columns dialog will open allowing you to enter the number for columns to add to the text box.

