

Publications pagination form instructions

- The form consists of four pages that allow for a total of 224 pagination blocks
- As you move into each field, the light blue background changes to dark blue and the text changes to white
- As you move out of each field, the background changes to white and the text returns to black
- The “Title,” “Total Pages,” and “Originating Agency” fields at the top of the form repeat on all pages
- Within each box:
 - The top field justifies to the left
 - The bottom field justifies to the right
 - The center field justifies in the center and is for the page number, which appears in a larger font
 - The field below the center field is for indicating which pages have a color figure
 - Press the red button to the right of the center (page number) field to cause the field below the center field to show a red border with red text and light blue background
 - Press the white button to the right of the center (page number) field to cause the field below the center field to return to no border, white background, and black text
- Always remember to use “Save As” and save the form under a new name. If you accidentally save the master form under its default name, then save the form with a new name and press the “Clear Form” button at the top of the first page to return to a master form. Alternately, you may change the properties of the master form to “read only” to prevent it from being saved over.