

Lesson 5-5: Using Layout Guides

Figure 5-10

The Layout Guides dialog box.

Figure 5-11

Layout guides in a publication.

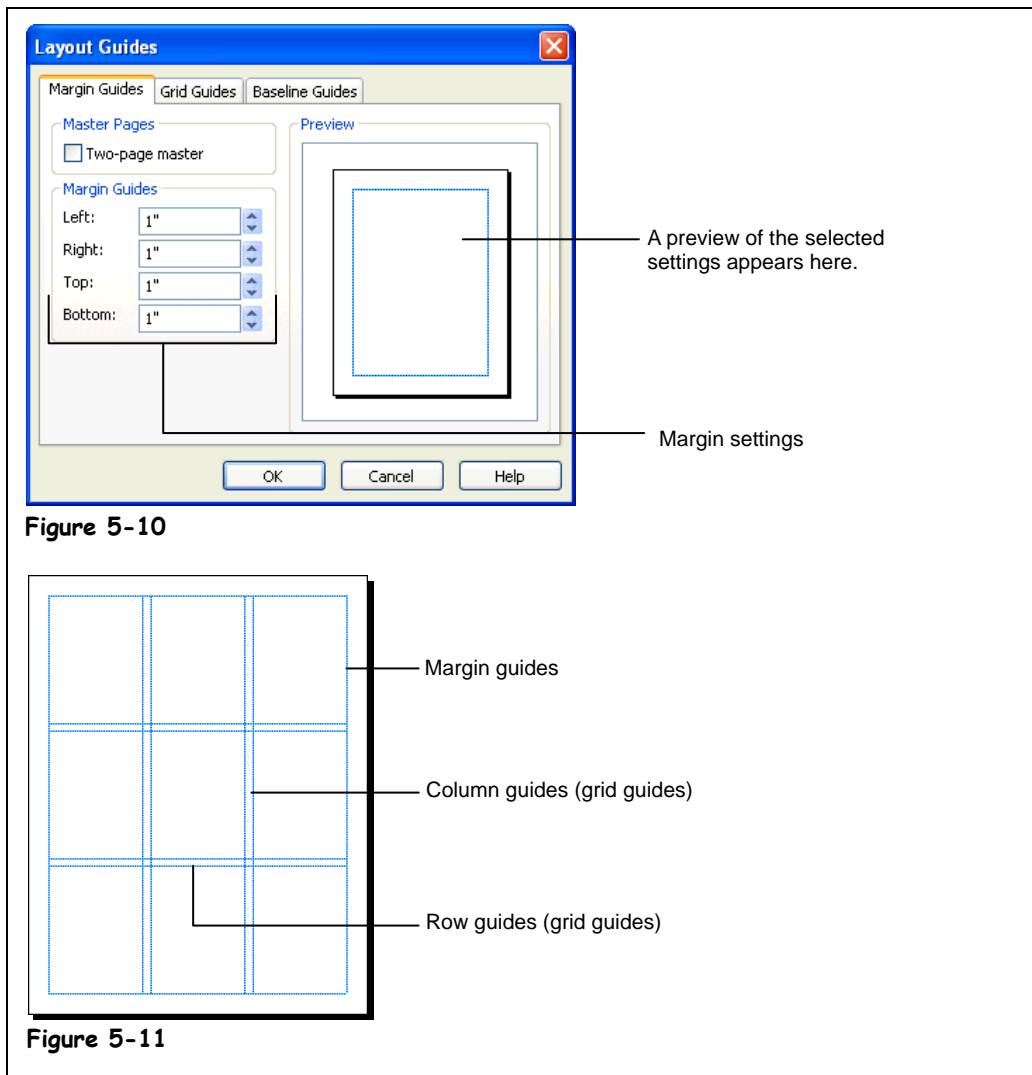


Figure 5-10

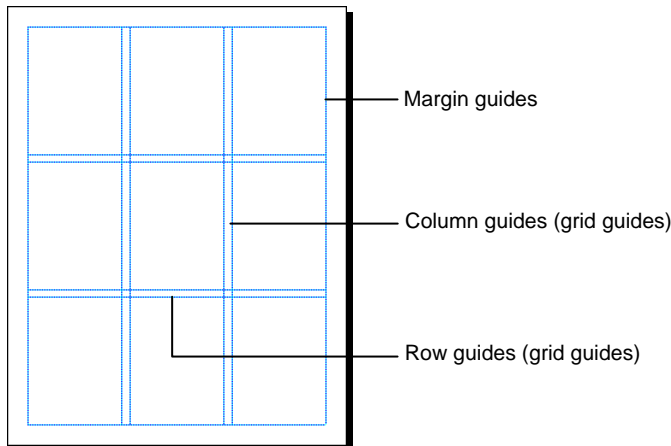


Figure 5-11

Layout guides are non-printing, horizontal and vertical dotted lines that assist you in positioning the major elements on a page. These guides repeat on each page of a publication, helping to establish its overall structure by indicating the number of columns, space between columns, the size of the margins, the placement of objects, etc. These guides do not appear in the printed publication; they're only there to help you arrange the various elements of a publication appropriately. There are three different types of layout guides:

- **Margin guides:** Allow you to see the size and location of the margins on a page. Indicated by blue lines.
- **Grid guides:** Enable you to divide the page into multiple, equal-sized sections such as columns and rows. Indicated by blue lines.
- **Baseline guides:** New in 2003, baseline guides enable you to set an alignment position for text so that text lines up across several columns. Indicated by yellow lines.

Layout guides are displayed by default but can be hidden if they're getting in the way.

1. Click the **New button** on the Standard toolbar. Save the publication as **Guides**.

A blank publication appears with blue margin guides displayed. We want to adjust these margins, and in order to do so we need to open the Layout Guides dialog box.

2. Select **Arrange** → **Layout Guides** from the menu.

The Margin Guides tab of the Layout Guides dialog box appears, as shown in Figure 5-10. Any changes you make in this dialog box will be applied to all of the pages in the current publication. Let's adjust the margin guides.

3. In the Margin Guides section, click the **Left** down arrow until **0.5"** appears in the text box.

The Left margin guide adjusts itself in the Preview section of the dialog box.

4. Repeat **Step 3** for the Right, Top, and Bottom text boxes in the Margin Guides section.

Now let's adjust the grid guides.

5. Click the **Grid Guides** tab and type **3** in the Columns text box.

This will divide the page into three columns.

NOTE: Grid guides are merely suggestions to help with text box placement; they do not force text to wrap within them.

Now let's add a few more rows to the page.

6. Click the **Rows** up arrow until **3** appears in the text box and click **OK**.

The dialog box closes and the new layout guides appear on your publication, as shown in Figure 5-11. Let's add a few more pages to the publication.

7. Select **Insert** → **Page** from the menu.

The Insert Page dialog box appears. You want to insert three new pages.

8. Type **3** in the Number of new pages text box and click **OK**.

The second page with layout guides appears on the screen. Any new pages you insert will inherit the layout guides you created. Now let's hide the layout guides.

9. Select **View** → **Boundaries and Guides** from the menu.

The layout guides disappear.

10. Click the **Save button** on the Standard toolbar.

Other Ways to Show/Hide Layout Guides:

- Press **<Ctrl> + <Shift> + <O>**.

Quick Reference

To Adjust the Margins of a Publication:

1. Select **Arrange** → **Layout Guides** from the menu.
2. Click the **Margin Guides** tab, make your selections, and click **OK**.

To Insert Grid Guides:

1. Select **Arrange** → **Layout Guides** from the menu.
2. Click the **Grid Guides** tab, make your selections, and click **OK**.

To Show or Hide Layout Guides:

- Select **View** → **Boundaries and Guides** from the menu.

Or...

- Press **<Ctrl> + <Shift> + <O>**.