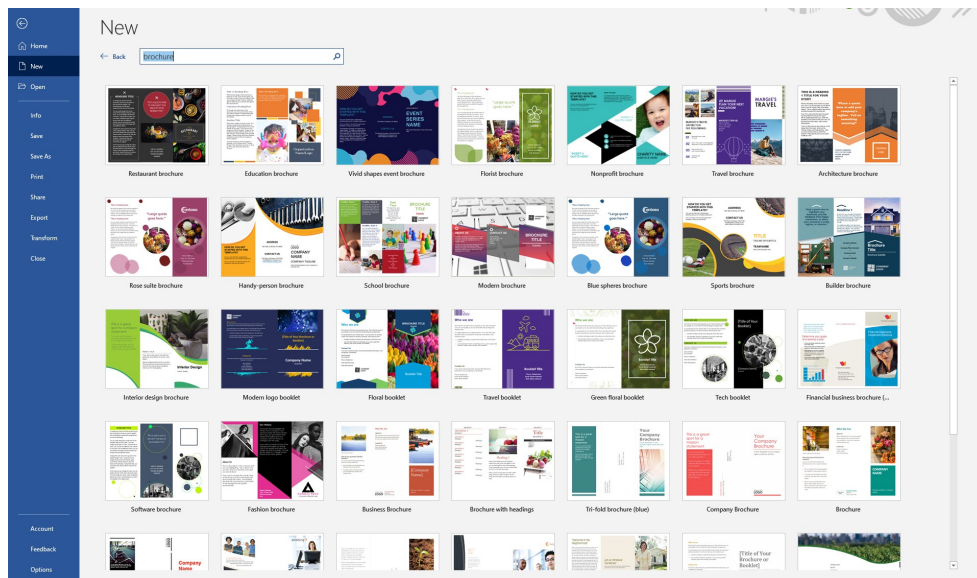


# How To Create a Brochure in Microsoft Word and Publisher

## Option 1: Microsoft Word

When creating a brochure in Word, the program will look different depending on the computer you use to open it. (e.g. if you use your personal computer, when you open Word, you will see recent files listed. If using a student computer in the library, you shouldn't see recent files.) Whatever computer you use, you want to select File, then New (or just New, depending on how your screen looks). In the search field, type in "brochure" and press enter and the results will look similar to the screen below.

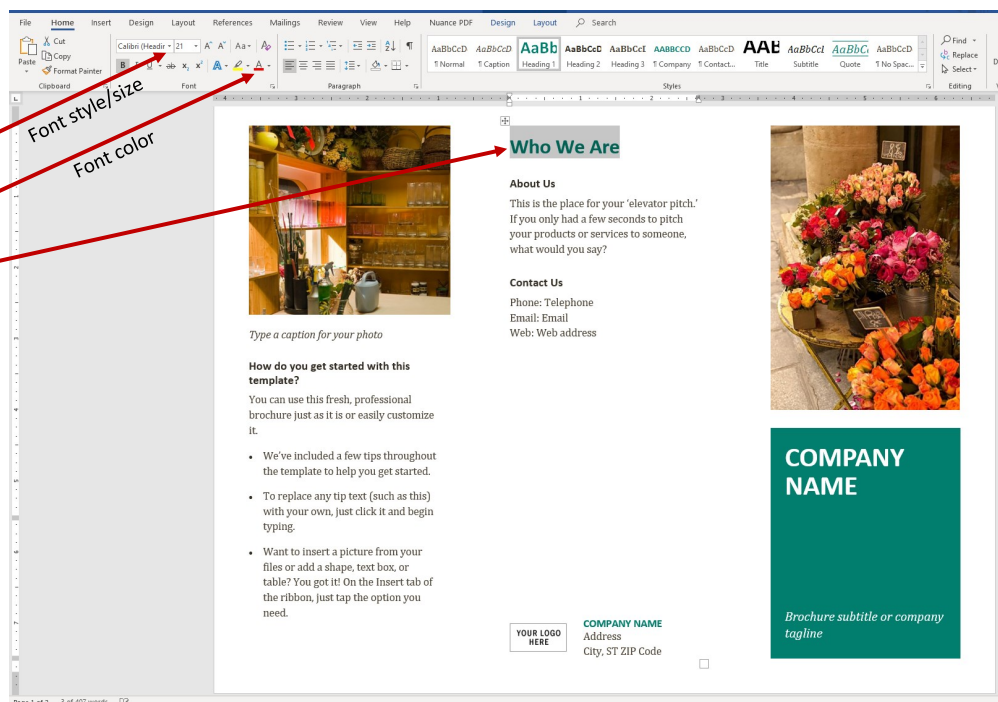


To see a larger image of the thumbnails, just click on the thumbnail and it will open up a larger view. You can do that as many times as you like and when you've decided on the template, click the Create button.

Once you create your template, you can change anything in the template to meet your needs. Highlight the different areas to change the text. You can also delete elements you don't need.

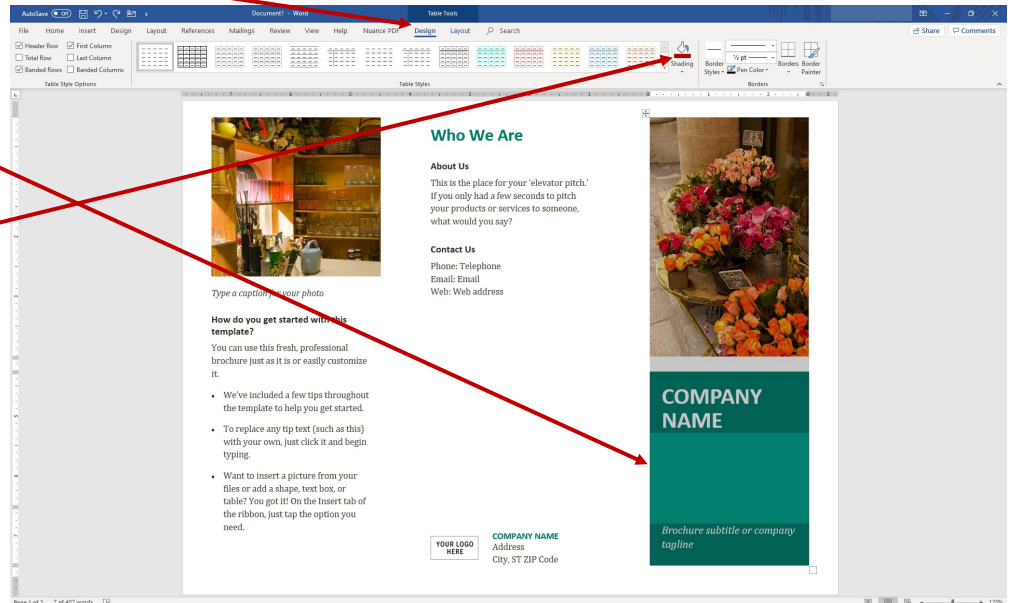
To change font style, size, or color, click on the element in the template to highlight it. (Some areas, you may need to hold down the left mouse button and drag to highlight the text. Click on the Home tab to access the font area.

See next page for instructions on how to change background colors.



Microsoft Word formats a brochure with various tables. When you click in an area, such as the solid color below where it says Company Name, you will see Tables Tools appear in the tool bar at the top of the screen. Click on the Design tab below Table Tools.

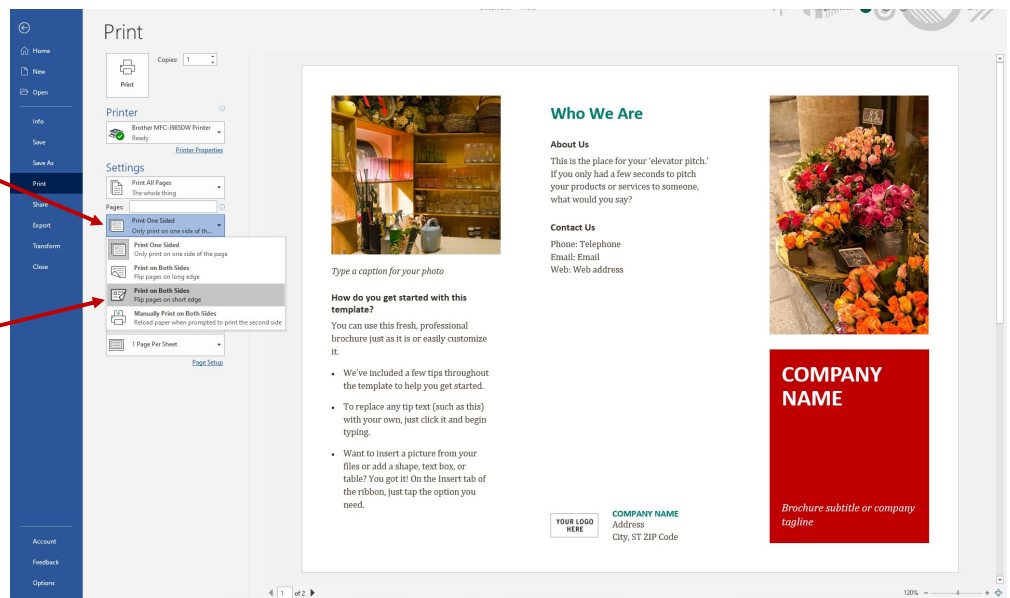
After you click in the colored area of the brochure and click the Design tab, you can change the background color by clicking Shading on the toolbar and selecting the desired color. You can also add shading to any other section of the brochure by clicking on that section and following the steps above.



Instructions for changing/inserting photos is covered in the separate how-to guides called “Inserting Photos/Illustrations in Microsoft Publisher” and “Inserting Photos/Illustrations in Microsoft Word.”

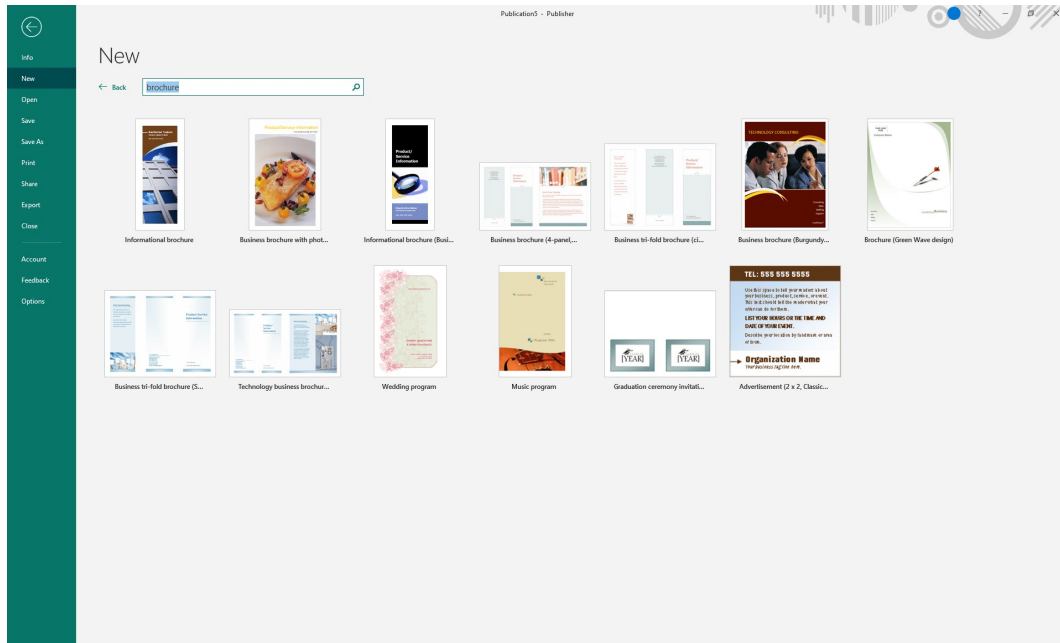
## Printing Your Brochure

To print brochure, click on File—Print. Under Settings, click on Print on One Sided to display the dropdown menu with options. Select Print on Both Sides and make sure you select the option that says “Flip pages on short edge.” If you make the wrong selection, your pages will print upside down. Click the Print button after you make your selections.



## Option 2: Microsoft Publisher (first part is similar to Word but next page is different)

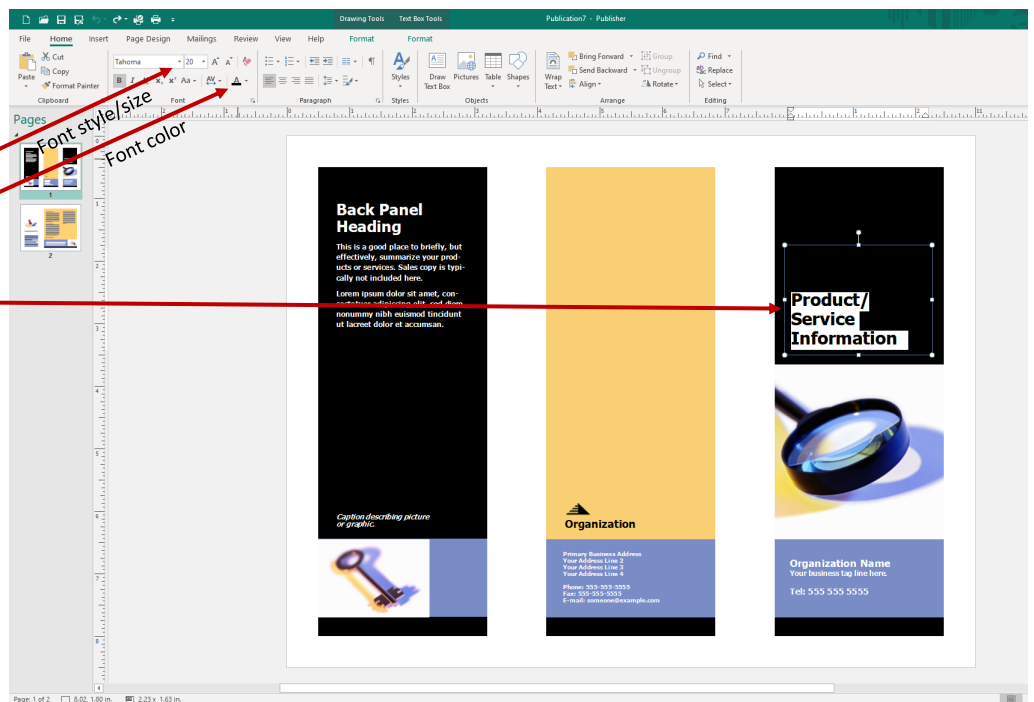
When creating a brochure in Publisher, the program will look different depending on the computer you use to open it. (e.g. if you use your personal computer, when you open Publisher, you will see recent files listed. If using a student computer in the library, you shouldn't see recent files.) Whatever computer you use, you want to select File, then New (or just New, depending on how your screen looks). In the search field, type in "brochure" and press enter and the results will look similar to the screen below.



Publisher does not have as many templates for brochures as Word does but they are much easier to customize in Publisher. To see a larger image of the thumbnails, just click on the thumbnail and it will open up a larger view. You can do that as many times as you like and when you've decided on the template, click the Create button. Once you create your template, you can change anything in the template to meet your needs. Highlight the different areas to change the text. You can also delete elements you don't need.

To change font style, size, or color, click on the element in the template to highlight it. (Some areas, you may need to hold down the left mouse button and drag to highlight the text. Click on the Home tab to access the font menu.

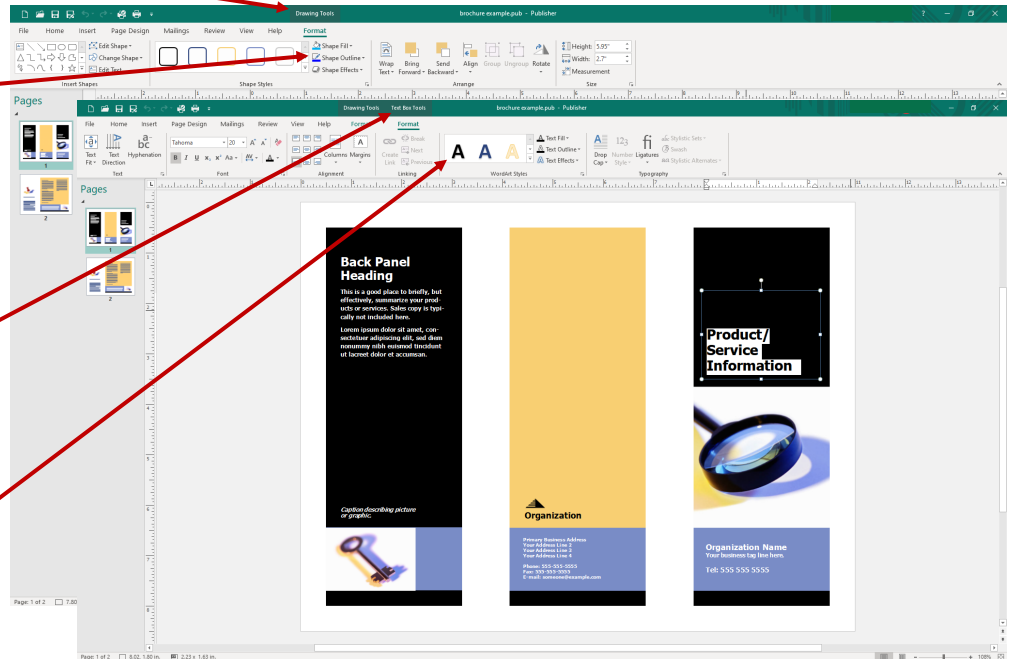
See next page for instructions on how to change background colors.



Microsoft Publisher formats pamphlets differently than Word. In Publisher, you will find text boxes and backgrounds that are much easier to format than Word. When you click in a background area of the pamphlet, you will notice the Drawing Tools options on the ribbon at the top of the page.

If you click in a background area, you have many options, such as shape outline and shape fill. Click on the arrows next to each item to reveal all the options for that particular item.

If you click in an area with text, the Text Box Tools ribbon will appear. You can change font style, size, outline, alignment, and much more. You can also create WordArt.



Instructions for changing/inserting photos is covered in the separate how-to guides called “Inserting Photos/Illustrations in Microsoft Publisher” and “Inserting Photos/Illustrations in Microsoft Word.”

### Printing Your Brochure

To print brochure, click on File—Print. Under Settings, select One page per sheet. Click on Print One Sided to display the dropdown menu with options. Select Print on Both Sides and make sure you select the option that says “Flip pages on short edge.” If you make the wrong selection, your pages will print upside down. Click the Print button after you make your selections.

