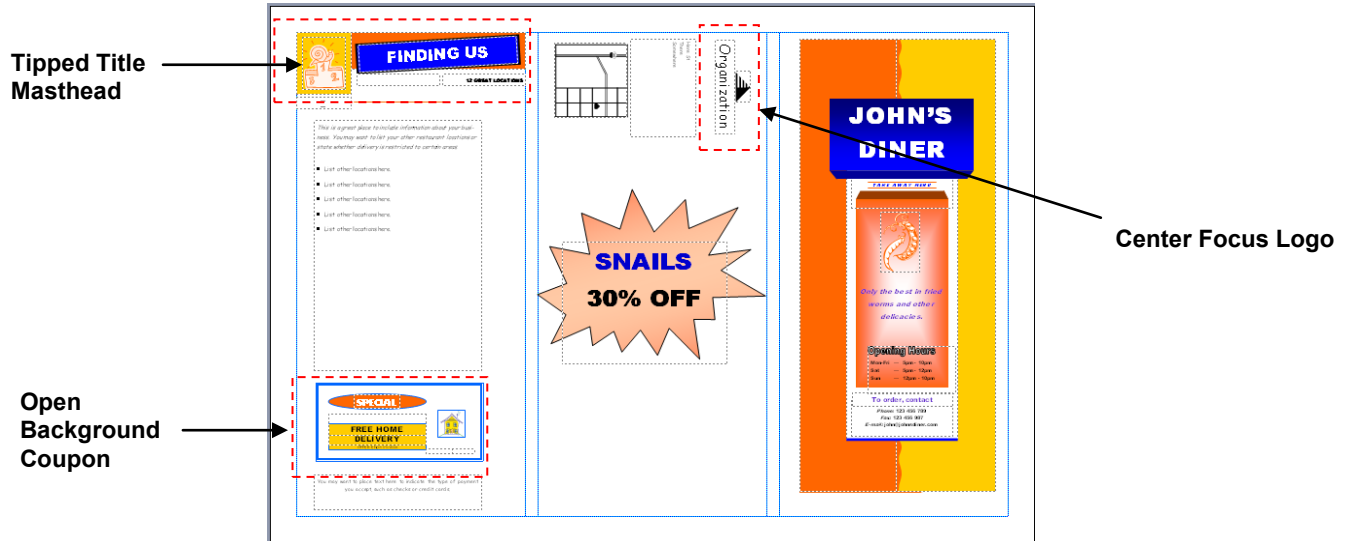


Design gallery objects can save you time when putting together a publication. They are generally a collection of drawing objects and frames grouped together to form a single object. The picture below shows some examples of design gallery objects.



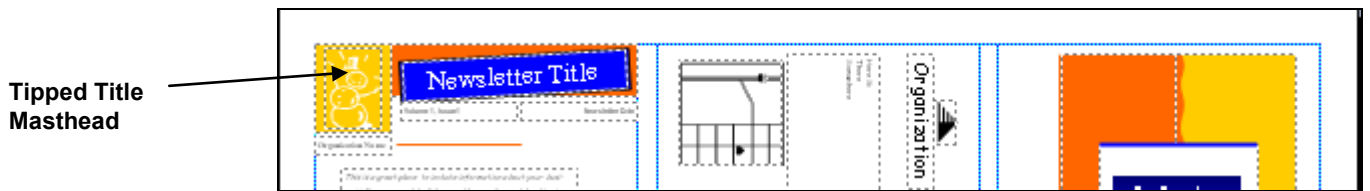
When you insert a design gallery object, you are given the opportunity to edit the text in each section. Although it can be selected, moved and altered as a whole, you are also able to split the design gallery object into its constituent parts, giving you full control over its final appearance.

### Task 1 – Experimenting with Design Gallery Objects

- a. Open your menu and click on the 'Design Gallery Object' icon in the 'Objects' toolbar (or click on 'Insert' in the main menu and select 'Design Gallery Object'). The 'Design Gallery' window will open.
- b. Select the 'Tipped Title' object from the 'Mastheads' section and click on 'Insert Object'.



- c. Try moving the object. You should notice that the object can only be moved as a whole.
- d. Reduce the size of the object and place it in the top-left of page 1 on your menu.



- e. Click on one of the colored shapes and change the 'Fill Color'. Notice how Publisher treats the shape as a separate object.
- f. Right-click on the picture and select 'Change Picture' then 'ClipArt'. Replace the picture with one from the ClipArt gallery. What happens to the picture?
- g. Right-click on the picture again and select 'Format Picture'. Click on the 'Recolor' button then the 'Restore Original Colors' button. What happens? Try selecting a color from the menu instead.
- h. Edit and format the text so that it is relevant to your menu. Delete any unwanted text.

### Task 2 – Replacing a Design Gallery Object

- a. The '00% OFF' text at the base of the left panel is also a Design Gallery Object called an 'Open Background Coupon'. It can easily be swapped for another object.
- b. First delete the 'Open Background Coupon'. Click on the 'Design Gallery Object' icon and select the 'Top Oval Coupon' from the design choices on the left. Move the new coupon into position.
- c. 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.



- d. Save and close the file.