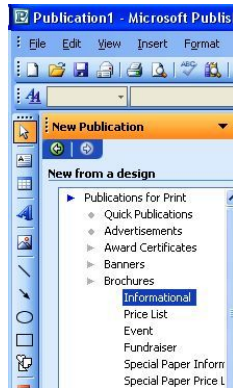
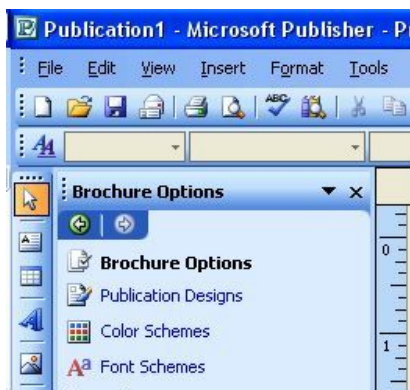


## Creating a Business Brochure in Microsoft Publisher



- ❖ Double-click the Microsoft® Office Publisher icon to start the program.

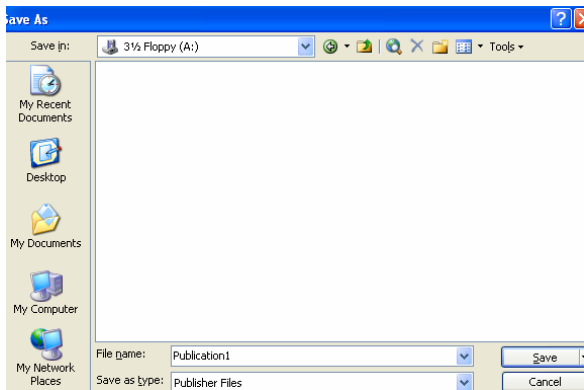
- ❖ In the New Publication wizard, click on Publications for Print. If the New Publication wizard doesn't appear when you first open Publisher, click on File, New to display it.
- ❖ Click on Brochures.
- ❖ Click on Informational.
- ❖ Look through the informational brochure options in the right window. Double-click to choose one, such as the Accessory Bar Informational Brochure.



- ❖ In this example, you will create a three-panel, double-sided brochure. Note the page numbers in the lower right corner. Click on 2 to view the interior of the tri-folded brochure.
- ❖ Click on Color Schemes.
- ❖ Click on a different color scheme, such as Sagebrush. You can use the other options to change to a four-panel brochure, change fonts, etc.
- ❖ Click on 1 to return to the outside of the tri-folded brochure.



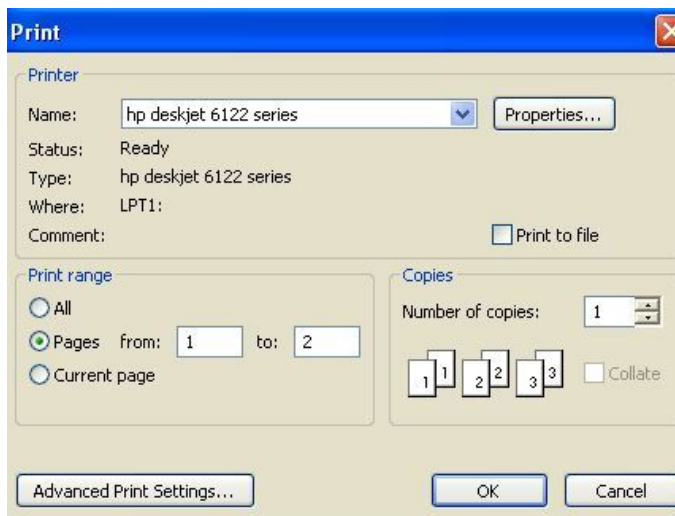
- ❖ Click in the Business Name area. Type the name of your business, for example, Delicious Catering.
- ❖ Use the formatting toolbar above the document window to:
  - ❖ Change the font size so that the text fills the box.
  - ❖ Click on Bold to boldface the text.
  - ❖ Center the text.
  - ❖ Change the color of the text to coordinate with your color scheme.



- ❖ Before proceeding much further with your creation, stop and save your work.
- ❖ Click on File, Save As.
- ❖ Insert a disk in the drive. Click on the down arrow to the right of the Save in: list box and locate your drive on the list.
- ❖ Type a name for your file in the File name text box and click on Save.
- ❖ Click on File, Save frequently to avoid losing your work.



- ❖ Double click on the clip art. Publisher will display the Clip Art task pane on the left.
- ❖ Click in the Search for: text box and type a word or phrase to search for different clip art. In this example, type catering and click on Go.
- ❖ Look through the clip art choices. Click on the one you prefer, and Publisher will replace the existing clip art in the brochure.
- ❖ Adjust the size of the clip art by holding down the shift key and pulling on the lower right corner handle. Let go of the mouse button before you let go of the shift key. Holding down the shift key while pulling on the corner handle keeps the picture's original proportions.
- ❖ Continue clicking in each area of the brochure, filling in text to describe your business or altering the clip art, as appropriate.



- ❖ Click on File, Print to print your brochure. If your printer can't automatically print double-sided documents, you can print one side of the brochure, re-insert the page, and print the second side.
- ❖ Insert only one piece of paper into the printer.
- ❖ Click on File, Print.
- ❖ Click on OK.
- ❖ Remove the completed page from the printer.
- ❖ Re-insert the page (following your printer's directions for print-side up or print-side down).
- ❖ You may need to press a button on the printer to indicate that you're ready to print.
- ❖ Click on File, Exit to close Publisher.