# Creating a Master Page for List, Data, DataPlus and Picture Sheets

The Master Page of HORTICOPIA® is used when you want to create a border for your document consisting of text, lines and/or graphics that will appear on a page(s) of your document.

From the menu bar, click on **Window** then **Layout Window**

Click on the **Master Page** button on the Design Page toolbar.

After clicking on the Master Page button, Master Page will appear in the title of the layout.
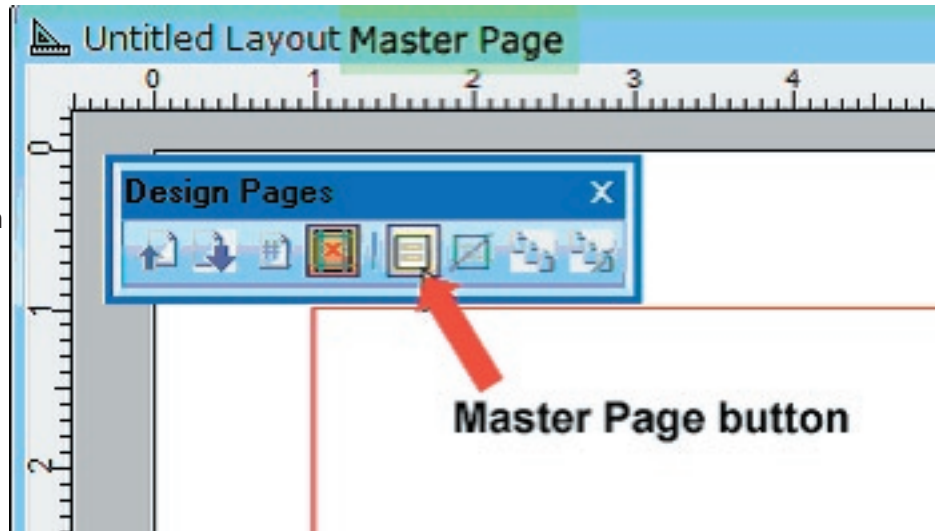
To insert a graphic (your company's logo perhaps) click on the **Insert a picture or graphic** button on the Designer toolbar


Describe a rectangle by holding down the left mouse button and dragging in the area where your graphic will appear.   Browse to the location of your graphic and open.
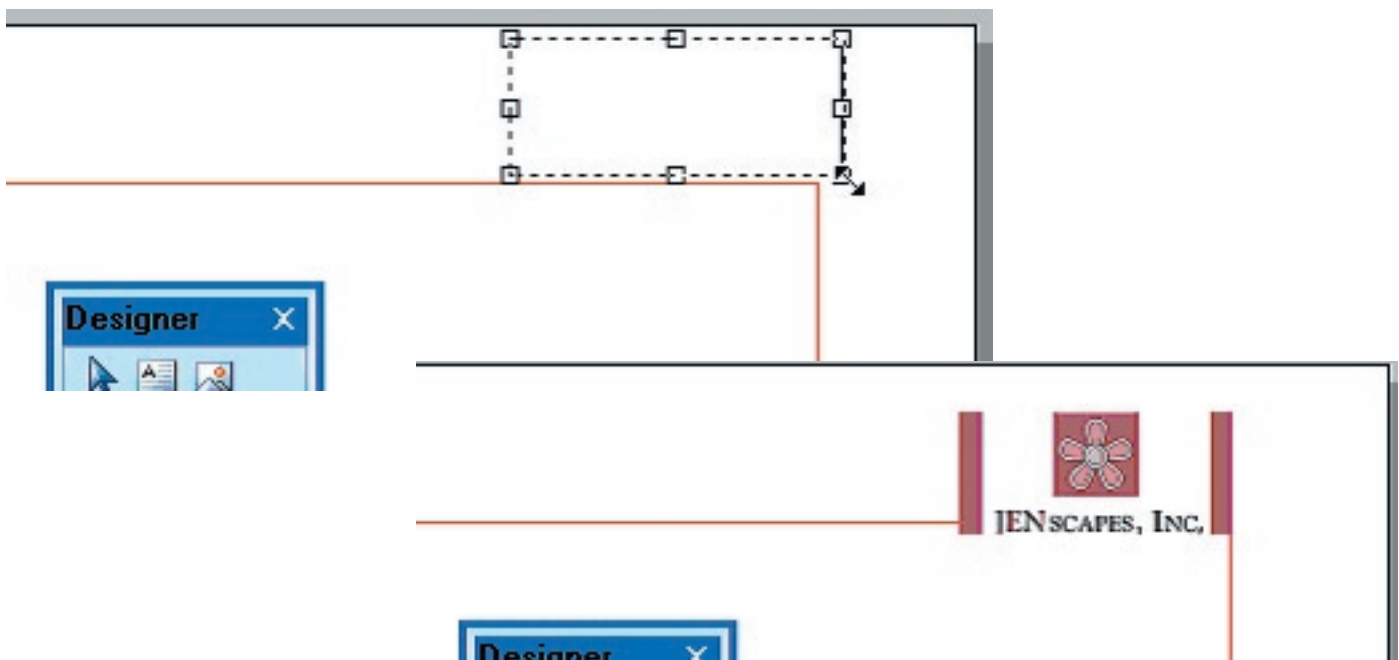
To insert text, click on the Insert a text box button on the **Designer** toolbar.


Describe a rectangle by holding down the left mouse button and dragging in the area where your text will appear. When the text box window appears, enter your text.
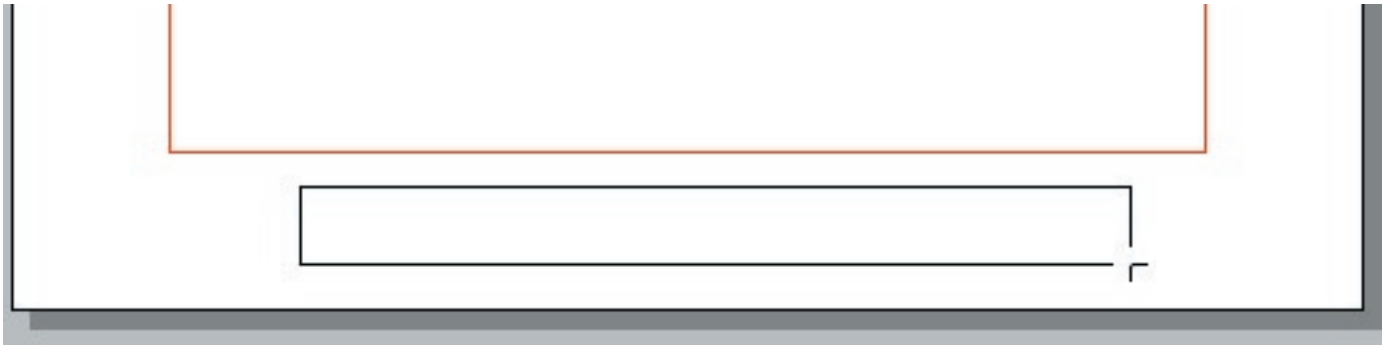
In this example we want the text to appear at the bottom of the page.

My Company Name Street Address City, State Zip

To add a border, click on any of the shape graphics to create a border line using the technique above.

Untitled Layout -- Page 1/1

JEN SCAPES, INC,
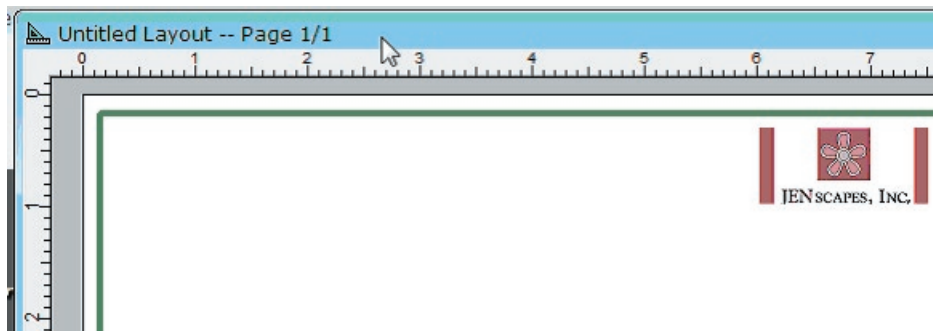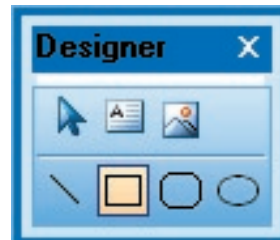
When you are finished creating your Master Page, you can save it with MasterPage in title for ease of retrieval.