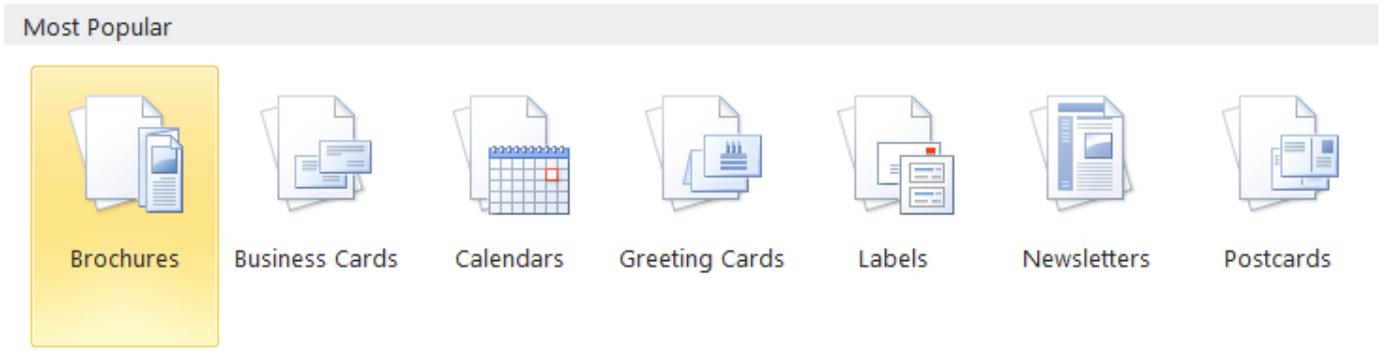


Help Guide 5

Creating a 3-fold brochure in Publisher



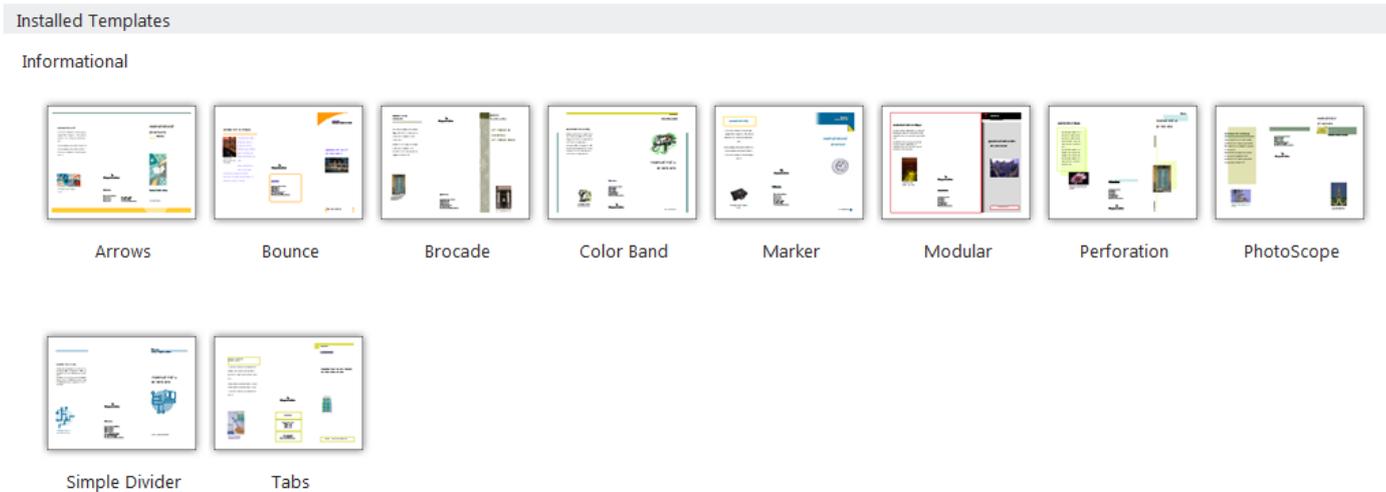
From the Home Page (or File—New), select Most Popular



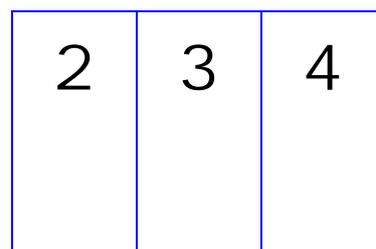
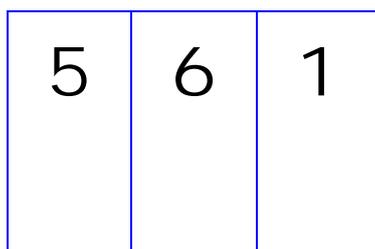
There is a vast array of templates to choose from ...

You can also download a simple template from the Library & LRC page on Moodle.

This has a simple text box (un-linked) on each page.



It's a good idea to plan your brochure on a piece of A4 paper before beginning so that you can see the layout.



If you are using a built-in template, be prepared to delete a lot of unnecessary information and images!

This one is called Simple Divider.

To add a new text box, go to the INSERT tab. You can import text from Word or elsewhere.



Linking Text Boxes



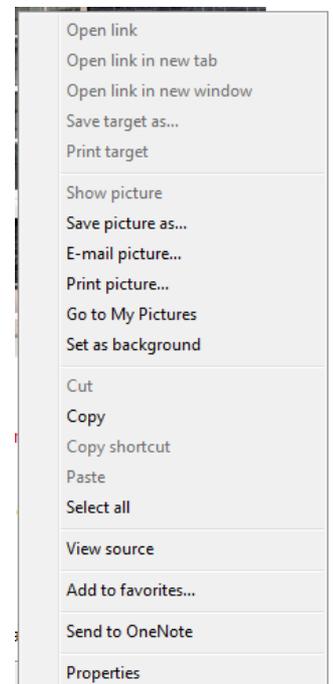
You can also link your text boxes to by choosing the Text Box Tools and looking for the Create Link icon. This means your text will flow from page to page. Click in the first page, then the icon and then click into the next page where you will see an icon of a jug pouring. You can also break the link by using the Break icon.

Adding images

You can copy images from other sources—be aware that some images on the Web are copyright. Right-mouse clicking on an image should bring up this menu.

The simplest way is to Copy, but if this doesn't work, try Save picture as ... (jpeg is the recommended format) and then copy this file and paste into your booklet.

You can then resize your image to fit—remember to use the corner handles or the image will go out of proportion.



Printing your brochure

The setting should be Print on Both Sides, but for the colour printer, flip on **short** edge and flip on **long** edge for the mono printer.

