





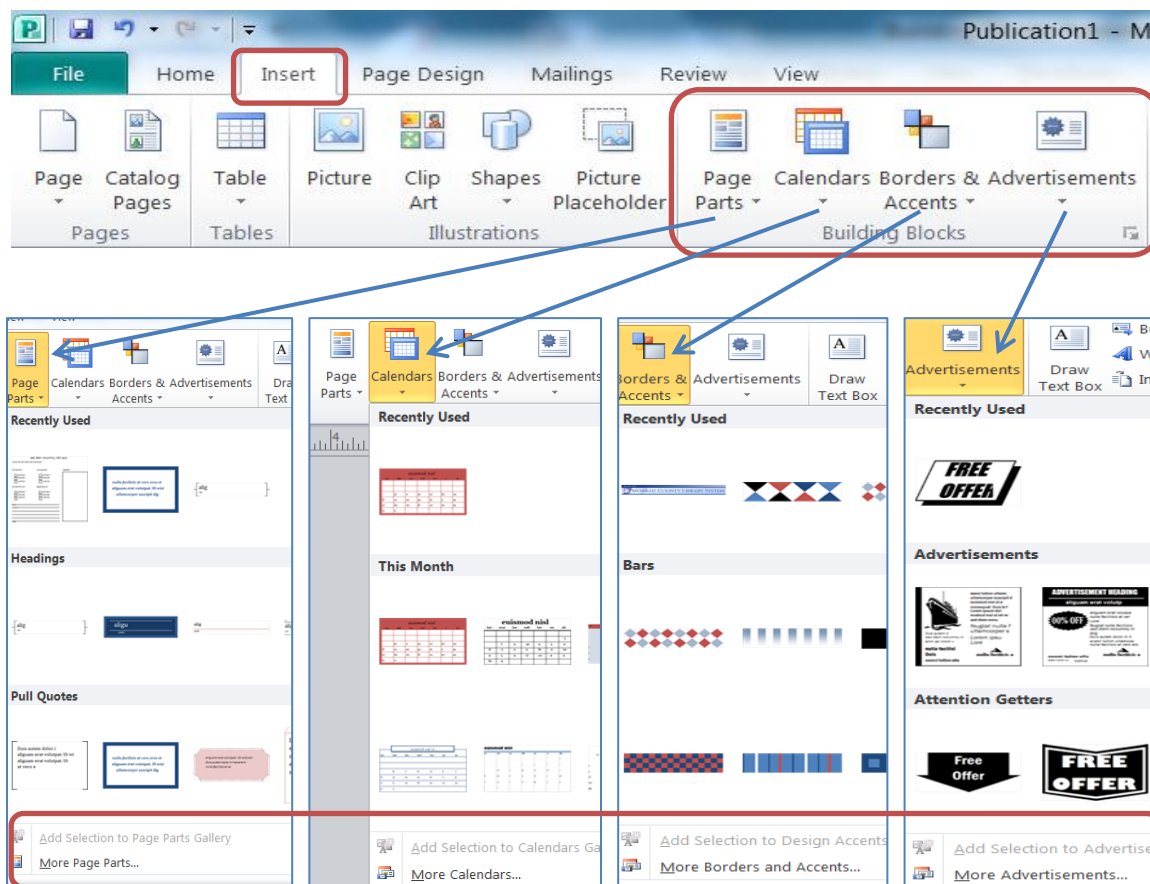


Building Blocks

Building blocks are preset objects used to help in designing a document. Click on the Insert tab to view Building Blocks group. Just click on the type of building block needed to design your document. A menu of objects will open. Scroll down to view the categories for each type of building block. Double click the object to place in document. Click on inserted object to resize and move.

Four types of objects are:

-  Page Parts – Headings, Quotes, Sidebars and Stories
-  Calendars
-  Borders and Accents
-  Advertisements – Advertisements, Attention Getters, and Coupons

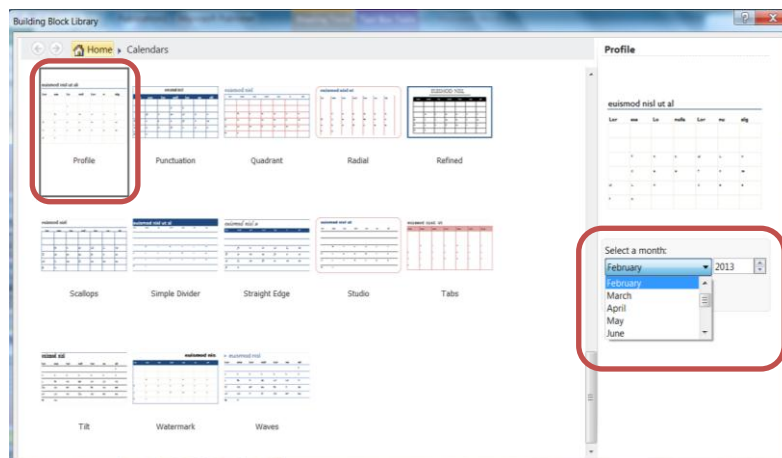




More Building Blocks

To get more building blocks in any category:

1. Click on the More link at the bottom of the menu
2. Choose the Building Block you want: Parts, Calendars, Borders and Accents, or Advertisements
 - a. Example: For a calendar you can:
 - i. Click the style
 - ii. Change the month and the year at the right
 - iii. Then double click the style again or Press the Enter key to insert building block





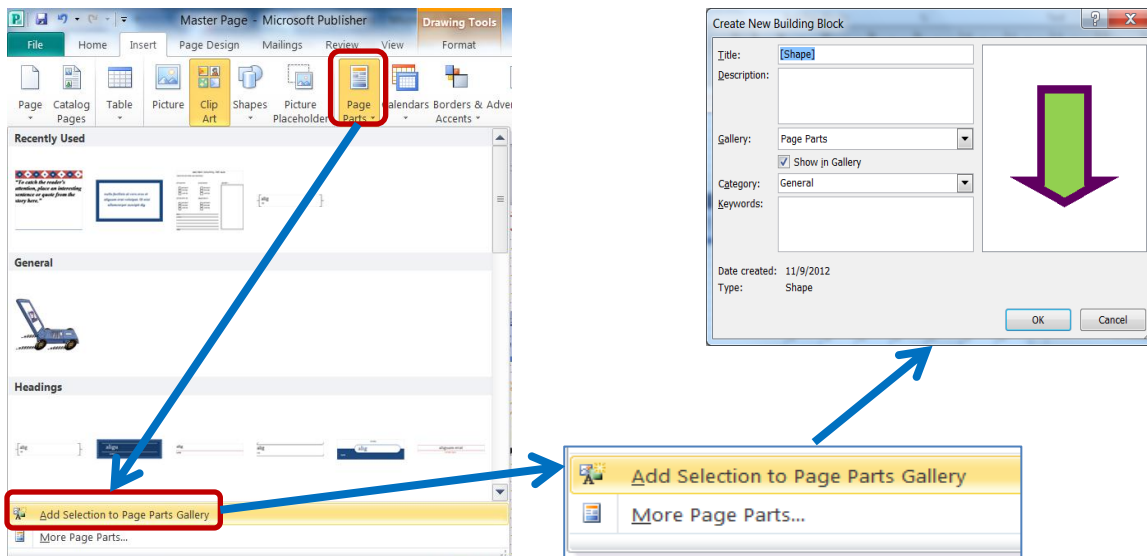
Add Your Own Building Blocks



Building Block Categories

When you insert your own objects into the document you will be able to save them in any of the building block categories.

- Click on the object to select it
- Right click object, then on the menu, click on Save as building block
 - **OR** Click on Add Selection at the bottom of the menu of type of building block on the Insert tab
- In the Create New Building Block dialog box type in
 - Title
 - Description - optional
 - Choose Gallery and Check in the box for Show in Gallery
 - Type keywords - optional
 - Click OK





Edit Building Blocks

- Open the Building Block category menu
- Right click the object to be edited
- On the menu click on Edit Properties
- In the Edit Building Block Properties dialog, click in the category box, change information, click OK

