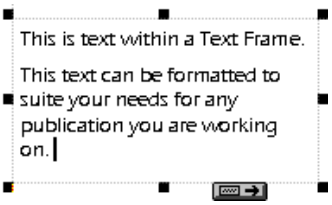
Microsoft Publisher Brochure Instructions

1. After opening the Publisher program, select the tab for **Publications by Wizard**
   - choose **Brochures**
   - click on the template you would like to use
   - click on **Start Wizard** at the bottom right of the screen
   - click **Next** to begin designing your brochure

2. At this point you should save your brochure
   - Click on **File**, then **Save As**
   - Be sure to select YOUR TEACHER'S FOLDER as the location
   - Type in the name for your brochure in this format: First Initial Last Name Country
   - *Example*: J. Klintworth Africa
   - You only have to set the file name and location *once*
   - Continue to save your work periodically by clicking this icon on the toolbar at the top
   - Or, if you are prompted by the program to save, click **Yes**

3. Choose a **Color Scheme** and click **next**
4. Leave the paper size as **Letter (3 panels)** and click **next**
5. Select **No** for customer address and click **next**
6. Select **None** for Form and click **next**
7. Select **Cancel** for Personal Information and click **next**
8. Click **Finish**, then click **Hide Wizard**
9. The panel on the right will be the front of your brochure once it is folded
   - Here you can put your name, your class, the name of your country, and a picture
   - Click in any text box you want to edit, highlight the text, then begin typing over it

★ **Don't forget - if you make a mistake you can always click on the blue Undo arrow and try again!**



10. To change the size of any text box, click on it so you can see the little black boxes in each corner
    - You can click on the black boxes and drag them to make the text box bigger or smaller
    - If you click on any of the grey border lines of the text box and drag your mouse, it will move the text box to a different place on the page
    - To delete an entire text box, click so you see the little black boxes, then click on the border so the cursor disappears, then hit Delete on the keyboard

11. Use the toolbar to change the font size, color, style, alignment, etc. (see other side of handout)

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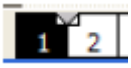
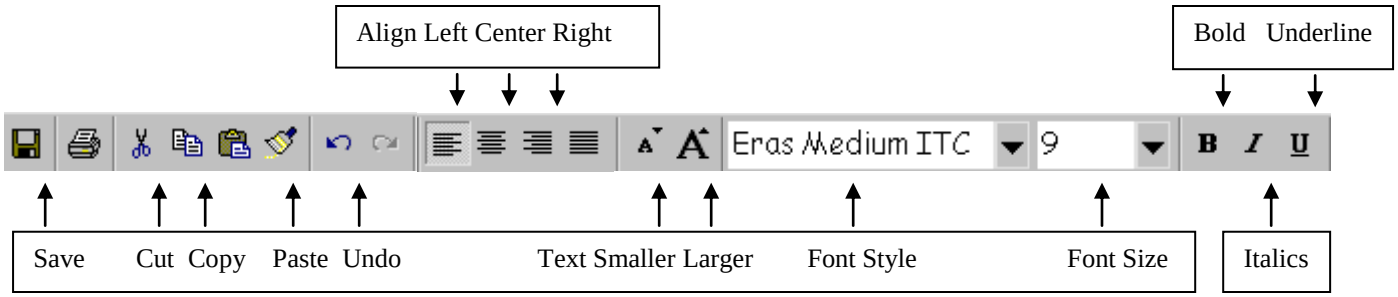
12. Search for images on **World Book Online** through **INFOhio**
    - When you find a picture you like, place your mouse over the picture and **RIGHT click**
    - Select **Copy** from the menu
    - Return to your brochure and click the mouse in the area where you want to put the image
    - **RIGHT click** and select **paste**

13. Be sure to also complete **page 2** by clicking on the button at the bottom 

14. Delete any unused text boxes or images (see step 10)
15. When you are done, **save** your work again, and raise your hand for help with printing



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