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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."
4. 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.

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.

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.

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