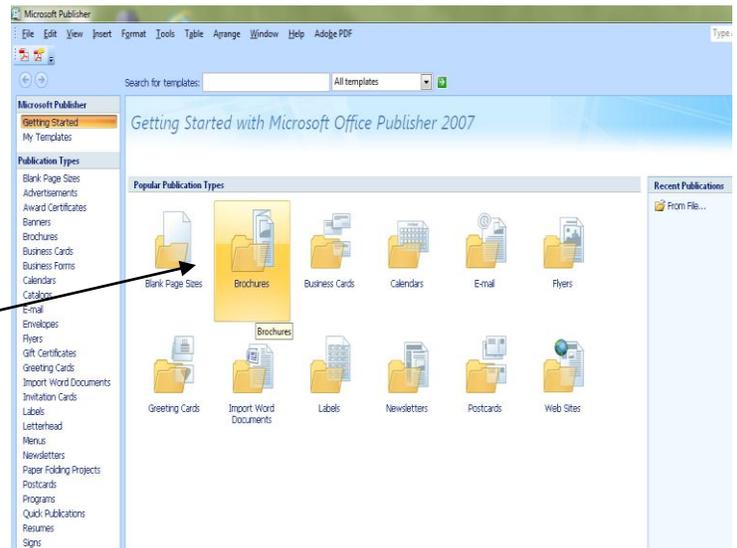


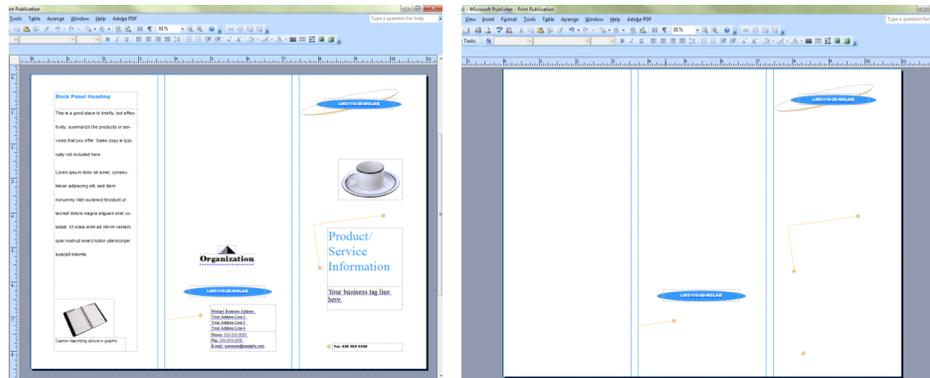
Publisher Notes

- 1.) Open Microsoft Publisher
- 2.) Popular Publication Types appears
 - a. You will see several options
- 3.) **SELECT Brochure and choose an Informational brochure format you like**



- 4.) Save the project in your computer folder as **“the name of the topic you are talking about”**. (Go to File Save As then choose your computer folder)
- 5.) On the left is Format Publications – click on the x to close this.

- 6.) Delete all the text boxes and pictures on both pages. **DO NOT DELETE THE COLORED BOXES OR DESIGNS.**

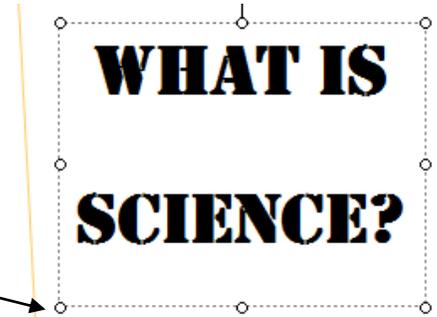


- 7.) Using the objects tool bar, insert either at textbox or a shape to type in.
- 8.) Type your information in each panel. Make sure you are using complete sentences. They need to make sense and be written using correct spelling and grammar. **DO NOT WRITE AS YOU WOULD SPEEK!**



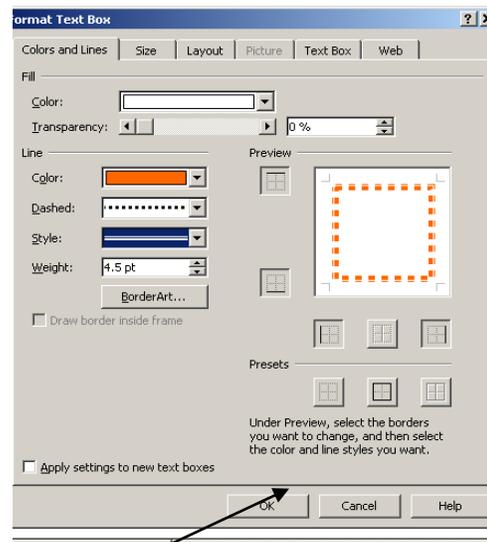
Publisher Notes

- 9.) Once you have finished typing a text box you want to format it.
- Select a font style, color, and size of your choice.
 - Your font size for our information should be between 10-12.
 - Your titles can be as large as you want. Your heading should be bolded or bigger than the rest of the text so it stands out.
 - When you make the font bigger you may cut off some of your words.
 - Resize the text box to fit your words if this happens.
 - Use the white circles on each corner/side to drag to the size you want.



10.) **Formatting a Text box or a Shape:**

- To put a border around a text box or a shape, double click on the line of the text box (you will get the screen to the right).
- These options should be familiar to you as we have used them in Word with Word Art, Shapes and in PowerPoint with backgrounds
 - Select a fill color
 - Select a line color and style
 - Select a weight (width of line) *You can use Border Art instead of the line if you prefer(make sure to change the width of Border Art to 12 though)



- 11.) Put at least 4 pictures related to your topic into your Brochure

- Go to insert on the menu bar and choose clip art or go to the Internet and find a picture and copy and paste it.