

Microsoft Publisher Manual of Instructions

Publisher 2010 template quick reference sheet

Review this checklist in conjunction with the functional testing and saving requirements to ensure that your templates are ready for submission. Make sure, also, that your template satisfies the important considerations for your content and audience that are described in

| GUIDELINE | DETAILS TO CHECK |
|--|--|
| Styles, schemes, and fonts | <p>All text has a style applied, and the styles contain all font, paragraph, and list formatting.</p> <p>Only scheme colors are used in styles; where necessary, new scheme color palettes and font pairings have been created.</p> <p>All styles are associated with a color scheme and font pairing.</p> <p>Only fonts that ship with your version of Windows and the Microsoft Office system are used.</p> <p>Any styles that were created or modified but not used have been deleted.</p> |
| Paragraph and character formatting | <p>Paragraphs are not manually formatted, and line spacing has not been created by inserting paragraph marks.</p> <p>Paragraph-level formatting is used throughout. Where character styles are used, they are clearly labeled for their use within the template and within a paragraph.</p> |
| Text boxes, tables, and building blocks | <p>Unless the size is important to the design of a template, all text boxes are formatted to resize automatically.</p> <p>Design elements or content placeholders that you or customers might use more than once are implemented using building blocks.</p> <p>Any building blocks used in the template are added to the appropriate Building Blocks Gallery and are saved to the template file itself.</p> <p>All text boxes and tables are positioned relative to the margin guides, and are formatted to flow or to not flow contents, as appropriate.</p> <p>For tables, heading rows are set to repeat, if appropriate to the design and if text can flow across more than one page.</p> |
| Pictures, clip art, and shapes | <p>Inserted images are in JPEG, PNG or EMF format for best results.</p> <p>Images have a resolution of 72 dpi for on-screen use and 150-200 dpi if they will be printed.</p> <p>Images have been sized and cropped prior to being inserted into</p> |

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