

Chapter 9: Diving into Design with Publisher Templates

Deleting Objects

Before deleting objects, you should clear your screen of any ruler guides. This will make identifying objects easier.

To clear all ruler guides, make sure your Web site is open in Publisher and then follow these steps:

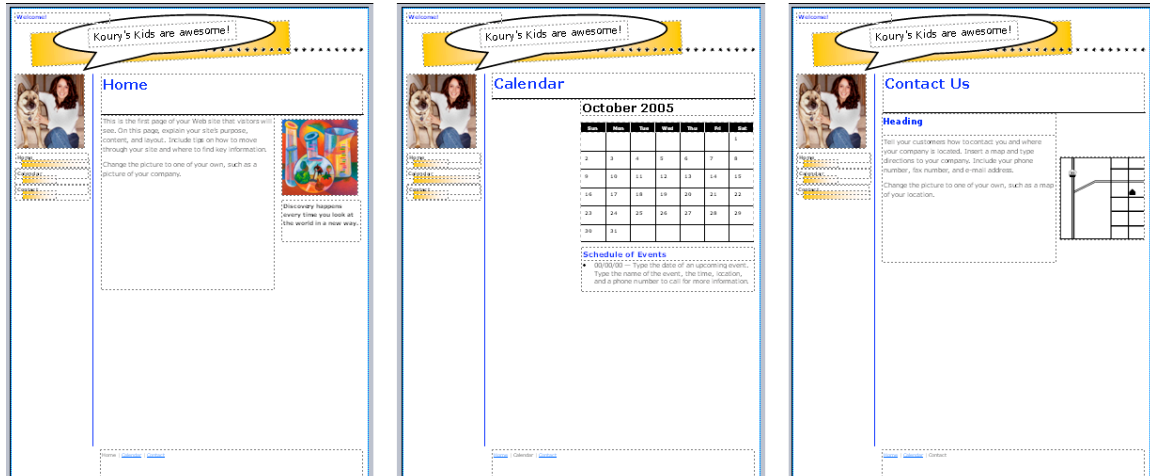
1. Click **Ruler Guides** on the **Arrange** menu
2. Click **Clear All Ruler Guides**.

Next you might want to shrink the page view by using the **Zoom** drop-down list on the **Standard** toolbar. We suggest that you reduce the page down to about **66 or 75 percent**.

After you've prepared your view, you're ready to delete. To delete an object, simply select it and use any standard delete action, such as pressing the **Backspace** or **Delete** key, clicking the **Cut** button in the **Standard** toolbar, or right-clicking and choosing **Cut** or **Delete Object**.

tip To select multiple objects at one time for deleting, press CTRL while you click the objects to be deleted. When you execute the cut or delete process, all selected objects will be removed.

For this walkthrough, you will delete items on each page so your pages will appear as shown here.



Deleting template objects on the home page and subpages

First, delete the following objects on the home page (**page 1**):

- The horizontal rule line above the To Contact Us box
- All three text boxes associated with the To Contact Us area
- The short black vertical rule line to the right of the To Contact Us area

Next, on **page 2**, clear all the ruler guides and delete all the text boxes *except* the calendar and the footer box.

Finally, on **page 3**, delete all objects in the main area of the page *except* the Heading box, the large text box below the Heading box, the placeholder map, and footer area.