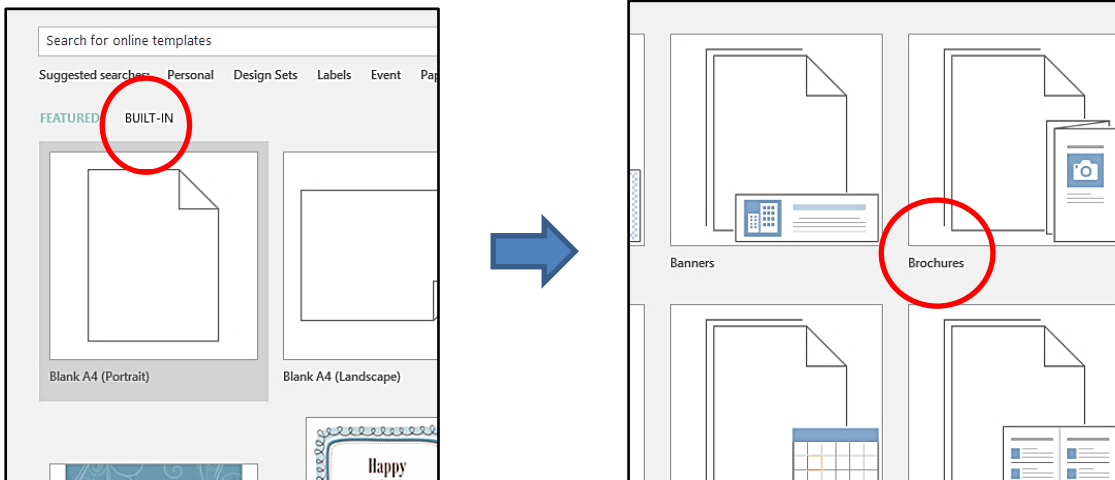


# Help Guide 5

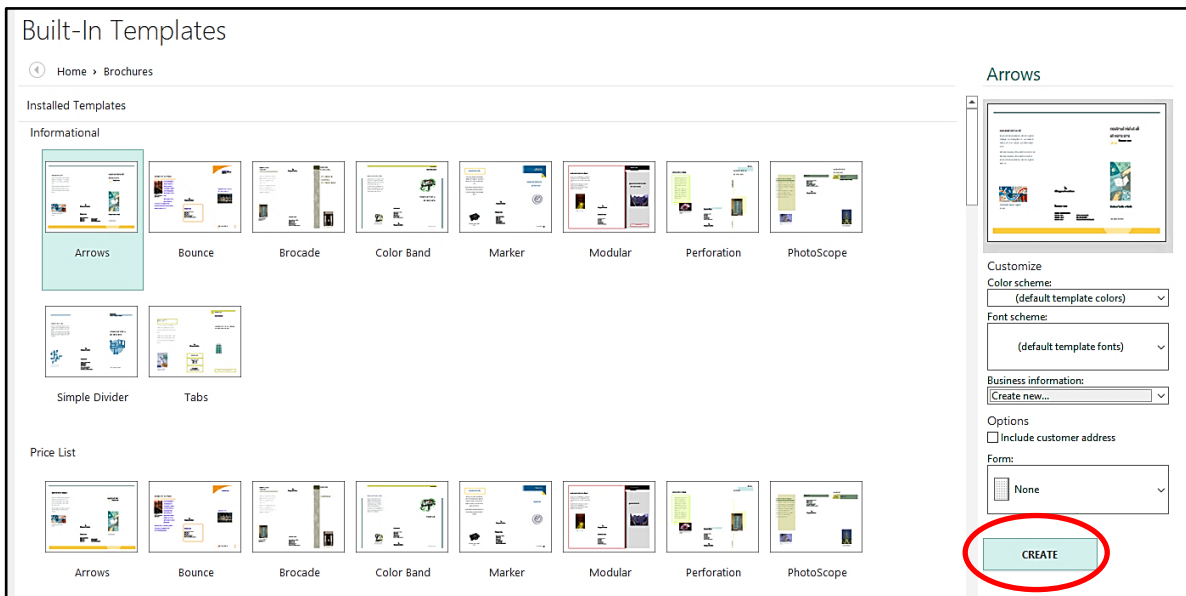
## Creating a 3-fold brochure in Publisher



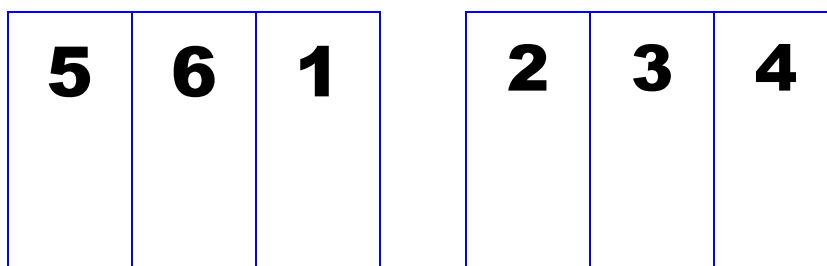
On the Start page that appears when you open Publisher, click **BUILT-IN**.



Select a brochure in the gallery of brochure templates and click **Create**.

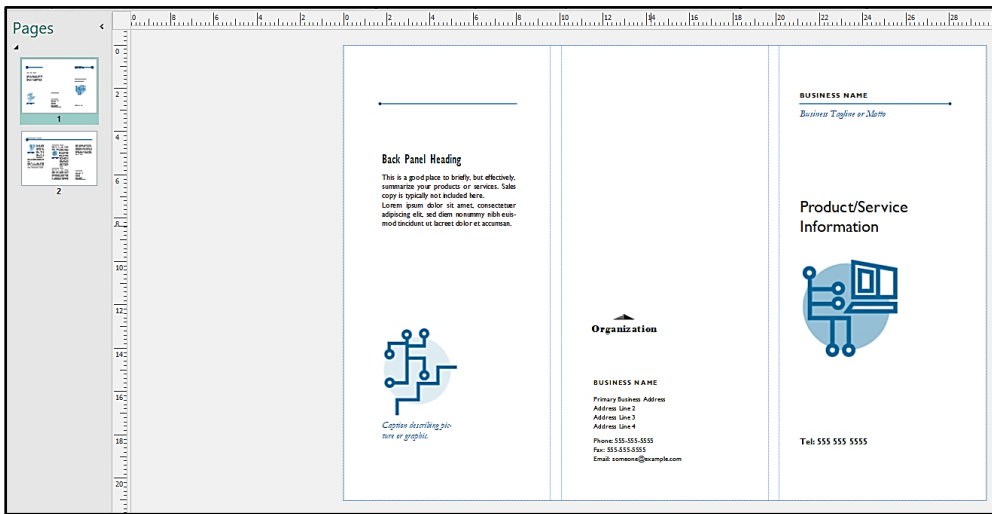


It's a good idea to plan your brochure on a piece of A4 paper before beginning so that you can see the layout.



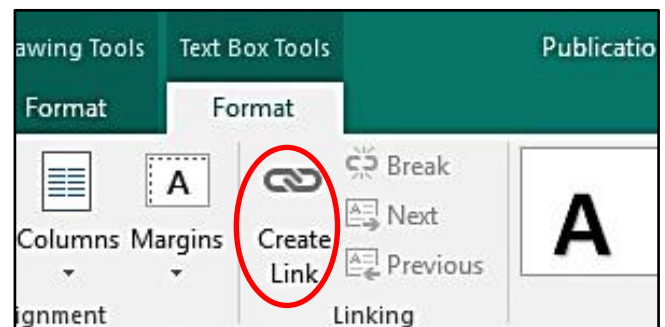
If you are using a BUILT-IN template, be prepared to delete a lot of unnecessary information and images!

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 on the Create Link icon and then click into the next page where you will see an icon of jug pouring. You can also break the link by using the break icon.



### Adding images

If adding images from other sources - be aware that some images on the Web are copyrighted. Right-mouse click 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 brochure. 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.

