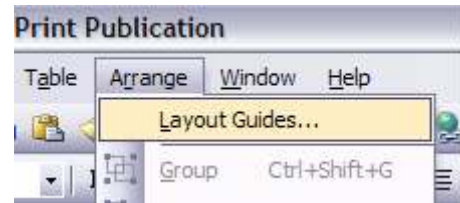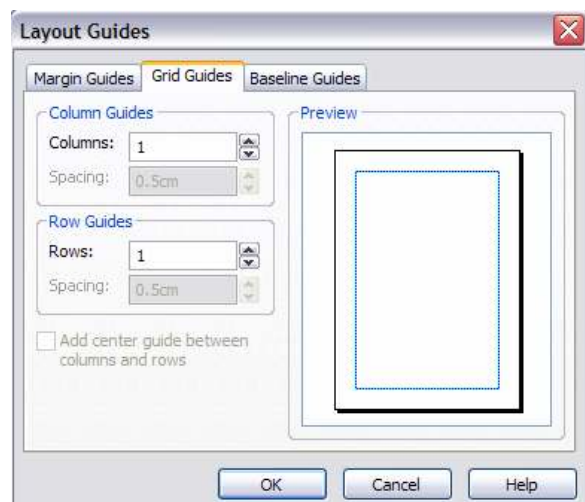# Make IT Happen 2008

How2 use layouts in MS Publisher

Layout guides help you to arrange your page. They divide the page into grids. You can choose where to put these grids yourself or you can use a Quick Publication Wizard.

Your own grids:

① On the tool bar select **Arrange** and then **Layout Guides**…

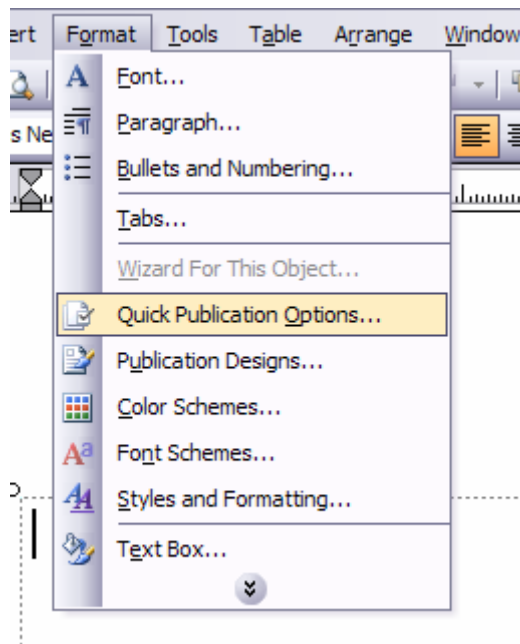② Under Grid Guides, choose the number of columns and rows you want. Click **OK**.

Using **Quick Publication Options**:

① **Quick Publication Options** comprise pre-defined layouts.

Go to **Format** and click on **Quick Publication Options…**

② Select a layout. Your page will automatically update to display the layout.

You can also choose **Publication Designs**, **Colour Schemes** and **Font Schemes** to complement your layout.