

Microsoft Publisher 2003

Working With Pages



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=Shortcut =Advice =Caution

Arranging Pages

As your publication evolves, you may need to adjust the pages within it; you may need to insert additional pages, move or removing existing pages. This document will walk you through how to work with pages in Microsoft Publisher, as well as help you understand the use of the Two-Page Spread View.

Summary

1. Arranging Pages
2. Using the Two-Page Spread View
3. Inserting New Pages
4. Moving a Page
5. Deleting a Page
6. Duplicating a Page

Using the Two-Page Spread View

A two-page spread is a convention used in certain types of folded or bound publications, such as greeting cards, books, or newsletters, where two pages are meant to be viewed at the same time. In the example of a newsletter, page 2 and 3 would make up a two-page spread. The two-page spread enables you to see two facing, or "mirrored", pages in the work area. The left page is always an even-numbered page, and the right page is always an odd-numbered page. If you compare the locations of the page numbers, you can see that page 3 is a mirror image of page 2.

- Use the two-page spread view if you plan to have graphics, tables, or other elements print across facing pages. A publication must have at least three pages in order for you to see the results of selecting Two-Page Spread. You can't view two-page spreads in Web publications.

Turn on/off Two-Page spread

1. Select **View > Two-Page Spread** from the menu bar.

Inserting New Pages

Inserting a new page is a common task. You can add one page or multiple pages to your publication at any time during the design process. However, you can only delete one page or 2-page spread at a time.

1. Place your insertion point on the page before or after where the additional page is to be inserted.
2. Select **Insert > Page...** from the menu bar.
3. In the **Insert Page** dialog box, select either **Before current page** or **After current page** to insert the new page before or after the current page.
4. Click **OK**. Publisher inserts a new page (or 2 new pages if using the Two-Page Spread View).

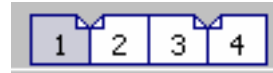
- Note: you can also right-click the desired page number on the page sorter at the bottom of the Publisher window and select **Insert Page...** from the shortcut menu.

Moving a Page

Relocating pages within a publication is a snap using drag and drop.

1. On the Page Sorter (Figure 1), click the page that you want to move.
2. Press and hold the left mouse button.
3. Drag the page to the desired new location.
4. When ready, release the mouse button

Figure 1



- ★ You can also move a page by clicking the page on the page sorter and dragging it to a new location on the page sorter. If you are in two-page spread view, you should move both pages of a two-page spread at the same time in order to avoid splitting up any two-page spreads.

Deleting a Page

You can only delete one page or 2-page spread at a time. Your page removal options also depend on whether you are viewing individual pages or the Two-Page Spread view.

Delete an Individual Page

1. On the Page Sorter, click the desired page to be removed.
2. Select **Edit > Delete Page...** from the menu bar. The page is deleted.

- ⚡ Note: you can also right-click the desired page number on the page sorter at the bottom of the Publisher window and select **Delete Page...** from the shortcut menu.

Delete a Two-Page Spread

1. On the Page Sorter, click the desired page to be removed.
2. Select **Edit > Delete Page...** from the menu bar. The Delete Page dialog box appears.
3. In the **Delete Page** dialog box, select **Both pages** to delete the displayed two-page spread, or select **Left page only** or **Right page only** to delete only one of the displayed pages in the two-page spread.
4. Click **OK**. The page(s) are removed.

- ★ Note: To delete the contents of a page without deleting the page itself, select each object, such as graphics, text boxes and more, and press Delete on the keyboard.

Duplicating a Page

Microsoft Publisher makes it easy for you to copy an existing page with all its objects if you need a similar looking new page in your publication. When you duplicate an existing page, all graphics and text boxes are copied, but not the text.

1. On the Page Sorter, click the desired page to be duplicated.
2. Select **Edit > Duplicate Page...** from the menu bar. The page is duplicated.
3. Note: If you are in two-page spread view, this will insert a new two-page spread immediately after the selected two-page spread.

- ⚡ You can also right-click the desired page number on the page sorter at the bottom of the Publisher window and select **Duplicate Page...** from the shortcut menu.