

# Publisher: Layouts

Last Modified on 10/20/2017 11:46 am CDT

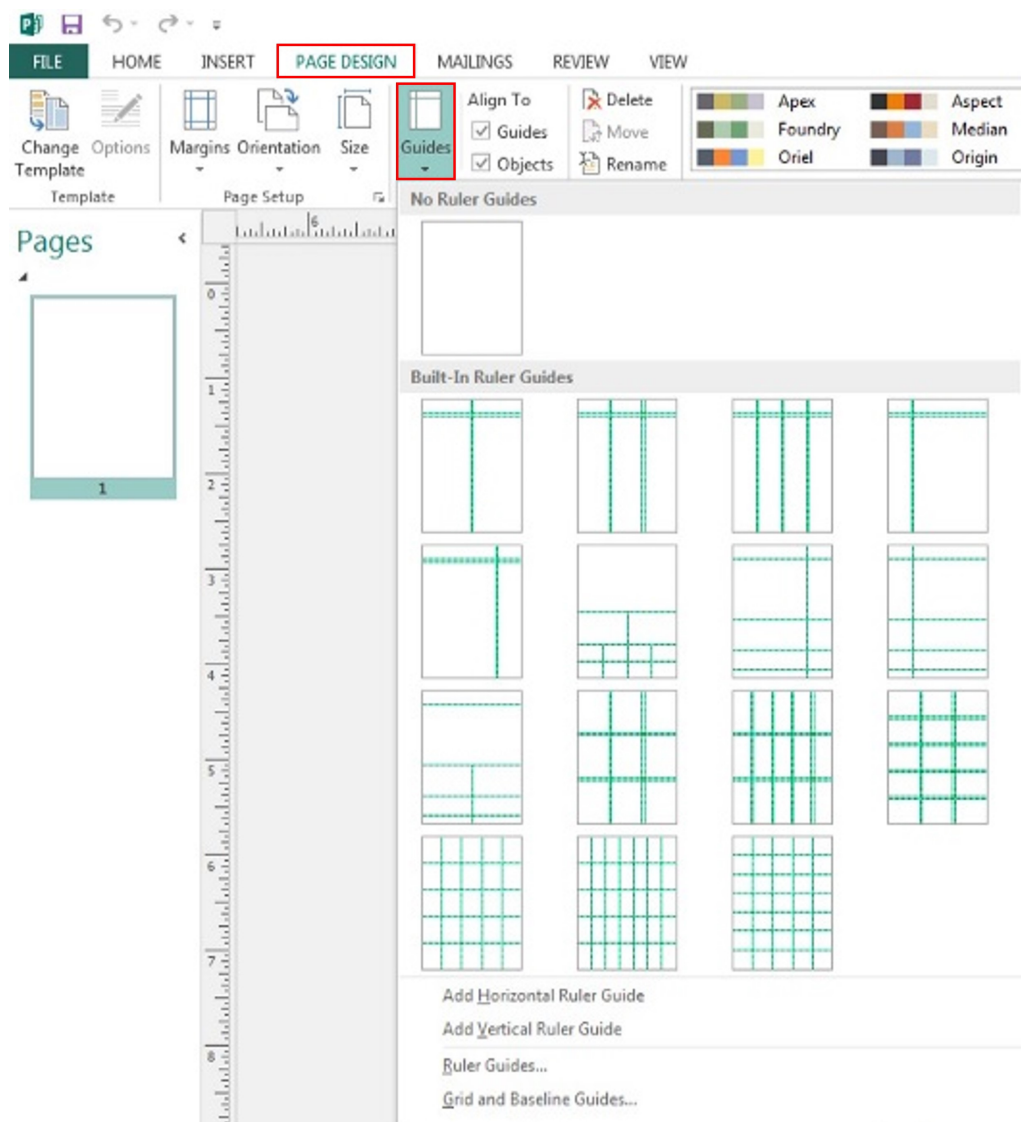
## Guides

Guides create a grid pattern to make it easier to align content.

To add a guide,

1. Click the **Page Design** tab.
2. In the *Layout* section, click **Guides**.
3. Select either a premade guide pattern or create your own by clicking **Grid and**

### Baseline Guides.

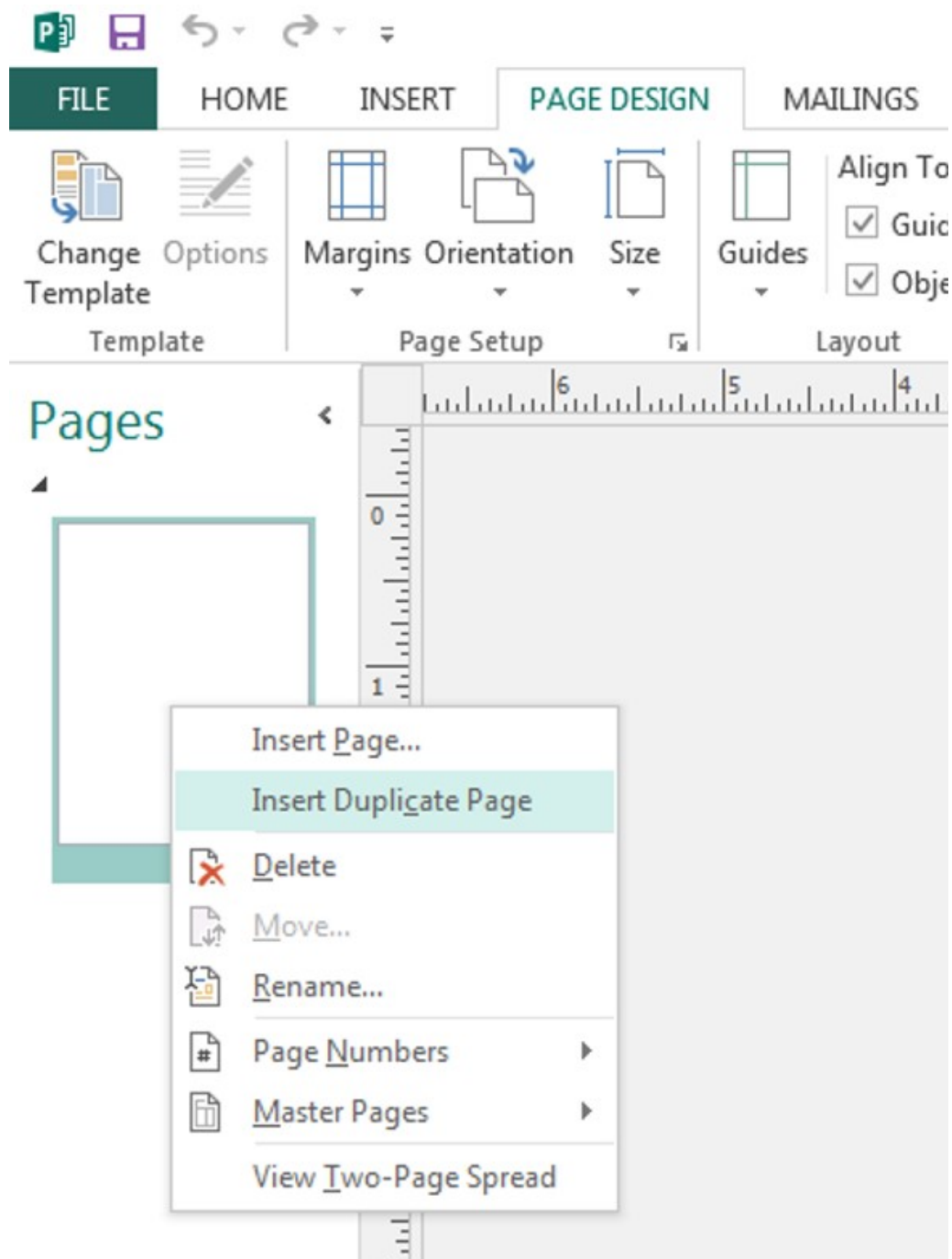


4. Once you have a guide, you can move it by dragging.
5. To delete a guide, right click on the guide and click **Delete**.

# Duplicate Pages

Duplicating pages creates a replicate of the current page.

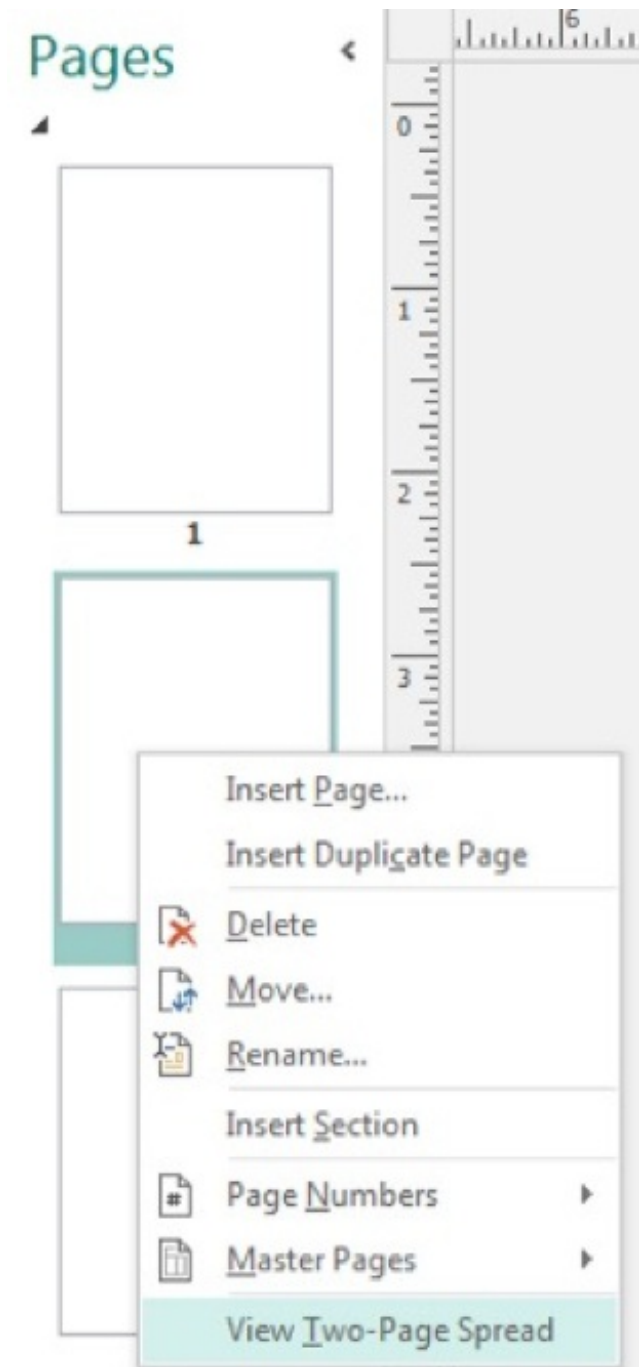
1. Right click on the page you would like to duplicate in the *Pages* section of Publisher.
2. Click **Insert Duplicate Page**.



## View Two-Page Spread

View Two-Page Spread allows you to view two pages side-by-side. You must have at least two pages to use this feature.

1. Right click on the pages you'd like to see side-by-side in the *Pages* section.
2. Select ***View Two-Page Spread***.



# Page Numbers

Use this feature to add numbers to the pages of your document.

1. Click the **Insert** page.
2. Under the *Header & Footer* section, click **Page Number**.
3. If cursor is in a text box, a page number can be inserted directly into the text box by clicking **Insert in Current Text Box**.

