**Publisher Day 2- working WITHOUT Pre-set Publications**

1. How do you open a blank publication?
2. How do you insert another page? A duplicate page?
3. How do you insert a text box and apply a font scheme? Change the colour?
4. How do I group together objects? What does this do?
5. How do I arrange objects so that they are behind or in front of other objects?
6. How do I change my background? Add a picture as my background?
7. How do I format an Autoshape?
8. How do I insert a Drop Cap and a Horizontal line?
9. How do I rotate objects on my page?

**Activity:**

Create a one page specials menu for a restaurant using a new blank publication. Make sure to include the following:

* Drop Cap
* Horizontal line
* 2 Autoshapes
* A background colour or picture
* 3 textboxes with a font scheme- 2 different fonts showing on the page
* Insert Pictures, Borders, etc.
* Make your specials menu as if your were printing it off for your restaurant at the end of class.

**\*\*\*Save your menu in your M-Drive\*\*\***