Create your brochure   Follow these steps to create a brochure:

To	Do this
Start your brochure	1. Start Publisher. In the **New Publication** task pane, under **New from a design**, click **Publications for Print**, and then click **Brochures**. NOTE If you are using Publisher 2002, in the **New Publication** task pane, click **Brochures**. 2. Under **Brochures**, choose a type (for example, **Informational**, **Special Offer**). 3. Click the preview image for the brochure design you want.
Specify brochure layout and content in the **Brochure Options** task pane	Under **Page size**, click **3-panel** or **4-panel**. Under **Customer address**, click **Include** or **None**, depending on if you will be mailing your brochure to customers. Under **Form**, click a type of response form to add, or click **None**. Click **Color Schemes**, and then choose the color scheme you want. Click **Font Schemes**, and then choose the font scheme you want.
Replace placeholder text	1. Click the placeholder text, and then type. NOTES ▪ If you have already created a personal information set, your business contact information and logo will automatically replace some of the placeholder text. ▪ In most cases, text will resize automatically to fit within the text box. 2. Repeat as needed for side 2 of your publication.
Control text size in text boxes	1. Click the text box. 2. On the **Format** menu, point to **AutoFit Text**, and then click **Do Not AutoFit** (if you are using Publisher 2002, click **None**). 3. Select the text, and then choose a new font size from the **Font Size** list on the toolbar.
Replace placeholder pictures	1. Right-click the placeholder picture, click **Change Picture**, and then choose the source of the new picture. TIP If you don't see **Change Picture** when you right-click, click the placeholder picture once until you see the white circles surrounding the picture's frame. Click the picture again until you see gray circles with x's in them surrounding the picture itself, and then right-click the picture. (For more information about working with pictures, see Publisher Help.) 2. Repeat as needed for side 2 of your publication.
Complete the brochure	1. When the brochure looks the way you want, save the file. 2. Print your brochures. To print color, double-sided brochures created with Microsoft Publisher: Click on File-Print

Choose printer file://students/HslmcCol
Click on Properties
Choose Two-sided (Duplex) Printing
On the same page, on the right hand side, look for Orientation
Choose Landscape
Click OK
Click OK

If Linked Picture window pops up, click on Print displayed picture button. You may need to do this several times (depending on the number of pictures in your brochure) until the window closes and printing begins

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