

Master Pages

When you create a publication with several pages, there may be some frames you want **to appear on every page**, such as text, pictures, or drawn objects. In Publisher, you place these objects on the **Master page**.

The Master page appears *behind* each page of your publication. Objects placed on the background are displayed in the same place on each of your publication's pages. For example, if you put your company name and address in the upper-left corner of the background, it will appear in the upper-left corner of each page throughout the publication unless you specify otherwise.

To Add Objects That Repeat On Every Page

When you do this

1. Click on View Menu
2. Click on Go to Master (or Ctrl M)
3. Add the text, pictures, and drawn objects that you want to repeat on every page of your publication.

This is what happens

You can add, change, or delete these objects just as you would on a page of your publication.

4. Click the View menu

The View menu will drop down

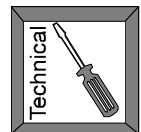
5. Click Go to Foreground (or Ctrl M)

You return to your foreground pages

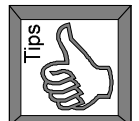
Double-Sided Master Pages for Newsletters, Magazines etc.

You can set up a left-hand and right-hand Master Page so that you can have different items on the left and right pages throughout your publication (for example, the date on the left pages side and the title on the right pages).

Click on the Change Single-Page/Two-Page icon  on the Edit Mater Page toolbar



Shortcut to go to Master Page: Ctrl M



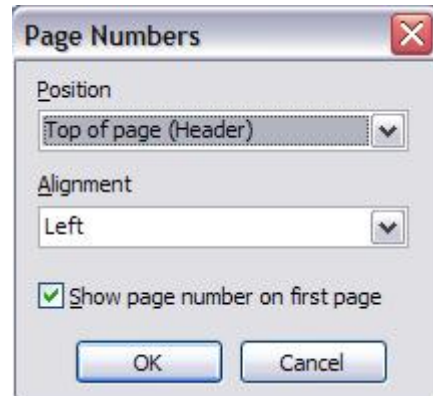
Page Numbering

To have page numbers appear on each page follow the steps below

When you do this

1. Click the Insert menu
2. Choose Page Numbers
3. Choose the options for page numbers that you require

This is what happens



4. Click on OK.
5. Format the page number as you require

Publisher places the page number in either the header or the footer depending on the choices you made