

Making A Brochure



I. Microsoft PUBLISHER (PCs only)

- A. Click on the START menu in lower left of screen; Open Microsoft Publisher (teal blue)
(You may need to open “All programs / Microsoft Office”)
- B. A menu screen will open; on the LEFT, in the “Publications by Wizard,” click on “Brochures” (this should be the fourth option down the list)
 1. In the panel to the RIGHT, a visual gallery of pre-formatted brochure designs will appear; you may scroll down to select a design style of your choosing (don't worry about the colors - those can be changed!)
 2. Click CANCEL for the “Personal Information” option - unless you do want it used
 3. In the new panel to the LEFT, a “Brochure Wizard” will appear:
 - a. Click “NEXT”
 - b. Select Color Scheme by scrolling through pre-set options; click “NEXT”
 - c. For paper size, 8.5 x 11” will be the default; click “NEXT”
 - d. Click “NEXT” for no place holder
 - e. Click “NEXT” for special forms
 - f. Click “Finish”
 4. Replace suggested text areas with own text by highlighting
 5. Replace suggested graphic / photo areas with own image by deleting & inserting
 6. Side 1 refers to the outside 3 panels (the far right panel being the “cover”)
 7. Side 2 refers to the 3 inside panels
 8. Save as .pub (for a Publisher file)

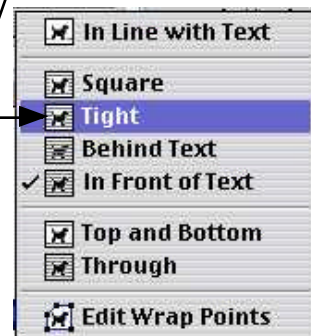
II. Microsoft WORD (PCs AND MACs)

A. To create a 3 panel brochure:

1. Click on “Format” from top menu bar
 - a. Pull down to expand options, click on “Columns”
 - (1). In the “Preset” options, click on “3”; click “OKAY”
2. Click on “File” from the top menu bar
 - a. Click on “Page Setup”
 - (1). Click on “Paper Size” / “Orientation”
 - (2). Click on the bullet for “Landscape”
(sideways/horizontal)

B. To use a “Floating text box,” click on “Insert / Text Box”

(these allow for greater flexibility and control when placing or moving text & graphics; on a PC, the text box must be Formatted to “Tight” to float and have the text wrap around it)



III. APPLE WORKS

A. To create a 3 panel brochure:

1. From top menu bar, click on “File / New / Word Processing”
2. Click on “File / Page Set-up”
 - a. Click on “Format / Section”
 - (1). Set number of columns to “3” for a tri-fold brochure
3. To insert a “floating text box,” hold down the “Alt” key & click on the “text tool”
4. Save as .cwk (for an AppleWorks file)

