



Layout and Guide Options

With layout and guide options you will be able to align text boxes, pictures and other objects for your document. This enables keeping all elements of the document within the borders for setting up columns and rows, and printing. You will want to make sure the master page option is closed if you have multiple pages in your document so the set up will be only for the current page you are working with.

Layout

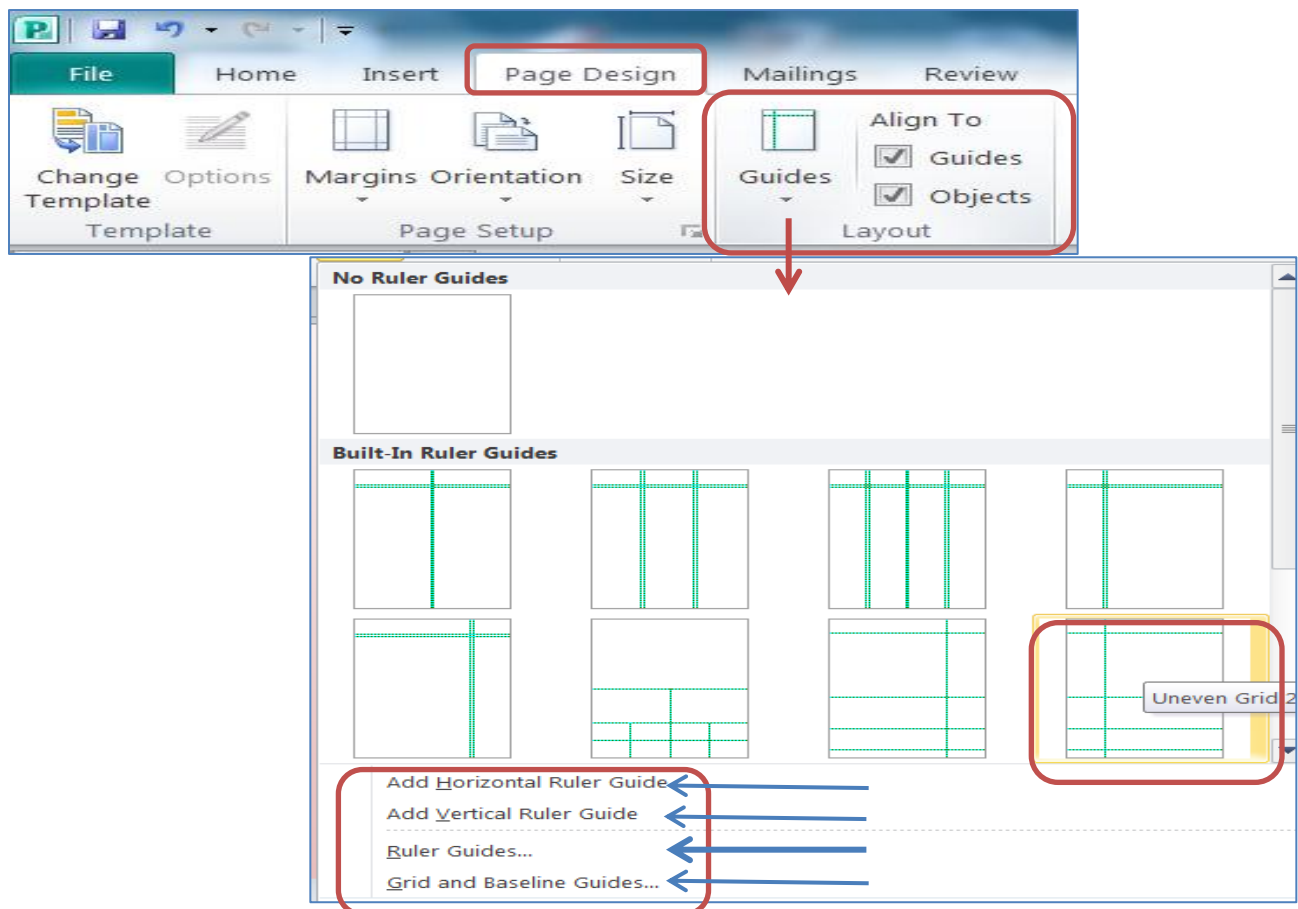
Click on the Page Design tab on the ribbon. In the Layout group the tools are:

Guide Options Menu

- opens a menu of guide styles – click on the style closest to what you need
- uses blue guidelines for columns and rows
- guides can be moved or deleted
- add vertical and horizontal guides by clicking the options at the bottom of menu
- add ruler, grid and baseline guides dialog boxes open by clicking on options at the bottom of menu

Align To Check Boxes

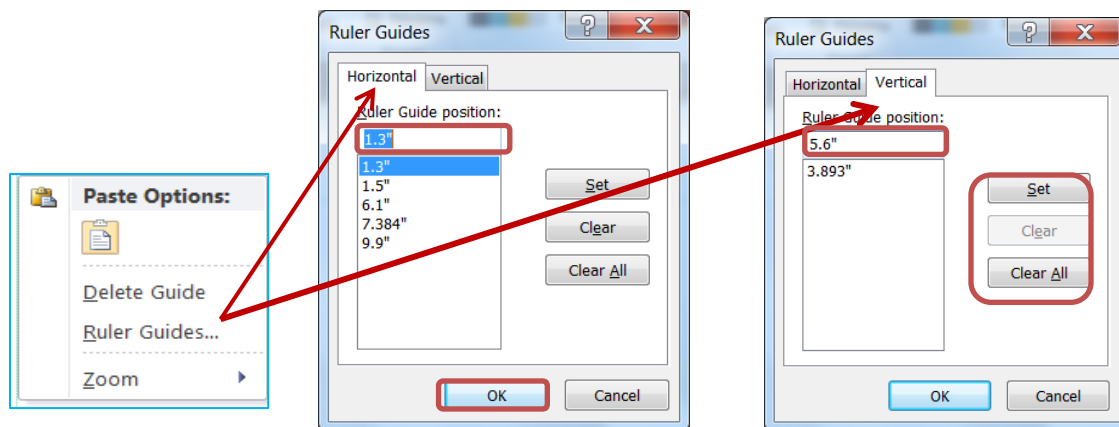
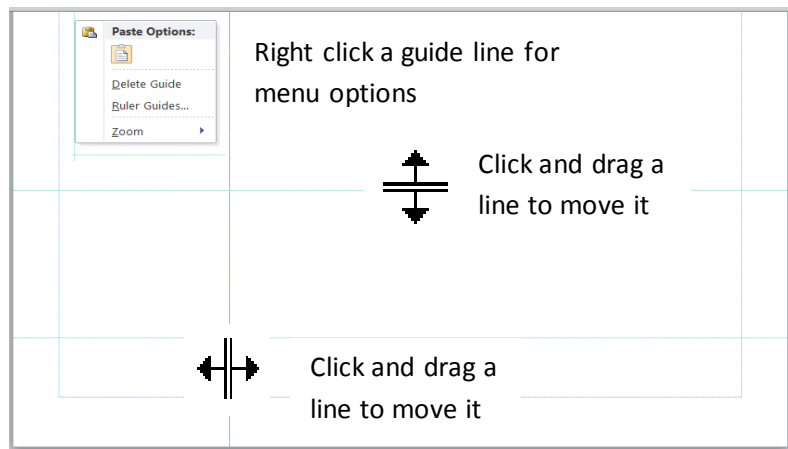
- Guides-Allows objects to snap to guides if the box is checked
- Objects – Allows objects to snap to other objects if the box is checked





Adding Guides

You can open the dialog box for adding guides, gridlines and baselines by clicking on the options at the bottom of the Guides menu or by right clicking on a guideline and choosing Ruler Guides in the menu.



Ruler Guide Settings

- ✎ To add settings type the ruler position in the box and click on Set, then click OK
- ✎ To delete a setting select the ruler position in the list and click on Clear, then click OK
 - You can also right click the guideline and click delete in the menu



Design Layout Settings

To open the layout guide dialog boxes:

- ✎ Click on the Guides menu
 - ✎ Click on Grid and Baseline option at the bottom of the menu
 - ✎ Dialog box will open with three tabs:
 - Margin Guides – page margin guides – top, bottom, left, right
 - If you are using a Two-Page Master click in the box to set margins on both pages
 - Grid Guides – guides for aligning objects in columns and rows
 - Enter number of columns and rows needed
 - Enter ruler positions
 - Two or more columns activates the Add center guide between columns and rows
 - Will help in aligning objects
 - Adds a Red line
 - Baseline Guides
 - Spacing – reduce or enlarge space between lines
 - Offset - move baselines up or down
- ✎ When all options are set click OK

