



# *Using Templates*

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## Introduction

Finally, we'll quickly cover the use of the PagePlus Templates. The earlier tour introduced you to templates, and showed you how to open SAMPLE.PPT, one of the newsletter templates supplied with PagePlus.

PagePlus templates are professionally designed examples using placeholders for text and pictures. They give you a head start on the layout of flyers, newsletters, and other commonly produced publications.

You'll be amazed at the difference between a template and your finished version - a little creativity goes a long way. Take a look; the back of the PagePlus package features full color template makeovers.

We've included plenty of templates to get you started: you can use them as they are, or as a starting point for your own creativity. Simply open a template, and replace the placeholders with your own text and images. Fine tune to taste, save and print. It's easy.

You can save your own publications as Templates too. Use File/Save As... and check the "Template" option. This way you (or your colleagues) can reuse one of your newsletter designs for each new issue!!

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# Using a Template

## Introduction

Each template may contain one or more of the following:

- **Pictures**  
Picture placeholders (shown as balloon pictures)  
Logo placeholders (shown as logo pictures)
- **Text**  
Frames (including sample text)  
Headlines, captions and other free text blocks
- **Page Embellishments**  
Imported clipart for highlights and backgrounds  
Drawn graphics (lines, boxes, ovals)
- **PageHints**  
Non-printing pop-up notes containing instructions.

Each template may also include named styles which you can use to quickly change the way text looks in your publication. You can use the styles as they are, or modify them using the styles options.

Using a template is a process of going through the template and replacing items as appropriate. How much you change is entirely up to you. Use a template simply to save time, or as the basis for your own creativity.

## Open a Template

- ▶ Open your template by using **File/New** to access the StartUp Assistant, then choosing the Templates picture. If you're not using the StartUp Assistant, try **File/Open Template...**

If you like, open SAMPLE.PPT now, and follow these general instructions for this newsletter template. This is what it looks like when you start.



## PageHints

It's a good idea to begin by checking out any PageHints in the Template. Look for small colored icons on the page and pasteboard and double-click to read the instructions or ideas.

If you want to add PageHints (for notes and reminders) to your own publications use **Help/Insert PageHint...** and type your comments.

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## Place your pictures

First we'll deal with the pictures and logos in the template.

► Replace the picture and logo placeholders with your chosen pictures.

1. Select each picture/logo placeholder (if any) in turn.

Each picture is shown by a standard sample picture.

Each logo is shown by a logo picture.

2. Double-click on the placeholder.

PagePlus will ask if you want to replace the selected picture or create a new one. Choose **Replace** and try the PagePlus samples, or images from the Serif ArtPacks.

If you don't have a suitable logo or picture, you may want to create one using Serif TypePlus, Serif DrawPlus, or even PagePlus itself (using the **Export as Picture** option to save it).

3. Modify to taste, using crop and rotate tools. You can also do special effects by colorizing the image using the **Graphics/Picture...** options. For vector pictures, such as the Serif ArtPack clipart, you can change any colors (or add them to your PagePlus color palette) using **Tools/Color Mapper...**
4. You may want to add a border or background using the **Graphics/Line...** and **Graphics/Fill...** options.

## Replace the text

Now that you've placed your own pictures and logos in the template, you need to deal with your text.

### Replace frame text

First we'll deal with the frames in the template. Each frame contains sample text which needs to be replaced. At this stage you may have the real text for the publication in a separate word processor file or you may want to enter it directly using WritePlus.

► Replace the sample text in each frame with your real text.

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1. Select the first frame in each linked frame sequence.  
Check the ChangeBar - it should say Frame 1 of x. Most templates have only one linked frame sequence.
  2. Double-click on the **frame link** button.  
Click on **Replace** when prompted. The Import Text dialog appears.
  3. Import your chosen text file from the dialog.  
The text will replace the existing text and flow into all the frames in the frame sequence.
- ▶ Alternatively, double click on a block of text within the first frame with the Pointer tool or Text tool. WritePlus will appear, ready for you to edit the sample text.

### Format the frame text

Now that you've replaced the text, you'll want to update how the text looks. The easiest and quickest way is to apply the named styles included with the template. To work with styles you need to be using PagePlus at Professional Level. Naturally, you can apply direct formatting using the ChangeBar or menus, if you prefer.

- ▶ To apply a style to an entire story open the story in WritePlus. Now select all the text (drag down the stylenames window) and use the Styles list box to apply your chosen style.

### Replace the free text blocks

The next stage is to replace any remaining text which is not part of a frame sequence with appropriate text for your publication. Headlines, captions and other small text blocks will typically have been placed in the template as free text.

- ▶ Replace the free text blocks with your own text, and modify to taste.
1. Double-click with the Text tool on each free text block in turn, and use WritePlus to type in your new text.
  2. If you like, you can use the ChangeBar and menus, to change the font, size, color, named style, and so on.

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## Adjust your page embellishments

The page embellishments include imported clipart from the ArtPack samples used as decorative elements and drawn graphics (lines, boxes, and ovals).

- ▶ Modify these embellishments to taste.
  1. Select each embellishment (if any) in turn.
  2. You may want to resize the object.

The original size is just a guide to help you.
  3. You may want to draw a new graphic, or import an alternative background or border.
  4. Modify to taste, using crop and rotate tools.
  5. Drawn graphics can be modified to taste using the ChangeBar and menus. You can also do special effects by colorizing the clipart using the **Graphics/Picture...** options.
  6. Modify the border or background using the **Graphics/Line...** and **Graphics/Fill...** options.

## Finish Up

Now, your makeover is virtually complete. Check for final adjustments and save the publication. Remember, at Professional Level you can use the **CleanUp** button of the Status Bar to make a final check without the distraction of guides, frames, rulers and other screen items.

- ▶ Save your publication using **File/Save as...** now.

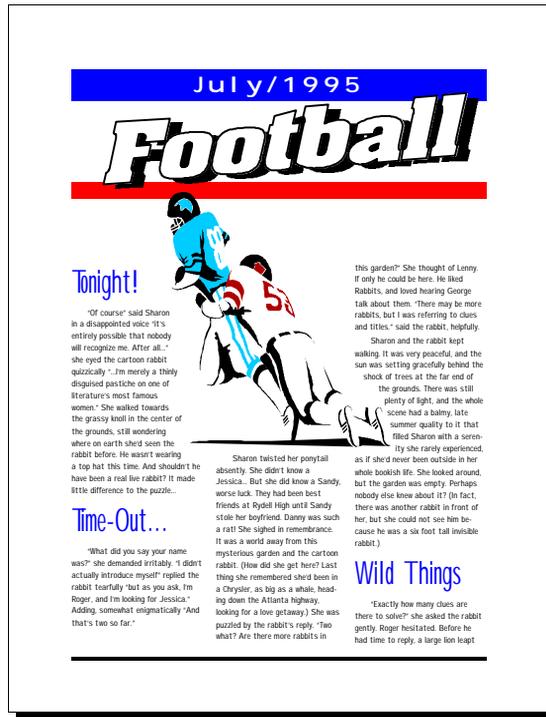
Do you want to print your publication?

- ▶ Use **File/Print** to print it.

Here's one we did earlier, to show you how it works in practice.

We've used the SAMPLE.PPT template, substituted real text and slightly rotated the headline, selected fonts from a Serif FontPack, and imported an image from a Serif ArtPack. So here's one way your newsletter could look.

As you can see, using a template still gives you plenty of freedom to be creative.



## What next?

That's *Getting Started* finished. We hope you enjoyed it. You should now be knowledgeable and confident enough to start creating your own publications. For more information on templates and other design ideas see the *Designer's Gallery* chapter of the *PagePlus 3.0 Companion*.

For more detailed reference, or for a discussion of various important topics (like design and layout principles, commercial printing and so on) take a look at the *PagePlus 3.0 Companion*.

Have fun!

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