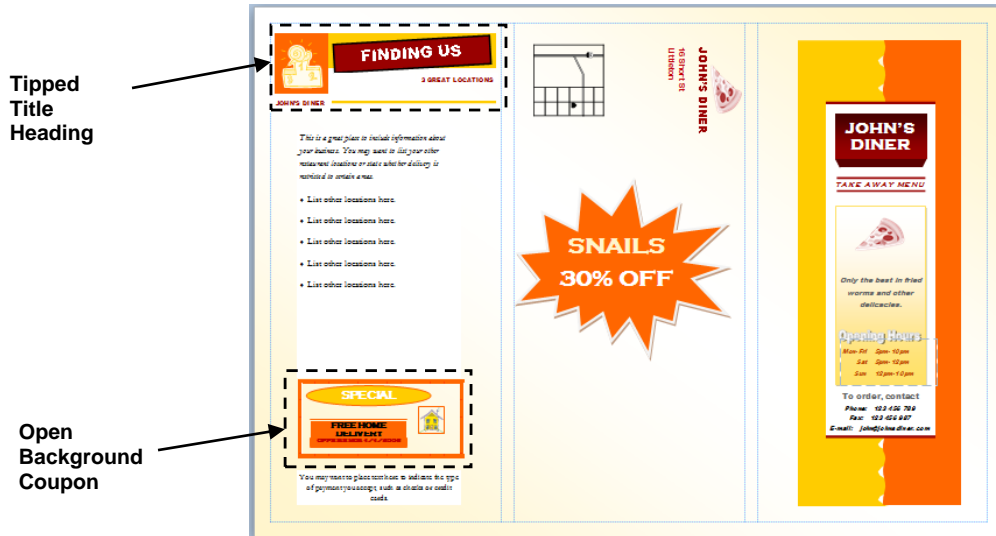


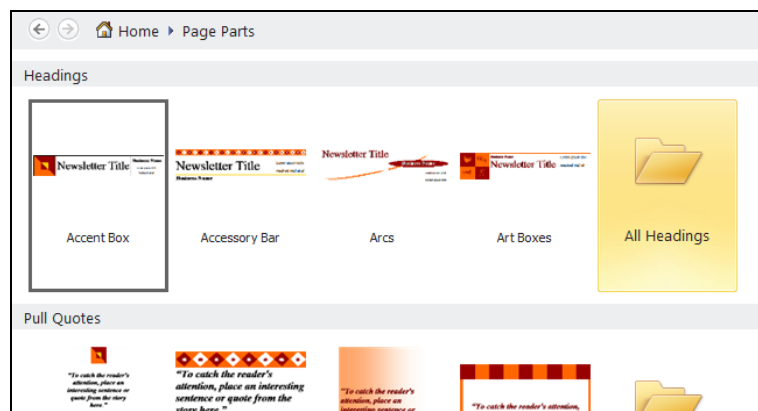
Building blocks can save you time when putting together a publication. They are generally a collection of drawing shapes and text boxes grouped together to form a single object. The picture below shows some examples of building blocks.



When you insert a building block, you are given the opportunity to edit the text in each section. Although it can be selected, moved and altered as a whole, you are also able to split the object into its constituent parts, giving you full control over its final appearance.

Task 1 – Experimenting with Building Blocks

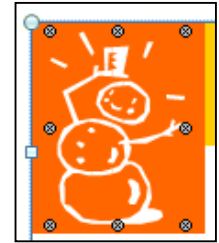
- a. Open the 'Insert' tab and click on 'Page Parts'. Although there are immediately a number of building blocks to choose from, we will look through the wider selection. Click on 'More Page Parts'.
- b. Click on the 'All Headings' folder to open the 'Headings' gallery. Scroll down and double click on the 'Tipped Title' heading.



- c. Try moving the object. You should notice that the object can only be moved as a whole.
- d. Place the heading in the top left of page 1 in your menu. Resize it so that it fits neatly inside the blue margins at the top of the left panel. Remember that anything outside these margins may either not be printed, or could end up overlapping the fold.



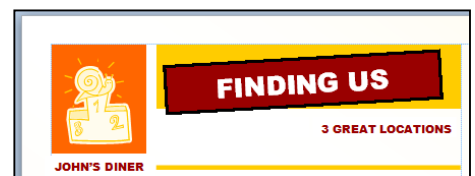
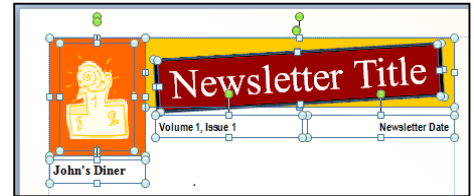
- e. Select the whole object then click again on the image to select it within the group (see right). Open the 'Insert' tab and click on 'Clip Art'. Selecting an image from the Clip Art gallery will replace the one that is present by default. However, as the image has been previously 'recolored', you may find that the image placeholder turns blank.
- f. With the image still selected, open the 'Format' tab and click on the 'Recolor' icon. Choose the 'No Recolor' option to restore the image as originally created. You can now select one of the other 'Recolor' options to align the image with your colour scheme.



Task 2 – Ungrouping and Grouping Building Blocks

You may decide to remove or resize one particular element from the building block. To achieve this, you will need to ungroup and regroup the object.

- a. Click on the building block and ungroup. The building block is made of eight constituent parts. Click away from the objects so that they are no longer selected. You can now make changes to any single object within the group.
- b. All the objects have to be selected before they can be regrouped. Hold down the 'Shift' key and attempt to select all eight objects together. This is very difficult. A better method is to draw an imaginary rectangle around the whole set of objects that need to be grouped (see top right). Once they are all selected, you can now group them again.
- c. Edit and format the building block so that it is relevant to your menu. We have used it as a 'Finding Us' heading, but you can decide on your own use.



Task 3 – Replacing a Building Block

The '00% OFF' text at the base of the left panel is also a building block called an 'Open Background' coupon. It can easily be swapped for another object.

- a. Delete the 'Open Background' coupon then insert the 'Top Oval' coupon from the selection in the 'Advertisements' menu (on the 'Insert' tab). Move the new coupon into position.
- b. Adapt the object until it is something useful for your menu such as 'Home Delivery' information. You may ungroup the parts if you would like more control over the final design.



Task 4 – Manipulating Borders and Accents

The image on the right shows our 'Top Oval' coupon surrounded by a border from the 'Borders and Accents' menu. Although it is easy to get an approximation of the effect shown, it is more difficult to achieve the neat corner pattern. Try and reproduce this effect using the brief guidelines below.

- a. Click on 'Borders and Accents' in the 'Insert' tab and select 'Pinstripe'. Resize and position the object as shown below.



- b. Ungroup the object. Select the main background rectangle (not the pinstripes) and extend it either side. Judge the distance for now, but you can set it precisely later.
- c. Copy and paste the object, then rotate the copy through 90°. Ungroup and delete the unwanted pinstripes, leaving only five. Reduce the height of the background shape to fit.
- d. Group only the pinstripes and resize them to fit along the vertical edge (see right).
- e. Group all the border objects added so far then copy, paste and rotate to form the last two borders. Zoom in to check the accuracy of your edges.
- f. Continue to use these tools until you have four neat borders. If you do not want to use this effect, then copy it into your 'Test Page' before removing it.

