



HOW TO: Make a Brochure



Application: Publisher

Launch Publisher: Start Menu → Programs → Productivity → Publisher

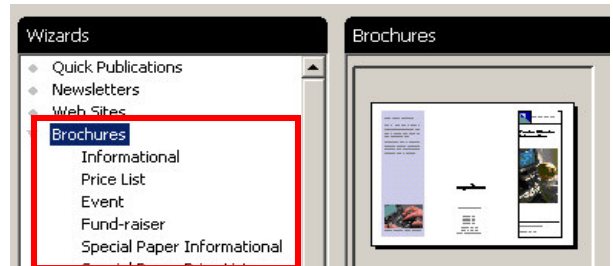
Publisher's Wizard Catalog

- Brochure → Select *Informational*
Special Paper requires special paper!
- Start Wizard

Brochure Wizard

- Next: to change color scheme
- Next: Paper Size Selection
- Next: Customer mailing address placeholder
- Next: Form to add
- Next: Personal information
- Finish & add your information
- You'll be able to change your brochure as you work.

Brochure wizard can stay available to change the design accents and color schemes.



Step 1 - Lay out information locations

Page 1

Outside Left (1st page seen after opening)	Outside Middle (Back)	Title Page (Front)
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Page 2:

Inside Left	Inside Middle	Inside Right
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Switching the View between Page 1 & Page 2

- Option 1: View → Go to Page... → enter the page number
- Option 2: Click on the 1 or 2 tab below the page layout

Step 2 - Entering Text

- Click in one of the text boxes and add your information
- Font Size → 12 point for text & 18 point for titles

Step 3 - Changing & Moving Graphics

- Changing Graphic → Double Click the graphic to launch the Insert Clip Art
Make your selection to replace the template image.
- Adding Graphics: Insert → Picture → From Clip Art
- Moving Graphics → Hold down the ALT key to move the graphic with the arrow keys
- Grouping Objects → Hold down the SHIFT key to select more than one graphic
Click the image of two separate puzzle shapes to link them together