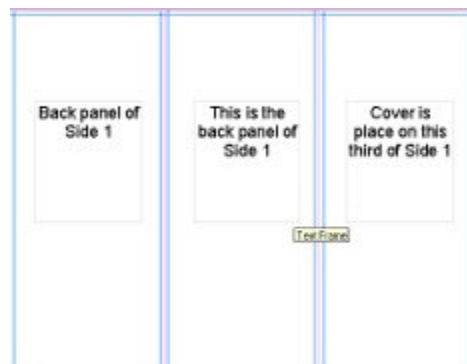


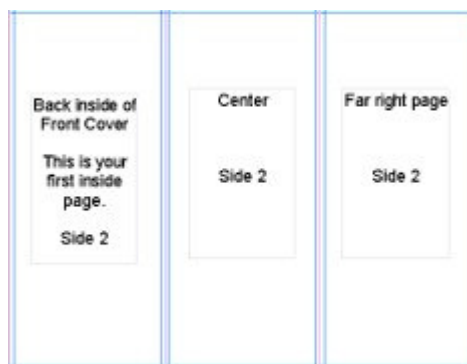
Creating a Brochure

1. Open MS Publisher and select the tri-fold brochure page. Choose a template design that suits your needs. Once the page is up, you can delete the filler text or graphics you do not wish to use in your brochure.
2. Your margin lines are drawn and you can not go outside of them because it will not print.
3. You need to select a font style that is easy to read and will look nice on the page. Some font styles allow more to be printed on a page than others. Font size needs to be large enough to read, but small enough to allow all your content to fit on the page.
5. Headlines need to be larger and get the reader's attention. This can be accomplished by various means such as centering, making it bold, changing font size or color.
6. Placement of illustrations and graphics is important to be sure all your content fits on the page. You can wrap text around illustrations and use various other techniques. Be sure the size and qualities are nice for the reader. Enlarging or reducing can cause distortion. Hold down the shift key when resizing images to avoid distortion.



page 1

Use the page above to see how to layout your cover. The cover must be on Side 1 and on the far right panel.



page 2