



Microsoft Publisher 2003

Brochures

OTS PUBLICATION: PB2 • REVISED 07-01-2006 • TRAINING@TOWSON.EDU • OFFICE OF TECHNOLOGY SERVICES

=Shortcut =Advice =Caution

What is a Brochure?

A **brochure** is a publication used to convince readers you have something they need. The readers have to see right away what they will get from reading the brochure, as well as what it will cost them. This can be a real challenge because when people look at a brochure cover they don't read it, they glance at it. So it has to catch their attention, first of all, and then motivate them to pick it up.

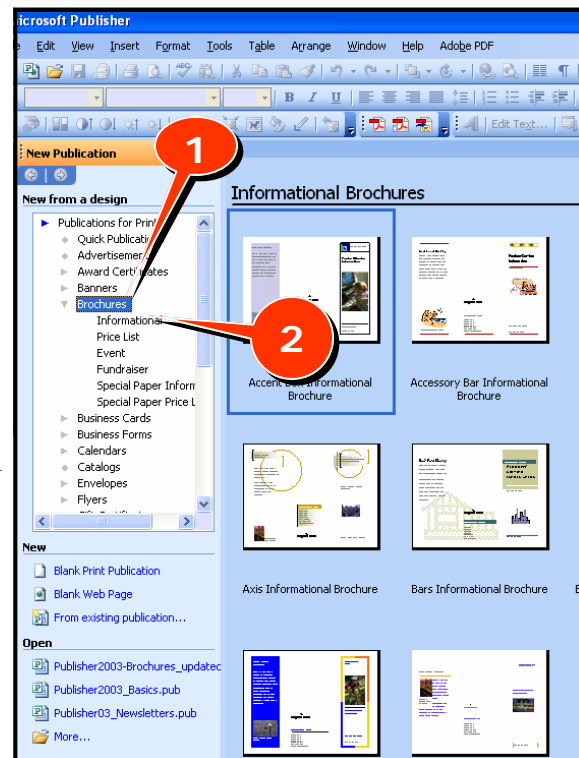
Summary

1. Creating a Brochure
2. Editing Objects
 - Moving
 - Resizing
 - Deleting
3. Adding New Objects
4. Rearranging Panels

Creating a Brochure Using A Wizard

1. Open **Publisher 2003**.
2. In the **New Publication** task pane on the left, under **New from a design**, click the arrow next to **Publications for Print** and choose **Brochures** (Figure 1, 1).
3. Look through the templates by choosing each of the options under **Brochures** (Figure 1, 2).
4. When you make your selection, an information screen may pop up. You can either enter information here or click **Cancel** and enter it in yourself on the brochure.

Figure 1



Editing

The Template is strictly an example. In most cases, many graphics and text boxes will have to be added, deleted, or moved.

To move an object:

1. Place your cursor on the dotted line encasing the objects and **click once** to highlight the area.
2. With the cursor looking like this , click the dotted line holding down the left mouse button.
3. Drag the object to the preferred place by moving the mouse to that area.

To delete an object:

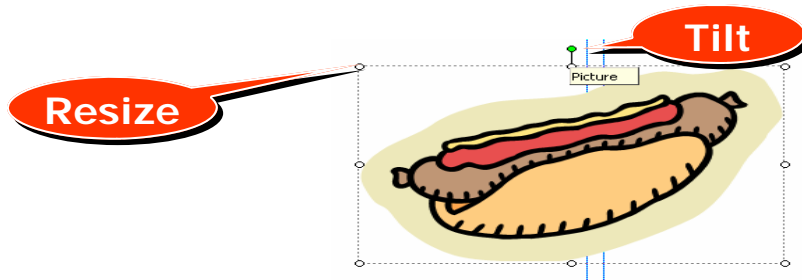
1. **Left-click** one time to select the object and press **Delete** on keyboard

OR

2. **Right-click** object and select **Delete** from drop down menu.

Resizing an object:

1. Select the object you wish to resize.
2. Place your cursor on one of the **white dots** located on the dotted lines. Drag your cursor to re-size.



Do not click the green dot to resize. The green dots tilt the object on an angle.

Adding Objects

Pictures

1. Go to **Insert > Picture**.
2. Choose from the **menu** what kind of picture you would like to add.
3. For clipart, you can search for specific pictures by typing a keyword in the **Search Field** and clicking **Go**.
4. For files, choose **from file** and browse for the image.
5. When you choose a picture, double-click to add to your publication.

Text Boxes

1. Go to **Insert > Text Box**
2. The cursor will turn into a cross. Place your cursor where the text box is to be inserted, hold down the left mouse button, and drag the box to the desired size.

Drop Caps

A **drop cap**, is a large letter at the start of a paragraph. A successful publication should use just one drop-cap at the beginning of a story or section.


1. Click in the paragraph where you want to add the drop cap and go to **Format > Drop Cap**.



2. If your text box contains more than one paragraph, be sure to only highlight the first paragraph or the drop cap will be added to all paragraphs in the text box.
2. Choose the style that you would like from the menu. You can click on the **Custom Drop Cap** tab at the top of the window to further customize.
3. If you want to remove the drop cap, go to **Format > Drop Cap** and click **Remove**.
4. Click **OK** to return to your document.


Design Gallery Object

Publisher has mini-Wizards used to create design objects within a publication.

1. Go to **Insert > Design Gallery Object**
2. From here you can choose to look at Objects by Category, by Design or that you created yourself.
3. After you choose the object, click **Insert Object**.
4. Along with the object is a mini-wizard that you can click by selecting the object and clicking the wizard icon.  This allows you to re-open the customization of the object.

Rearranging Panels

Before re-arranging your brochure panels, adjust magnification so that you can see your whole brochure.

1. Open the publication you need to edit.
2. Go to **View > Zoom > 33%**.
3. Select all of the objects on your page by going to **Edit > Select All** or creating a box around them by clicking and dragging.
4. Click the **Group** button  and move the grouped objects out to the right of the document page onto the **Scratch Area** (The scratch area is the grey area surrounding your publication).
5. If you have a multi-paged document, go to page 2 and repeat steps 3 and 4.
6. In order to re-arrange things, you can ungroup and regroup objects by clicking the **Group** button and place them in the new order on your brochure pages.