

Page setup and layout

Introduction to Microsoft® Office Publisher 2003

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Welcome to your lessons. Some lessons may have quizzes or assignments for additional learning. Don't forget to join your fellow classmates and instructor on the message board.

Lesson 5

[View Single Page](#)

Other page sizes Page 1 of 5

So far in this course, you've worked exclusively with single-page publications where each page was a normal 8.5 x 11-inch sheet of paper. In this lesson, you'll expand that focus to include different paper sizes and folds. This opens a whole new realm of possibilities for publications such as greeting cards, business cards, envelopes, and banners.

Explore the Page Setup settings

Publisher offers many templates with nonstandard page settings, and you look at some of those shortly, but before that, you need to know where those templates make their behind-the-scenes changes. This enables you to make manual changes later if the templates do not produce exactly what you want.

Publisher makes a distinction between page size and paper size. The **page size** is the area of a single copy of the publication. For example, for a mailing label, that might be 3 x 1-inch. If you print on a sheet of labels, there are many labels per sheet. The size of that sheet is the **paper size**.

Try this to explore the page and paper size settings:

1. Start a new, blank publication.
2. Select **File > Page Setup**.
3. Select the **Layout** tab. Select **Business card** from the **Publication type** list. Notice that the page size changes to **U.S. (3.5" x 2")** and under Printing Options it says **Prints 4 copies per sheet**, as shown in Figure 5-1.

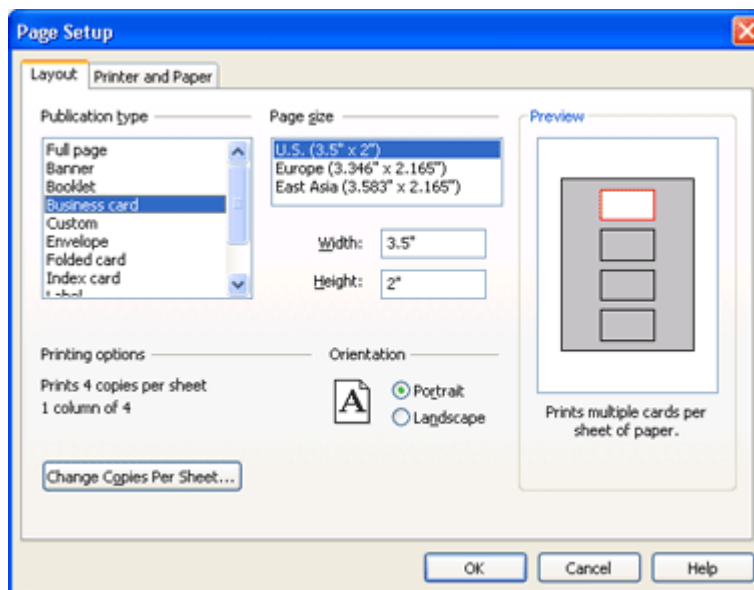


Figure 5-1: Layout tab of the Page Setup dialog box.

4. Click the **Change Copies Per Sheet** button. A box opens where you can change the number and arrangement of cards per page and the gap between them. Click **Cancel** to close this box for now.
5. Select **Envelope**, and then from the **Page size** list, select **Monarch**. The page size changes to 7.5" x 3.875". (Envelopes print only one copy per sheet.)
6. Click **Folded Card**. Notice that the sample shows how the paper will be folded to create the finished product.
7. Look in the Page size area. Tent Fold is selected, which is a half-fold card. Click **Side-fold Card**, and notice that it changes to a quarter-fold card.
8. Select **Poster**. Notice that the sample shows multiple pages; this indicates that you would staple or tape pages together after printing to create the poster.
9. Click the **Change Overlap** button. A dialog box appears where you can change how much overlap there is between sheets. Click **Cancel**.
10. Now suppose you wanted to print the poster on 8.5" x 14" paper. Click the **Printer and Paper** tab, and select **Legal** from the Size list. Notice that the sample changes to show fewer sheets being used to make the poster, as shown in Figure 5-2.

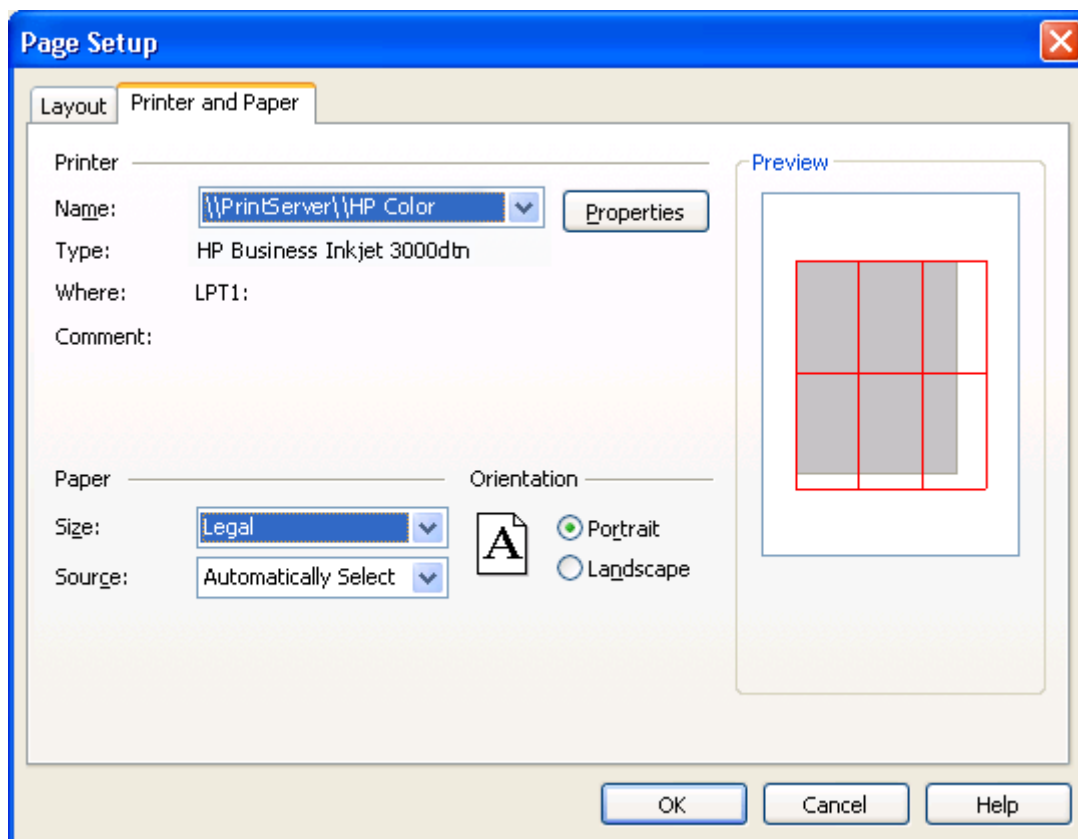


Figure 5-2: Paper size is set separately from publication (page) size.

11. Now go back the **Layout** tab, and select **Full Page** as the Publication type. Click the **Landscape** button to change the page orientation.
12. Now suppose you want to change to an 8" x 10" page size, but print it on 8.5" x 11" paper. To do this, you need to create a custom page size. Click **Custom**, and then enter 10" for the Width and 8" for the Height.
13. Click the **Printer and Paper** tab and then select **Letter** from the **Size** list.
14. Click **Cancel**. Tour is over!

Here's what you should've learned from this tour:

- Page size and paper size are two different things. There can be multiple pages per paper sheet, or multiple paper sheets per page.
- Many publication types, such as business cards and envelopes, have extra settings to accommodate different sizes.
- Custom page sizes can be used to create publications of a size for which Publisher has no template.

Create greeting cards Page 2 of 5

Now that you understand how Publisher treats nonstandard page sizes and folds, you can start creating publications that have those features. You'll start out with something fun: greeting cards.

To make a greeting card out of a single sheet of paper, you must fold it. As you saw in the preceding section, there are several ways you can set up the folding. You can have either top or left folds, and you can fold the paper either in half or in quarters.

Publisher lists greeting cards and invitations separately on the publication types listing, but they're very similar in terms of how they're created.

Follow these steps to see how to create a greeting card:

1. Select **File > New**. In the New Publication task pane, select **Publications for Print > Greeting Cards**.
2. Select **Birthday** as the subcategory, and then click **Birthday Card 4**.
3. In the **Greeting Card Options** task pane, click several of the choices in the Design list, to see the available designs. Select **Retro Orbits**, shown in Figure 5-3.

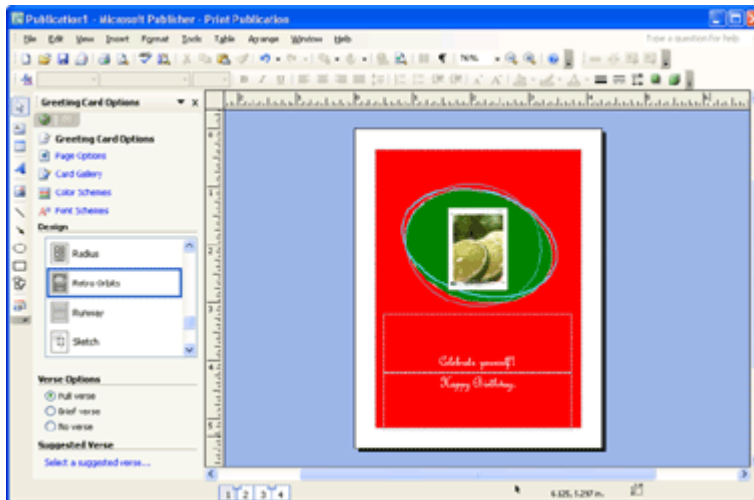


Figure 5-3: Create a greeting card in Publisher.

View a [larger version](#) of this image.

4. Click the **2-3** icons at the bottom of the screen to switch to the second and third pages of the card (in other words, the inside).

Don't forget the postcards

Greeting cards are a great way to show your appreciation to your customers or announce an upcoming event. Postcards are another good choice for communicating with customers because you can print more per page and shipping is less expensive. To quickly create your own custom postcards in Publisher, download one of HP's free [postcard templates](#) and you'll be ready to get to work.

With images, quality counts

Create your greeting cards on HP photo paper for the highest-quality results.



» [HP photo papers](#)

5. In the **Verse Options** section of the task pane, click **No verse**. The message disappears. Click **Full verse** to bring it back again.
6. In the task pane, click **Select a suggested verse**. A dialog box opens with many verses from which to select.
7. Click the desired verse, and then click **OK**.
8. In the task pane, click **Page Options**.
9. Under **Size and fold**, click **Quarter-page top fold**.
10. Click **Color Schemes** in the task pane and switch it to the **Navy** scheme.
11. Click **Font Schemes** in the task pane and switch it to the **Basis** font scheme.
12. In the task pane, click **Card Gallery**.
13. Click **Birthday 5**. Notice that it does not change much, except for the picture. That's because you selected a specific design in Step 3.
14. Start a new greeting card (Step 1) and **select Birthday Card 5**. Its design is different from the one you got switching to Birthday 5 in Step 13 because it does not have a manually chosen design.
15. Print the card, and then fold up the printout to make a greeting card.

End of experiment. (You don't have to save it.) Here's what you learned:

- The Card Gallery contains the various card templates. Each card template has a variety of designs from which to select, chosen on the Greeting Card Options task pane.
- Each card can be a variety of sizes, chosen on the Page Options task pane.
- If you start a new card based on a Card Gallery template, it has a certain default design. However, if you manually select a design, and then switch to a different template, the new template uses that same design that you chose.

Create business cards Page 3 of 5

Business cards, postcards, and labels all create pages that are smaller than a regular sheet of paper -- small enough that more than one of them can fit on a sheet. That's good because it saves paper, and because it makes it possible to print on special paper you can buy in office supply stores that's perforated to break into multiple copies after printing.

Whenever you have more than one copy per sheet, you have alignment issues. How many copies do you want? Where should those copies appear on each sheet? You saw at the beginning of this lesson how those alignment issues can be addressed through the Page Setup dialog box, but many of the templates provide task pane options that can handle the settings even more conveniently.

Give these steps a try to create some business cards:

1. Select **File > New**. In the New Publication task pane, select **Publications for Print > Business Card > Arrows Business Card**.

Stock up

Don't find yourself out of the right card stock when you're ready to create your business card.



» [Printing supplies](#)

Notice that this template pulls in information from the personal information set. If needed, change the personal information set (Edit > Personal Information) so that the card shows your own information.

2. In the **Business Card Options** task pane, click **None** to get rid of the logo placeholder, as shown in Figure 5-4.

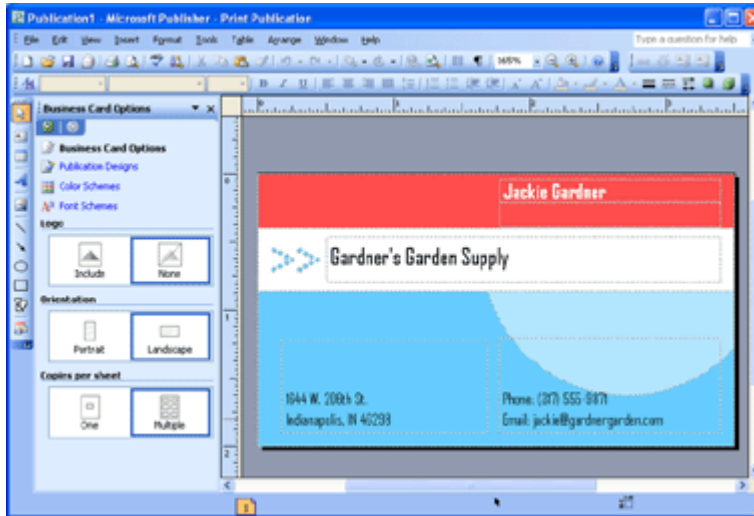


Figure 5-4: Set up the business card options.

View a [larger version](#) of this image.

3. Under Copies per sheet, click Multiple.
4. Select **File > Print Preview** to see how the cards will look when printed, as shown in Figure 5-5.

If you have a black-and-white printer, Print Preview will show in black and white.

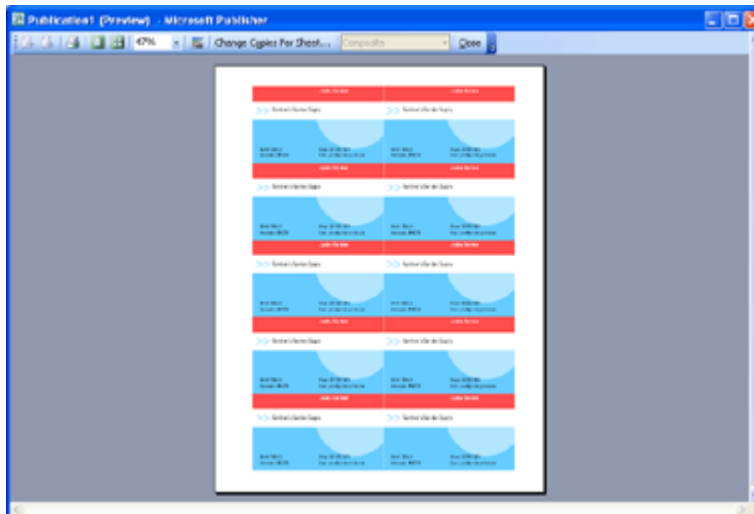


Figure 5-5: Preview the publication.

5. In the Print Preview window, click **Change Copies Per Sheet**. The Small Publication Print Options dialog box, shown in

Figure 5-6, appears. You might use this if you needed to change where the copies will print on the paper (for example, to line up with the perforations on some special paper).

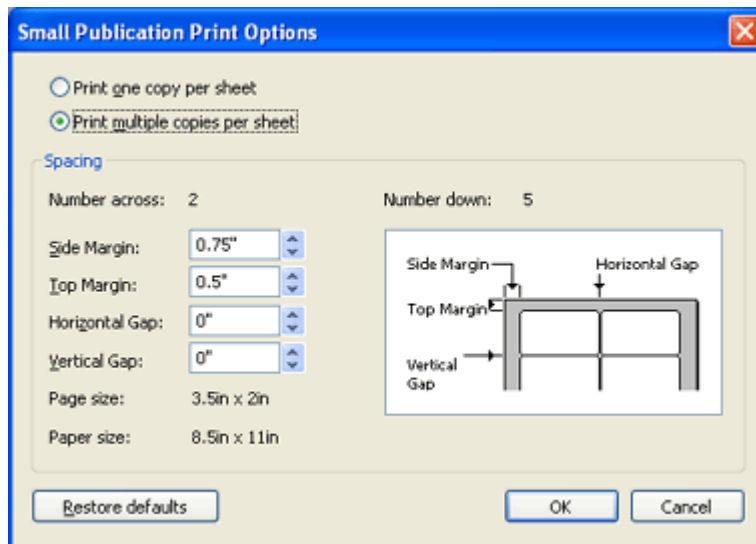


Figure 5-6: Small Publication Print Options dialog box.

6. Click **Cancel** without making any changes.
7. Click **Close** to return to the publication.
8. Now suppose you want to print a different size of business card (for example, for use in Europe). Select **File > Page Setup** and click the **Layout** tab.
9. In the **Page Size** area, click **Europe**.
10. Change the page orientation to **Portrait**.

There are two page orientations for a publication: Portrait and Landscape. Portrait is taller than it is wide, and Landscape is wider than it is tall.

11. Now suppose you want to create your own nonstandard size of card. In the **Publication type** list, click **Custom**. In the Width box enter 3.3" and in the Height box enter 2.0".
12. Click **OK**. A warning appears asking whether you want to change the layout of the card to match the new dimensions. Click **Yes**.

You saw how Publisher creates business cards with a template, and how you can make automatic changes (via the task pane) or manual changes (via Page Setup and the Small Publication Print Options box). You can discard the business card publication because you're finished with it.

Create envelopes Page 4 of 5

An envelope is just a normal publication except it has a nonstandard page size. (That size can vary, of course, because there are many different sizes of envelopes.)

If you use an envelope template, you get a few extra goodies in Publisher, such as a placeholder text box for the mailing address so you don't have to guess where it will go. Take a look.

Customize your shipping labels with HP's free templates

Follow along with these steps to make an envelope:

1. Select **File > New**. In the New Publication task pane, select **Publications for Print > Envelopes > Arrows Envelope**.
2. In the Envelope Options task pane, click **None** to remove the logo, and then change the envelope size to a **#10**, as shown in Figure 5-7.

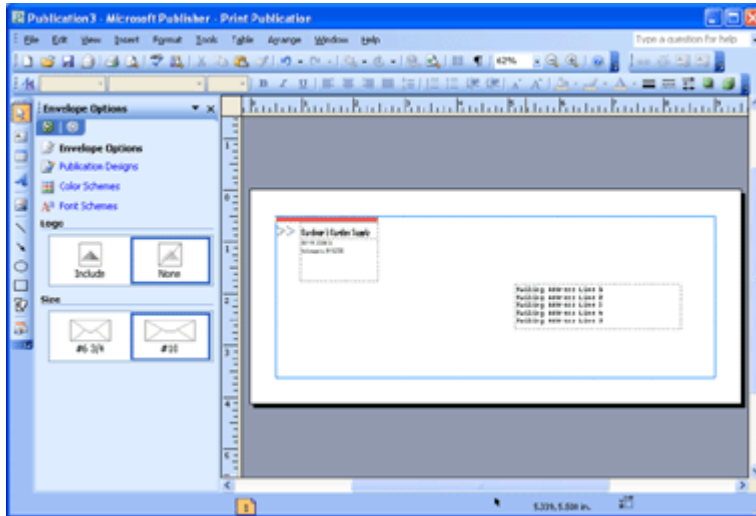


Figure 5-7: Select an envelope size and whether to include a logo.

View a [larger version](#) of this image.

Notice that the task pane only provides two envelope sizes. You know from the exploration you did at the beginning of the chapter that Publisher supports more envelope sizes than that, so let's pick a different size.

1. Select **File > Page Setup**. Notice that Envelope and Size 10 are already selected.
2. In the Page size area, click **Size 11**.
3. Click **OK**. A warning appears about the page size changing. Click **Yes** to adjust the items on the page automatically.
4. Notice that the template filled in your name and address from the personal information set as the return address and that it provided placeholder text for the recipient. Delete that placeholder recipient and type a real name and address. (Just make one up.)

Notice the font that Publisher uses for the recipient: OCR A Extended. This font is easy for the automatic sorting machines at the post office to read; OCR stands for Optical Character Recognition. You're free to change to another font, however. And if you apply a font scheme, that font will change to one that is in the chosen scheme.

If you have a real envelope, practice printing on it. This will require some extra setup, so it's optional.

To print a sample envelope, follow these steps:

1. Measure your envelope and set the size in Publisher to match it.
2. Figure out how to feed envelopes into your printer (face up, face down, aligned left, right, head-first, and so on). You may need to consult the manual for your printer.

Use HP's free Publisher [shipping label templates](#) to create customized shipping labels.

TIP

If you don't have a manual for your printer, draw an arrow on a sheet of regular paper and print the envelope publication on it. See where the printing appears in relation to the arrow and the way you fed it in. That tells you how you need to insert the envelope.

3. Feed the envelope into the printer and print your envelope publication on it.

You just learned how to print a single envelope for a single recipient. But what if you want to print dozens of envelopes, each with their own recipient? That's a job for the Mail Merge feature, which is covered in the Advanced Publisher course. You can play around with it on your own now, though, if you have the time and inclination. You'll find it under **Tools > Mail and Catalog Merge > Mail and Catalog Merge Wizard**.

Create banners Page 5 of 5

If you've spent any time at all in an office, you've probably seen your share of amateur-created banners for various birthdays and retirements. Publisher lets you make these types of banners on any printer by creating a multisheet publication that you can connect after it's printed. Such a banner can make for a fun morale-booster at internal meetings and parties.

However, if you need a really nice banner for professional use, like at a trade show, you probably want to create the banner in Publisher, and then ship it to a professional printing service. If you frequently print banners and need professional-quality ones, consider investing in a large-format printer for your company, such as the HP DesignJet 400. Such printers enable you to print banners of up to 24 inches or 36 inches wide and many feet long.

Ironically, the dot matrix printers of yesteryear were better at banner printing than today's normal-size lasers and inkjets because they used continuous-feed paper where the bottom of one sheet was attached to the top of the next one. When making a banner on one of these printers, there was no stapling or taping required for assembly. If you happen to have one of these old printers still in your office, a banner is a great use for it.

Select **File > New**. In the New Publication task pane, select **Publications for Print > Banners > Interwoven Frame Banner**. If desired, change the sample text to something meaningful to you.

In the Banner Options task pane, make the following selections, as shown in Figure 5-8:

- **Width:** 6 ft
- **Height:** 8.5 in (landscape)
- **Graphic:** Left
- **Border:** Border

Bold banners

Although banners were a lot easier with the old dot matrix printers, you will be thankful for the quality of the color of the inkjets.



» [HP Business inkjet 3000 printer series](#)

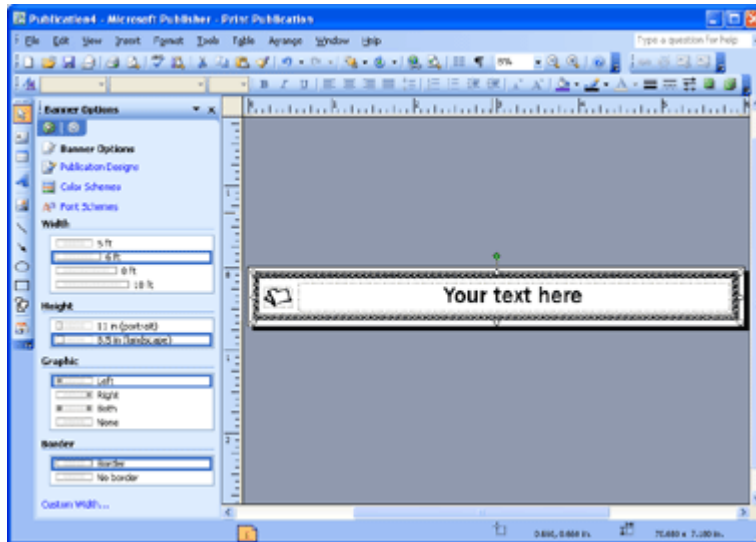


Figure 5-8: Set banner options as shown here.

View a [larger version](#) of this image.

This particular banner template is not particularly colorful. Publisher does not use a lot of color in most banners for a couple of reasons. One is that some people print banners on dot matrix printers as mentioned earlier, and they're black-and-white printers. Another is that printing color over a large expanse uses up a lot of ink. You can color the banner yourself, however.

Follow these steps to add some color to the banner:

1. Double-click the decorative border on the banner. The Format AutoShape dialog box opens.
2. On the **Colors and Lines** tab, open the Color list in the Line section and select the second color in the color scheme, as shown in Figure 5-9. Don't close the dialog box yet. Instead, read the next paragraph.

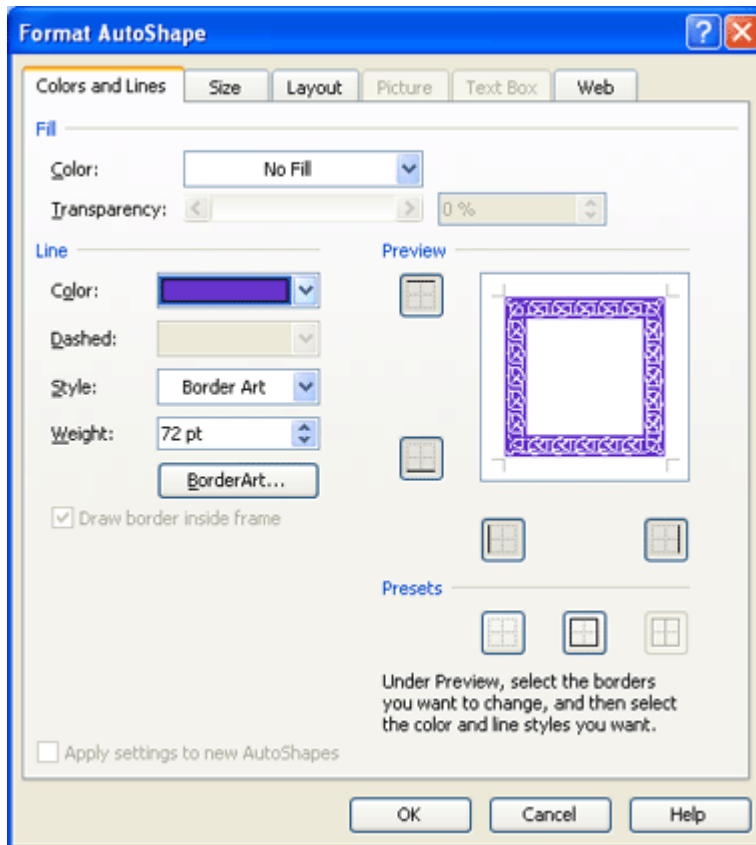


Figure 5-9: Colors and Lines tab of the Format AutoShape dialog box.

The border on this banner is an example of BorderArt. This is a decorative type of border that uses graphics rather than lines. Because you're already here, it's a great time to explore the feature. So continue by doing the following:

1. Click the **BorderArt** button. The BorderArt dialog box, shown in Figure 5-10, appears.

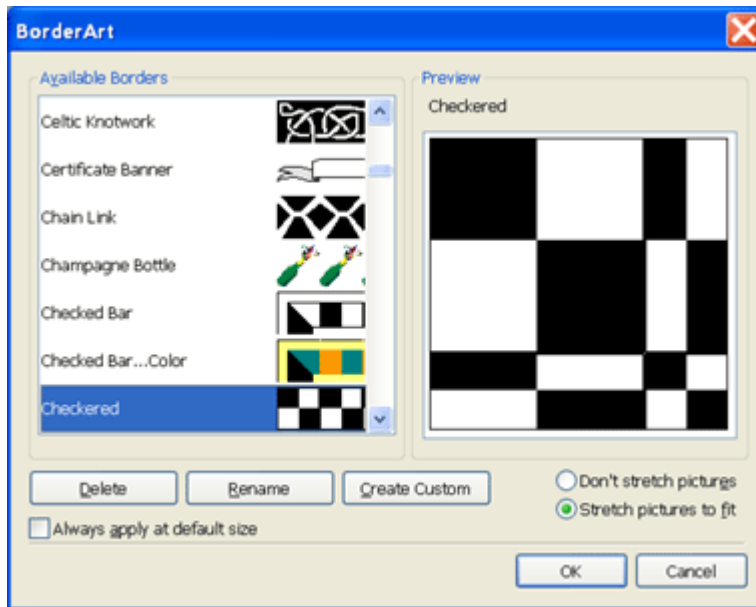


Figure 5-10: BorderArt dialog box.

2. Select a different border. For example, select **Checked**. Click **OK**.
3. Change the size of the border in the Weight box. For example, set it to **100 pt**, and then click **OK**.

How many pages will this banner require when you print it? To find out, select **File > Print Preview**. As shown in Figure 5-11, the answer is seven.

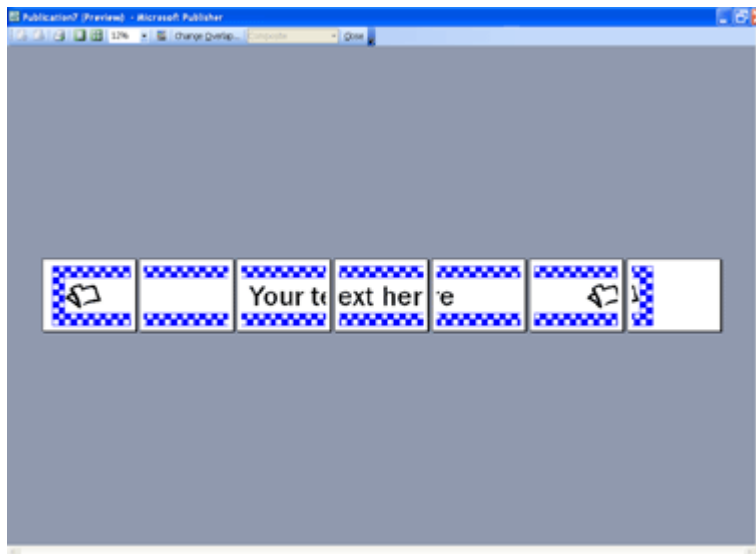


Figure 5-11: Use Print Preview to check the banner.

View a [larger version](#) of this image.

(Optional) If you have enough paper and ink in your printer that you don't mind wasting a little, go ahead and print the banner (by clicking the Print icon in Print Preview), and then assemble it with tape or

staples.

Moving on


Did you have fun with this lesson? I hope so! In this lesson, you got to practice creating several kinds of publications that use something other than normal paper size, and in the process, you learned about the page setup capabilities in Publisher. Before you move on, be sure to do the assignment and take the quiz for this lesson! And as always, check in on the Message Board to see what your classmates are up to.

For even more fun, stay tuned for Lesson 6, where you'll rummage through a grab bag of time-saving techniques for Publisher, including using spell-checker, the Design Gallery, and master design sets.

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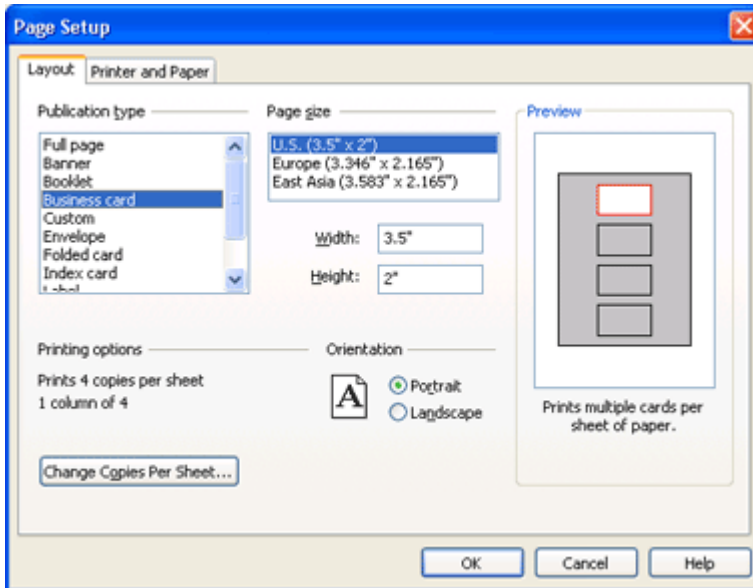


Figure 5-1: Layout tab of the Page Setup dialog box.

4. Click the **Change Copies Per Sheet** button. A box opens where you can change the number and arrangement of cards per page and the gap between them. Click **Cancel** to close this box for now.
5. Select **Envelope**, and then from the **Page size** list, select **Monarch**. The page size changes to 7.5" x 3.875". (Envelopes print only one copy per sheet.)
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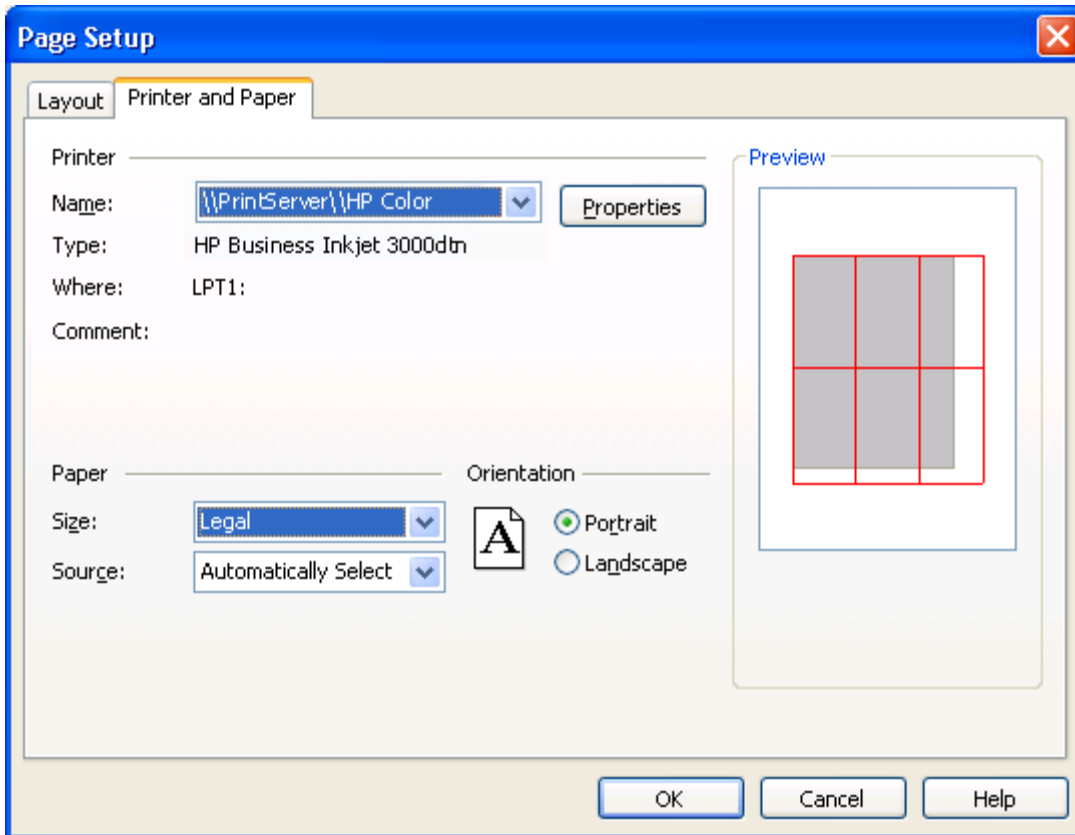


Figure 5-2: Paper size is set separately from publication (page) size.

11. Now go back the **Layout** tab, and select **Full Page** as the Publication type. Click the **Landscape** button to change the page orientation.
12. Now suppose you want to change to an 8" x 10" page size, but print it on 8.5" x 11" paper. To do this, you need to create a custom page size. Click **Custom**, and then enter 10" for the Width and 8" for the Height.
13. Click the **Printer and Paper** tab and then select **Letter** from the **Size** list.
14. Click **Cancel**. Tour is over!

Here's what you should've learned from this tour:

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- Many publication types, such as business cards and envelopes, have extra settings to accommodate different sizes.
- Custom page sizes can be used to create publications of a size for which Publisher has no template.

Create greeting cards Page 2 of 5

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Don't forget the postcards

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fold the paper either in half or in quarters.

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Follow these steps to see how to create a greeting card:

1. Select **File > New**. In the New Publication task pane, select **Publications for Print > Greeting Cards**.
2. Select **Birthday** as the subcategory, and then click **Birthday Card 4**.
3. In the **Greeting Card Options** task pane, click several of the choices in the Design list, to see the available designs. Select **Retro Orbits**, shown in Figure 5-3.

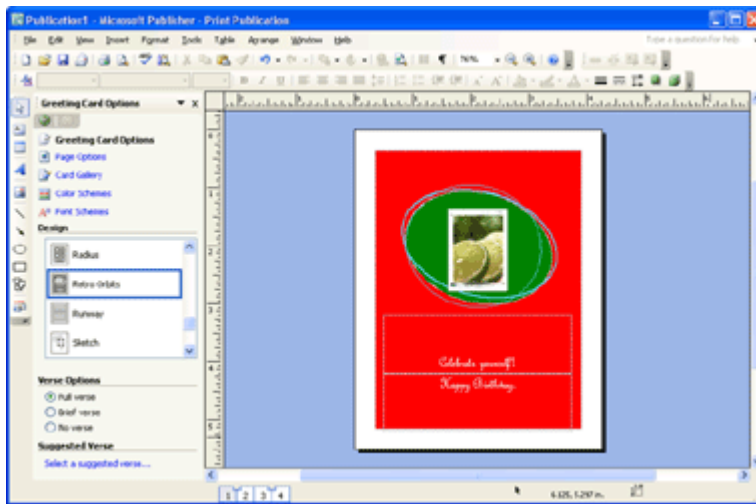


Figure 5-3: Create a greeting card in Publisher.

View a [larger version](#) of this image.

4. Click the **2-3** icons at the bottom of the screen to switch to the second and third pages of the card (in other words, the inside).
5. In the **Verse Options** section of the task pane, click **No verse**. The message disappears. Click **Full verse** to bring it back again.
6. In the task pane, click **Select a suggested verse**. A dialog box opens with many verses from which to select.
7. Click the desired verse, and then click **OK**.
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9. Under **Size and fold**, click **Quarter-page top fold**.
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communicating with customers because you can print more per page and shipping is less expensive. To quickly create your own custom postcards in Publisher, download one of HP's free [postcard templates](#) and you'll be ready to get to work.

With images, quality counts

Create your greeting cards on HP photo paper for the highest-quality results.



» [HP photo papers](#)

chosen design.

15. Print the card, and then fold up the printout to make a greeting card.

End of experiment. (You don't have to save it.) Here's what you learned:

- The Card Gallery contains the various card templates. Each card template has a variety of designs from which to select, chosen on the Greeting Card Options task pane.
- Each card can be a variety of sizes, chosen on the Page Options task pane.
- If you start a new card based on a Card Gallery template, it has a certain default design. However, if you manually select a design, and then switch to a different template, the new template uses that same design that you chose.

Create business cards Page 3 of 5

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Give these steps a try to create some business cards:

1. Select **File > New**. In the New Publication task pane, select **Publications for Print > Business Card > Arrows Business Card**.

Notice that this template pulls in information from the personal information set. If needed, change the personal information set (Edit > Personal Information) so that the card shows your own information.

2. In the **Business Card Options** task pane, click **None** to get rid of the logo placeholder, as shown in Figure 5-4.

Stock up

Don't find yourself out of the right card stock when you're ready to create your business card.



» [Printing supplies](#)

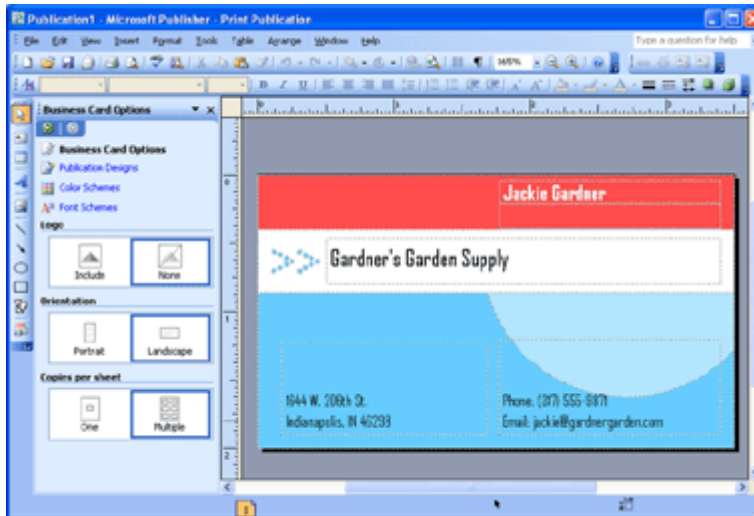


Figure 5-4: Set up the business card options.

View a [larger version](#) of this image.

3. Under Copies per sheet, click Multiple.
4. Select **File > Print Preview** to see how the cards will look when printed, as shown in Figure 5-5.

If you have a black-and-white printer, Print Preview will show in black and white.

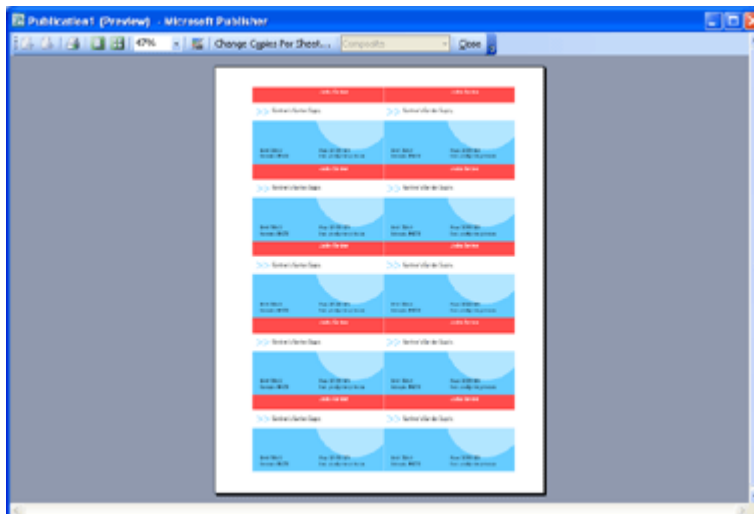


Figure 5-5: Preview the publication.

5. In the Print Preview window, click **Change Copies Per Sheet**. The Small Publication Print Options dialog box, shown in Figure 5-6, appears. You might use this if you needed to change where the copies will print on the paper (for example, to line up with the perforations on some special paper).

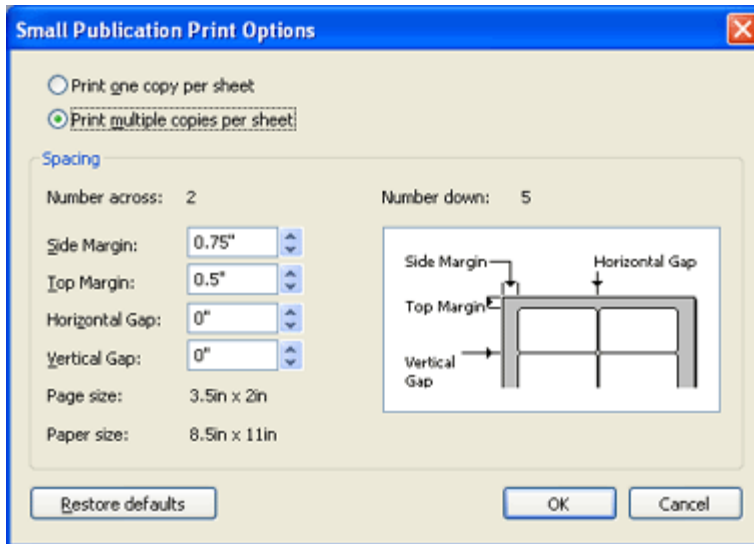


Figure 5-6: Small Publication Print Options dialog box.

6. Click **Cancel** without making any changes.
7. Click **Close** to return to the publication.
8. Now suppose you want to print a different size of business card (for example, for use in Europe). Select **File > Page Setup** and click the **Layout** tab.
9. In the **Page Size** area, click **Europe**.
10. Change the page orientation to **Portrait**.

There are two page orientations for a publication: Portrait and Landscape. Portrait is taller than it is wide, and Landscape is wider than it is tall.

11. Now suppose you want to create your own nonstandard size of card. In the **Publication type** list, click **Custom**. In the Width box enter 3.3" and in the Height box enter 2.0".
12. Click **OK**. A warning appears asking whether you want to change the layout of the card to match the new dimensions. Click **Yes**.

You saw how Publisher creates business cards with a template, and how you can make automatic changes (via the task pane) or manual changes (via Page Setup and the Small Publication Print Options box). You can discard the business card publication because you're finished with it.

Create envelopes Page 4 of 5

An envelope is just a normal publication except it has a nonstandard page size. (That size can vary, of course, because there are many different sizes of envelopes.)

If you use an envelope template, you get a few extra goodies in Publisher, such as a placeholder text box for the mailing address so you don't have to guess where it will go. Take a look.

Follow along with these steps to make an envelope:

1. Select **File > New**. In the New Publication task pane, select **Publications for Print > Envelopes > Arrows Envelope**.

Customize your shipping labels with HP's free templates

Use HP's free Publisher [shipping](#)

2. In the Envelope Options task pane, click **None** to remove the logo, and then change the envelope size to a **#10**, as shown in Figure 5-7.

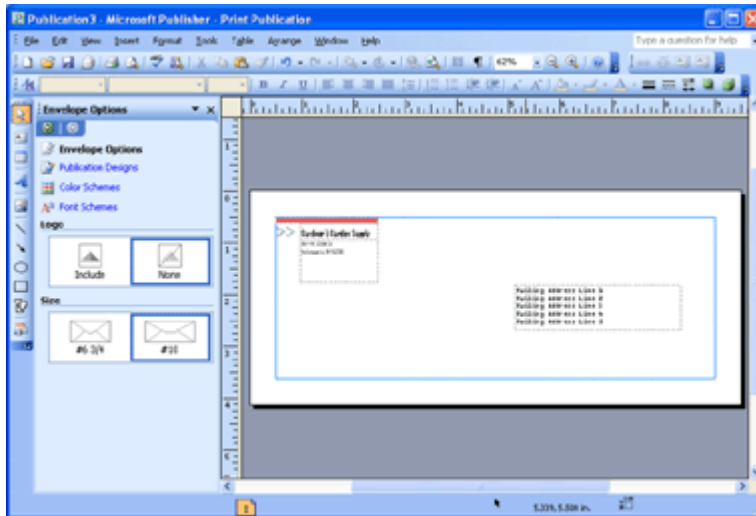


Figure 5-7: Select an envelope size and whether to include a logo.

View a [larger version](#) of this image.

Notice that the task pane only provides two envelope sizes. You know from the exploration you did at the beginning of the chapter that Publisher supports more envelope sizes than that, so let's pick a different size.

1. Select **File > Page Setup**. Notice that Envelope and Size 10 are already selected.
2. In the Page size area, click **Size 11**.
3. Click **OK**. A warning appears about the page size changing. Click **Yes** to adjust the items on the page automatically.
4. Notice that the template filled in your name and address from the personal information set as the return address and that it provided placeholder text for the recipient. Delete that placeholder recipient and type a real name and address. (Just make one up.)

Notice the font that Publisher uses for the recipient: OCR A Extended. This font is easy for the automatic sorting machines at the post office to read; OCR stands for Optical Character Recognition. You're free to change to another font, however. And if you apply a font scheme, that font will change to one that is in the chosen scheme.

If you have a real envelope, practice printing on it. This will require some extra setup, so it's optional.

To print a sample envelope, follow these steps:

1. Measure your envelope and set the size in Publisher to match it.
2. Figure out how to feed envelopes into your printer (face up, face down, aligned left, right, head-first, and so on). You may need to consult the manual for your printer.

TIP

If you don't have a manual for your printer, draw an arrow on a sheet of regular paper and print the envelope publication on it. See where the printing appears in relation to the

[label templates](#) to create customized shipping labels.

arrow and the way you fed it in. That tells you how you need to insert the envelope.

3. Feed the envelope into the printer and print your envelope publication on it.

You just learned how to print a single envelope for a single recipient. But what if you want to print dozens of envelopes, each with their own recipient? That's a job for the Mail Merge feature, which is covered in the Advanced Publisher course. You can play around with it on your own now, though, if you have the time and inclination. You'll find it under **Tools > Mail and Catalog Merge > Mail and Catalog Merge Wizard.**

Create banners Page 5 of 5

If you've spent any time at all in an office, you've probably seen your share of amateur-created banners for various birthdays and retirements. Publisher lets you make these types of banners on any printer by creating a multisheet publication that you can connect after it's printed. Such a banner can make for a fun morale-booster at internal meetings and parties.

However, if you need a really nice banner for professional use, like at a trade show, you probably want to create the banner in Publisher, and then ship it to a professional printing service. If you frequently print banners and need professional-quality ones, consider investing in a large-format printer for your company, such as the HP DesignJet 400. Such printers enable you to print banners of up to 24 inches or 36 inches wide and many feet long.

Ironically, the dot matrix printers of yesteryear were better at banner printing than today's normal-size lasers and inkjets because they used continuous-feed paper where the bottom of one sheet was attached to the top of the next one. When making a banner on one of these printers, there was no stapling or taping required for assembly. If you happen to have one of these old printers still in your office, a banner is a great use for it.

Select **File > New**. In the New Publication task pane, select **Publications for Print > Banners > Interwoven Frame Banner**. If desired, change the sample text to something meaningful to you.

In the Banner Options task pane, make the following selections, as shown in Figure 5-8:

- **Width:** 6 ft
- **Height:** 8.5 in (landscape)
- **Graphic:** Left
- **Border:** Border

Bold banners

Although banners were a lot easier with the old dot matrix printers, you will be thankful for the quality of the color of the inkjets.



» [HP Business inkjet 3000 printer series](#)

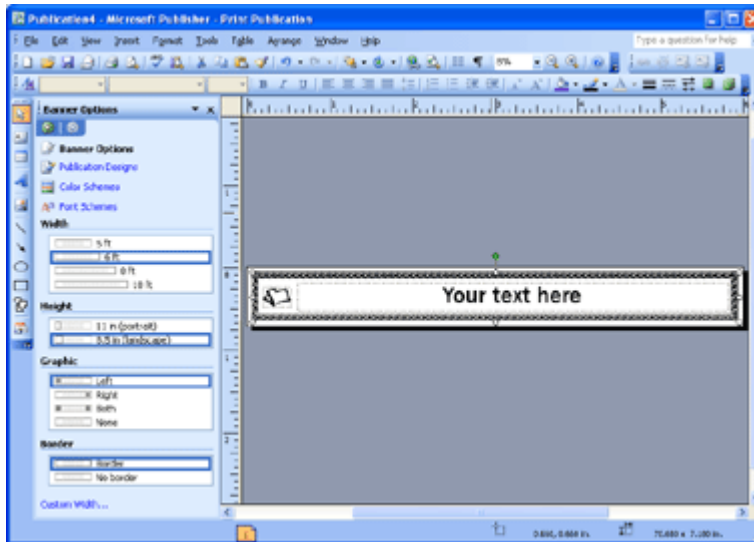


Figure 5-8: Set banner options as shown here.

View a [larger version](#) of this image.

This particular banner template is not particularly colorful. Publisher does not use a lot of color in most banners for a couple of reasons. One is that some people print banners on dot matrix printers as mentioned earlier, and they're black-and-white printers. Another is that printing color over a large expanse uses up a lot of ink. You can color the banner yourself, however.

Follow these steps to add some color to the banner:

1. Double-click the decorative border on the banner. The Format AutoShape dialog box opens.
2. On the **Colors and Lines** tab, open the Color list in the Line section and select the second color in the color scheme, as shown in Figure 5-9. Don't close the dialog box yet. Instead, read the next paragraph.

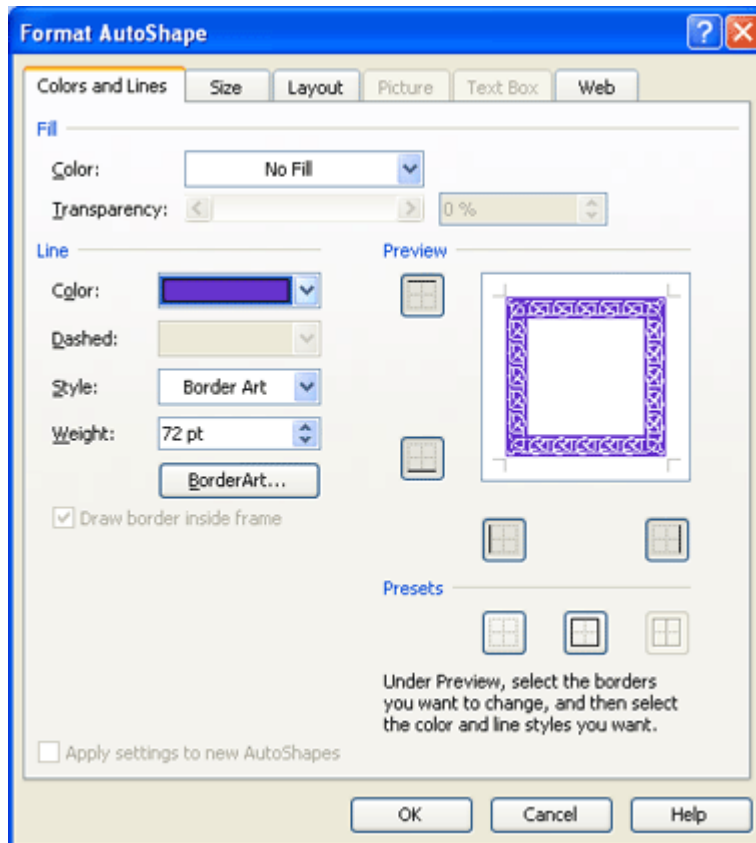


Figure 5-9: Colors and Lines tab of the Format AutoShape dialog box.

The border on this banner is an example of BorderArt. This is a decorative type of border that uses graphics rather than lines. Because you're already here, it's a great time to explore the feature. So continue by doing the following:

1. Click the **BorderArt** button. The BorderArt dialog box, shown in Figure 5-10, appears.

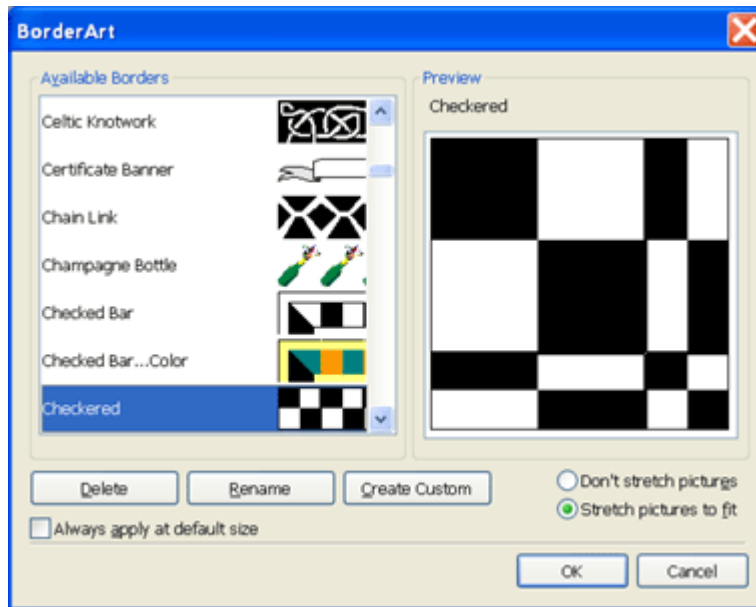


Figure 5-10: BorderArt dialog box.

2. Select a different border. For example, select **Checked**. Click **OK**.
3. Change the size of the border in the Weight box. For example, set it to **100 pt**, and then click **OK**.

How many pages will this banner require when you print it? To find out, select **File > Print Preview**. As shown in Figure 5-11, the answer is seven.

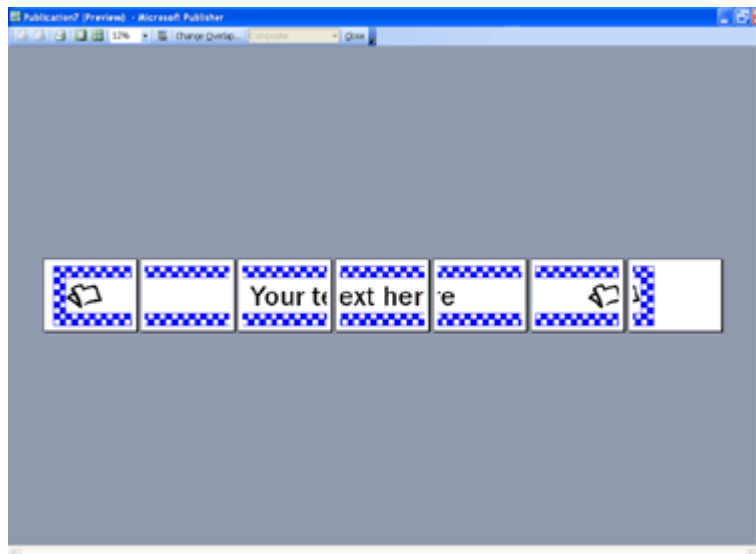


Figure 5-11: Use Print Preview to check the banner.

View a [larger version](#) of this image.

(Optional) If you have enough paper and ink in your printer that you don't mind wasting a little, go ahead and print the banner (by clicking the Print icon in Print Preview), and then assemble it with tape or

staples.

Moving on

Did you have fun with this lesson? I hope so! In this lesson, you got to practice creating several kinds of publications that use something other than normal paper size, and in the process, you learned about the page setup capabilities in Publisher. Before you move on, be sure to do the assignment and take the quiz for this lesson! And as always, check in on the Message Board to see what your classmates are up to.

For even more fun, stay tuned for Lesson 6, where you'll rummage through a grab bag of time-saving techniques for Publisher, including using spell-checker, the Design Gallery, and master design sets.