

Creating a Brochure in Microsoft Publisher

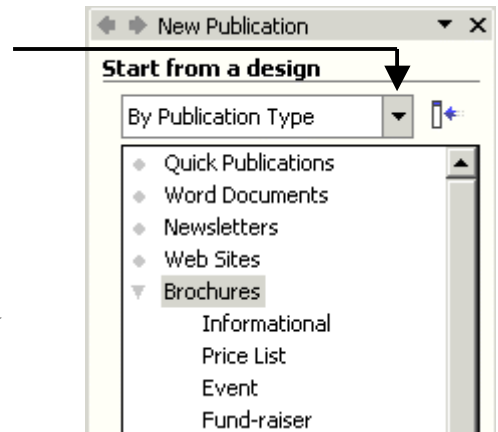


1. Use the **Start** → **Programs** menu (or a shortcut icon, if available) to open Microsoft **Publisher**.

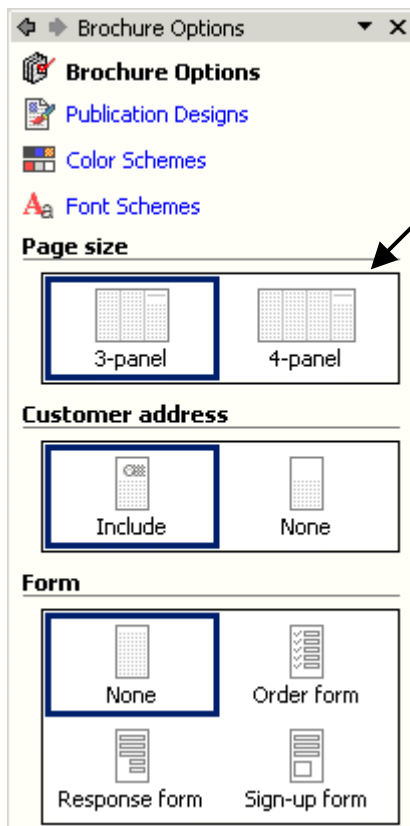
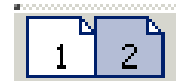
2. Look at the **Start from a design** area on the **left** side of the screen. Notice that you can start from a **Publication Type**, **Design Set** or **Blank Publication**.

3. Choose a publication type (newsletter, brochure, web site, etc.) and then select a publication template from the choices on the right.

4. Look for the **Options Task Pane** on the **left** side of your screen and the publication **template** on the **right** side of your screen.



If you selected a **brochure**, notice the **pink and blue lines** that indicate the "folds" for this brochure. When this brochure is completed, it will be folded twice so that it will be about the size of an envelope. Also, notice at the bottom of the brochure screen that there are two pages - one for each side of the sheet of paper that will make up the two sides of the brochure.



5. Check the **Brochure Options** task pane on the left. This task pane asks what paper size you desire to use for your brochure: regular letter size or wide legal size. The 3-panel brochure uses normal size (8 ½ x 11) paper and the 4-panel uses legal size paper (8 ½ x 14) paper. Use the 3-panel Paper Size for this brochure.

The Brochure Options Task Pane next indicates that you can have a **customer address** in your brochure. This is necessary only if you are using a mail merge in which unique information (i.e. customer name and address) is printed on each brochure. Select **None**.

Notice, in the Brochure Options Task Pane, that the current Form choice is **None**. Do not change that unless you want the brochure to include a specific type of form.

6. Next click on **Color Schemes** and choose a set of complementary colors.

7. Now click on the last choice in the Task Pane – **Font Schemes**. Be sure the font you choose is easily readable.

Cancel any prompt for **Personal Information**. Personal Information is only needed if you need your address or a company name printed on your brochures. The computer remembers this information so you don't need to retype it the next time you create a brochure, newsletter, stationery, etc.

Now you are ready to edit the template brochure to meet your needs!