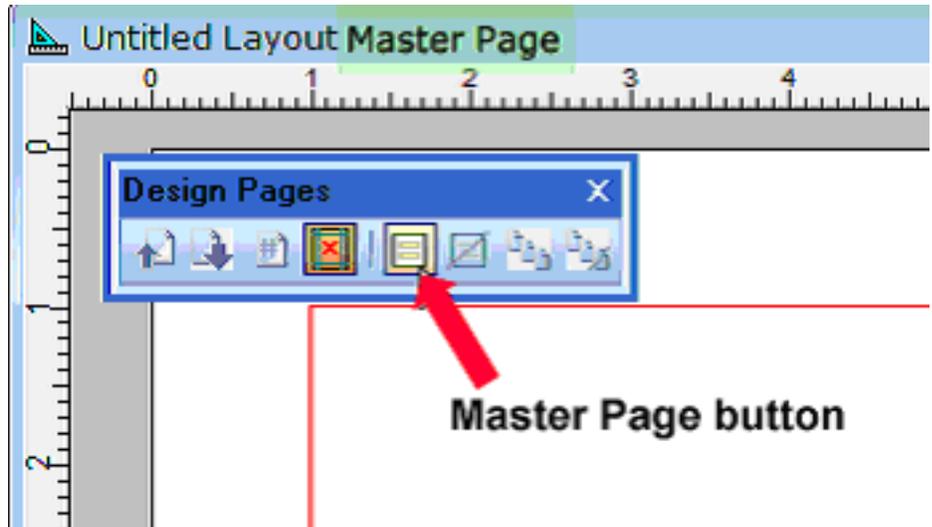# Creating a Master Page

When you want the same text and graphics to appear on each page of your layout, use the Master Page.

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

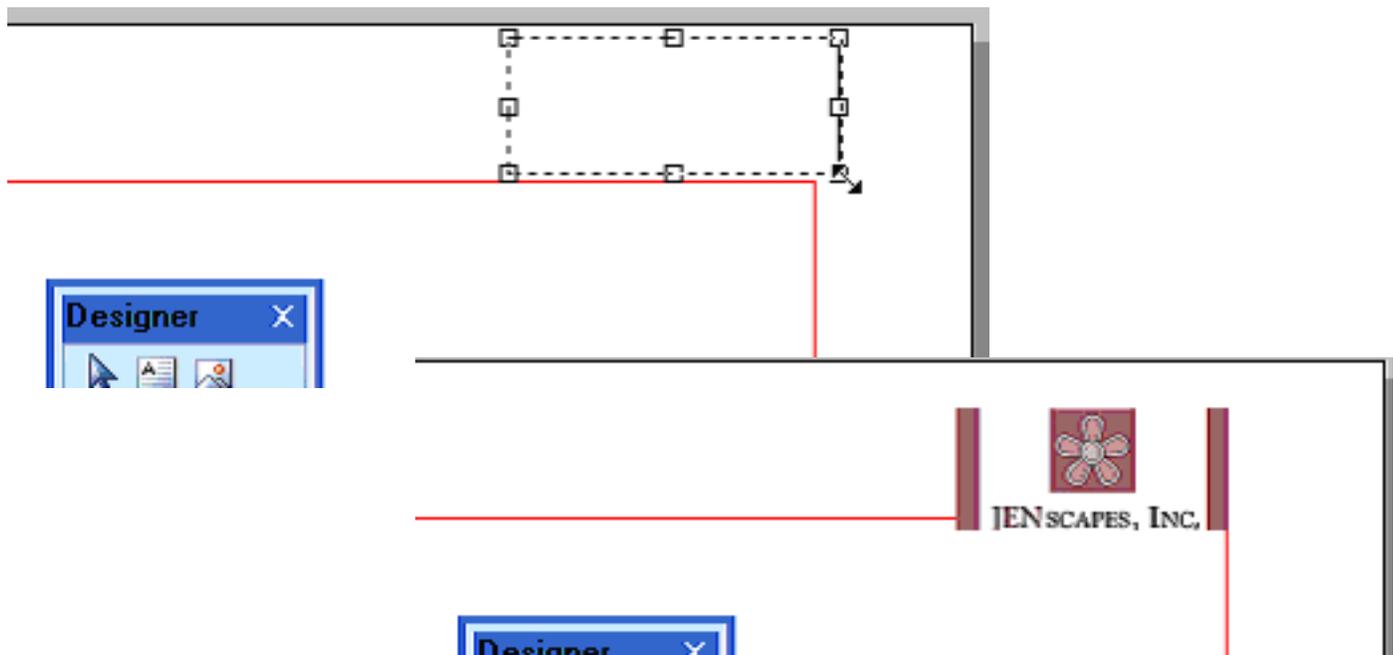Click on the **Master Page** button on the Design Page toolbar.

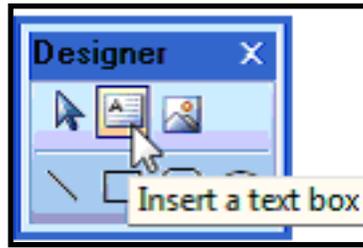After clicking on the Master Page button, Master Page will appear in the title of the layout.

To insert a graphic (your company's logo perhaps) click on the **Insert a picture or graphic** button on the Designer toolbar
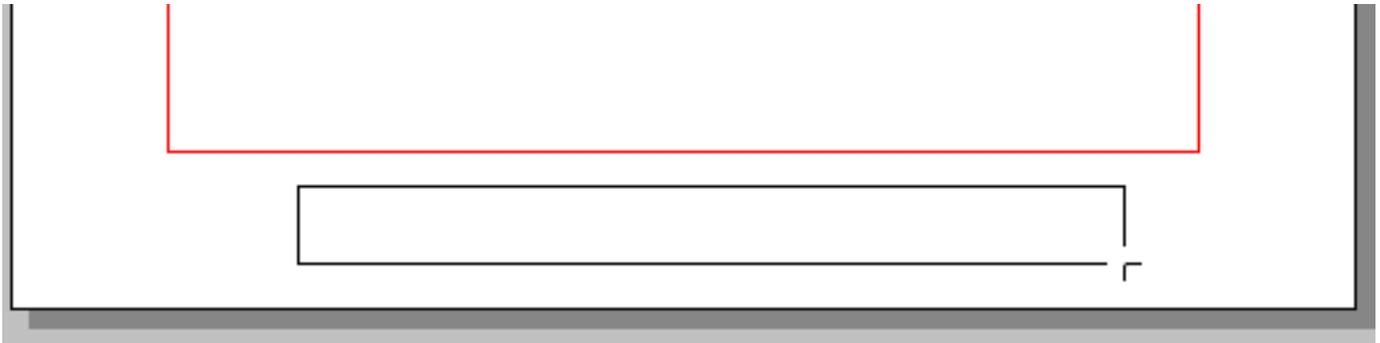

Describe a rectangle by holding down the left mouse button and dragging in the area where your graphic will appear.   Browse to the location of your graphic and open.

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

When you are finished creating your Master Page, you can either save it for future use or click the Master Page button to begin creating a layout. You will see that the layout title is now **Untitled Layout -- Page 1/1** and your Master Page graphics and text appears.