

# Chapter 9: Diving into Design with Publisher Templates

## Using Wizards to Format Objects

To demonstrate how a custom wizard works, this section shows you how to format Ms. Koury's calendar page:

1. In the **Page Sorter**, click page 2 to display the Calendar page, set a vertical ruler guide at **192 px**, and drag the lower-left corner of the Calendar object to the **192 px** ruler guide.
2. Right-click the calendar, and then click **Wizard For This Object** (or select the calendar, and click **Wizard For This Object** on the **Format** menu). The Calendar Designs task pane displays Calendar Design options.
3. In the task pane, click a calendar style. (This project uses the **Watermark** calendar style.) The calendar is reformatted to match the selected style.
4. In the task pane, click the **Change Date Range** button, select a month in the **Start Date** drop-down list, and then click **OK**. The Calendar heading and dates update automatically.
5. Click **Font Schemes** in the drop-down list of task panes, and click the **Online** font scheme in the **Font Schemes** task pane to apply the Website's font scheme to the calendar item.

6. Select all the **Sundays** in the month, and then click the **Accent 3 (Orange)** color in the **Fill** drop-down list on the **Formatting** toolbar.
7. Select all the **Saturdays**, and then fill them with the **Accent 3 (Orange)** color.
8. Select **two consecutive weekdays** of your choice (the 24th and 25th are selected in the walkthrough sample site), and then fill them with the **Accent 2 (Gold)** color.
9. Click **any weekday** (the 8th is selected in the walkthrough sample site), click the **Font Size** drop-down arrow on the **Formatting** toolbar, and select **8**.
10. Hold down SHIFT and press ENTER, and then type **Project Due**.
11. Using 8-point text, add **No School!** to the gold-colored calendar dates.
12. **Save** your changes. Your calendar should look similar to the calendar shown in the figure.

index.htm - Microsoft Publisher - Web Publication

File Edit View Insert Format Tools Table Arrange Window Help

Type a question for help

100%

**November 2006**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8 Project Due	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23 No School!	24 No School!	25
26	27	28	29	30		

Home

Calendar

Contact

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94,000, 504,000 px.

*Formatting an object by using a wizard*