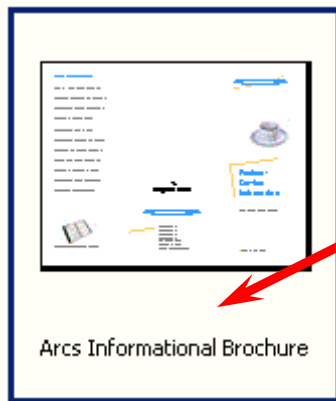


# Creating a Brochure and Newsletter Using Microsoft Publisher 2002 for XP

## Creating a Brochure

When you launch the program, you should see the **New Publication Task Pane** on the **left** side of your screen.

On the **left** side of the **screen**, click on **Brochure**.



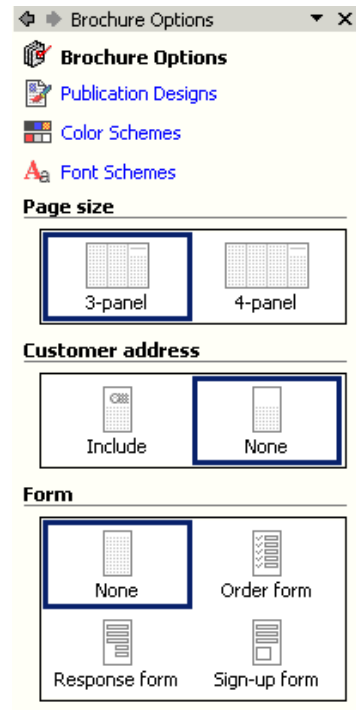
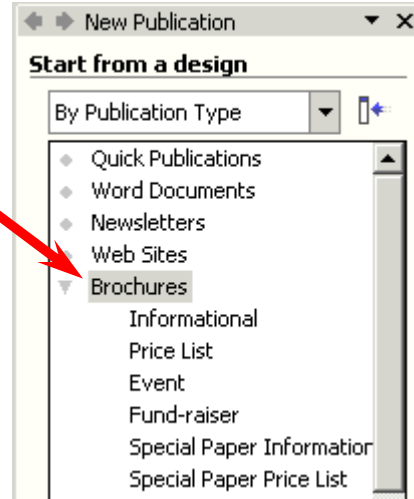
Select the **Arcs Informational Brochure** just like we used the Arcs Informational Flyer.

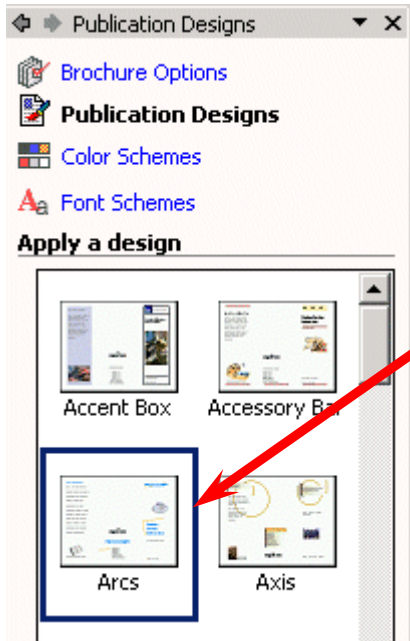
The **Brochure Options Task Pane** will appear on the **left** side of your screen

and the **Arcs Informational Brochure template** on the **right** side of your screen.

Notice on the **right** side of the **screen** that a **Brochure appears** when this screen appears. Notice the **pink and blue lines** that indicate the "folds" for this **Brochure**. When this Brochure is completed, it will be **folded twice** so that it will be about the **size of an envelope**. Also, notice at the **bottom** of the brochure **screen** that there are **two Pages - one for each side** of the sheet of paper that will make up the two sides of the Brochure.

The **Brochure Options Task Pane** (and the Newsletter to follow) will **work the same** way that the Flyer Options Task Pane worked.





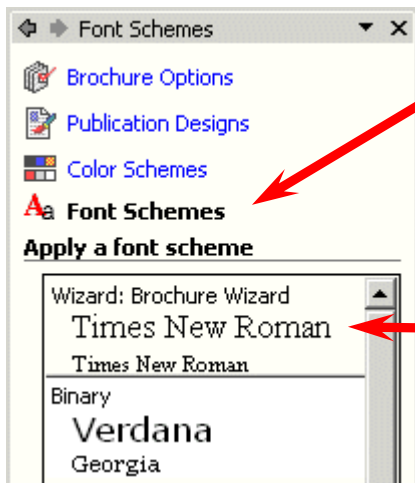
Click on **Publication Designs** and the **Publications Design Task Pane** (for Brochures) opened as indicated at the left.

Since we chose Arcs Informational Design, our choice is indicated by the blue square surrounding Arcs.



Click on **Color Schemes**. The **Color Schemes Task Pane** will appear.

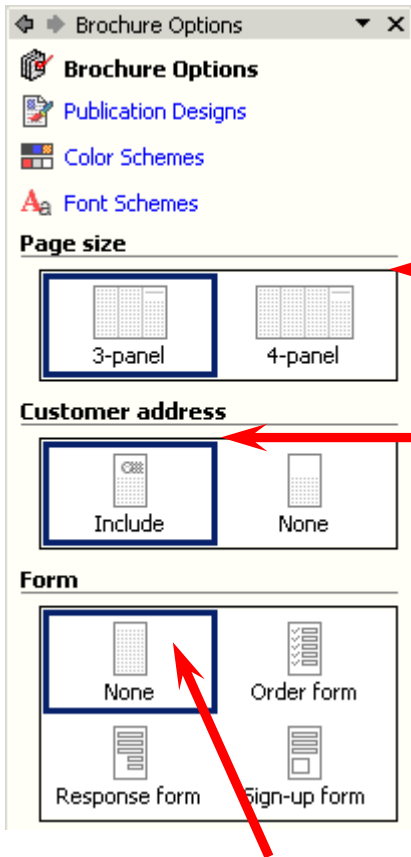
Again, you **choose any color** you desire. We'll use the **Burgundy** Color Scheme. This will then **change all** of the **default colors** in the **Brochure** the same way that it did in the **Flyer**.



Click-on the last choice in the Task Pane – **Font Schemes**.

As with the flyer, you have a choice of fonts for your brochure. When the **Font Schemes Task Pane** appears (on left), you may browse the choices and select any font you desire.

We'll use the default font – Times New Roman.



Click on the **Brochure Options Task Pane**.

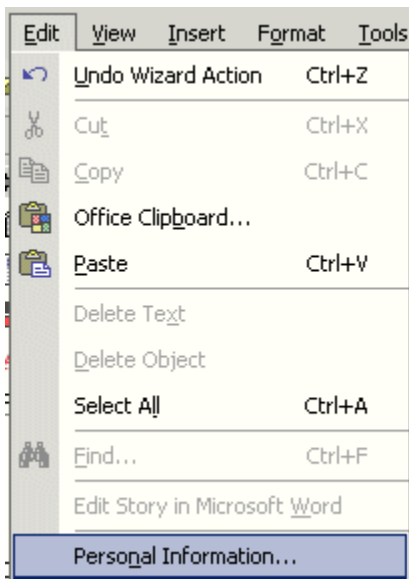
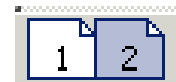
This Task Pane asks what **Paper size** you desire to use for your brochure: regular letter size or wide legal size. The **3-panel brochure uses normal size (8 ½ x 11) paper** and the **4-panel uses legal size paper (8 ½ x 14) paper**. We'll use the **3-panel Paper Size** for our brochure.

The **Brochure Options Task Pane** next indicates that you can have a customer address in your brochure, as it did in the Flyer. We'll **click-on Include** this time.

When you select **Include**, watch the **middle section of the Brochure on the right side of the screen**. You will see the **Title Box, Logo Box and Personal Information Boxes disappear** and be **replaced by a Return Address Box and Customer's Address Box**. We'll talk more about these addresses when we edit the Brochure.

Notice, in the **Brochure Options Task Pane**, that the **current Form choice is None**. Also notice that there are **three other choices: Order form, Response form, and**

**Sign-up form**. To see the changes, **click-on the small Page 2 "button" at the bottom of the screen**. Watch as you **click-on each choice**. When you select **Order form** a **blue bar** will appear and indicate that **changes are being made to the Brochure**. When the **process is complete**, you will see the **Order form changes**. We'll use **None** for our Brochure. So, we **clicked-on None** as our final Choice.

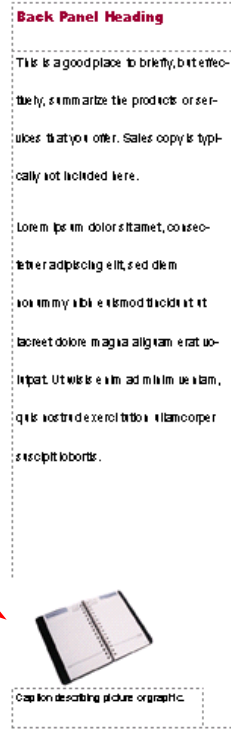


**Personal Information.** Anytime you desire to change your **Personal Information** (like the Flyer) **click-on Edit** in the **Menu Bar** and the **click- on Personal Information**. This will take to the **Personal Information Menu** screen.



Click-on the **Page 1** button now.

Notice that we have **already mastered** how to change **everything** in the right portion of the Brochure.



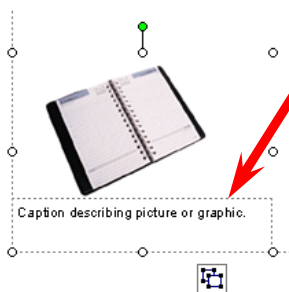
Clip Art

Text Box

Text Box

Now look at the **left side Brochure panel**. At the **top** is a **Text Title box**. In the **middle** is a **double spaced text box**. Right click-on this text and choose to Change Text from the menu and then Edit Story in Microsoft Word.

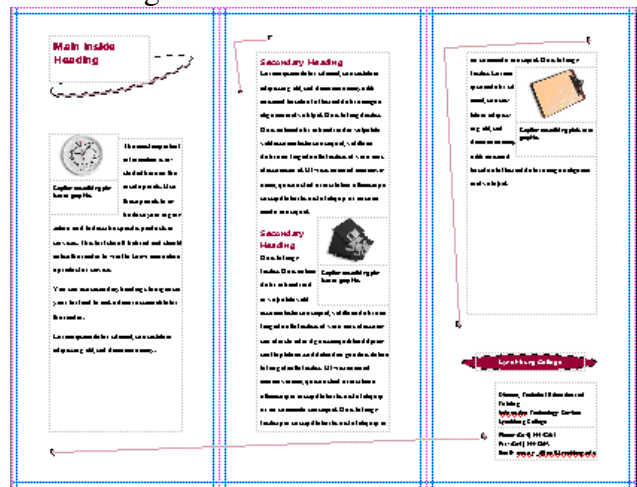
If you **click-on** the **text below the image** you will see that it is a **caption for the picture**. If you **click-on** the **book below**, and then **tap** the **F9** key, you will zoom-in on the book. You will see the grouped object **pieces** that **indicate grouping** and the text indicates that it is a caption. If you **click** and **drag** the **image**, you will see – logically – that the caption “moves” with the book – because **they are grouped**.



Edit the Title Box, the text or change the Clip Art and Caption. Do what every your feel like doing.

Click-on **Page 2** at the **bottom** of the screen.

Notice, in the **image of Page 2**, that the **left and center panels** are **essentially like the one above**. They simply contain **Heading Boxes, Text Boxes and Captioned Clip Art**. The **right panel** has a **Text Box and Captioned Clip Art**. In the **lower portion of the right panel** you see a **Personal Information Box** – just like we mastered in the Flyer. So, you already know how to edit all of these “things.” **Save & close your Brochure.**



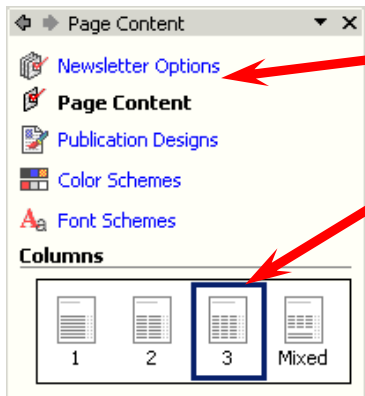
## Newsletters

Open a new Publisher file. You will see the **New Publication Task Pane** on the **left** side of your screen. On the right side of your screen you will see a large piece of blank paper.

Click on **Newsletters**.

Now look in the upper row of **Newsletters** on the **right** and select the **Arcs Newsletter**.

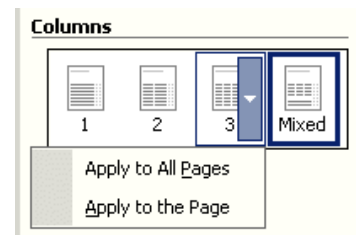
The **Newsletter Options Task Pane** will **appear** on the **left** side of your screen and the **Arcs Newsletter template** on the **right side** of your screen.



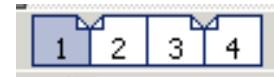
Click-on **Page Content**.

Notice that there are **four choices**. Explore each. Choose 3 columns for this project.

As you move your cursor over each choice and select it, you may notice that a small, down triangle appears on the right side of the first three choices. If you click-



on the triangle, you'll see that you can apply column changes to all Pages, or just on the Page you've selected. At the bottom of the screen you'll notice that the default newsletter has four Pages.



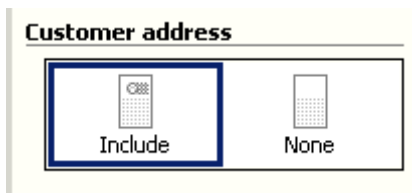
In the Task Pane click on **Publication Designs** and select **Arcs**.

Select **Color Scheme** and alter as desired

Select **Font Scheme** and alter as desired.

Select **Newsletter Options**.

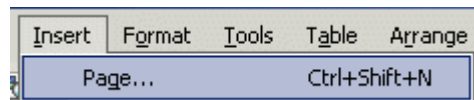
The **Newsletter** we created has **four "sides."**

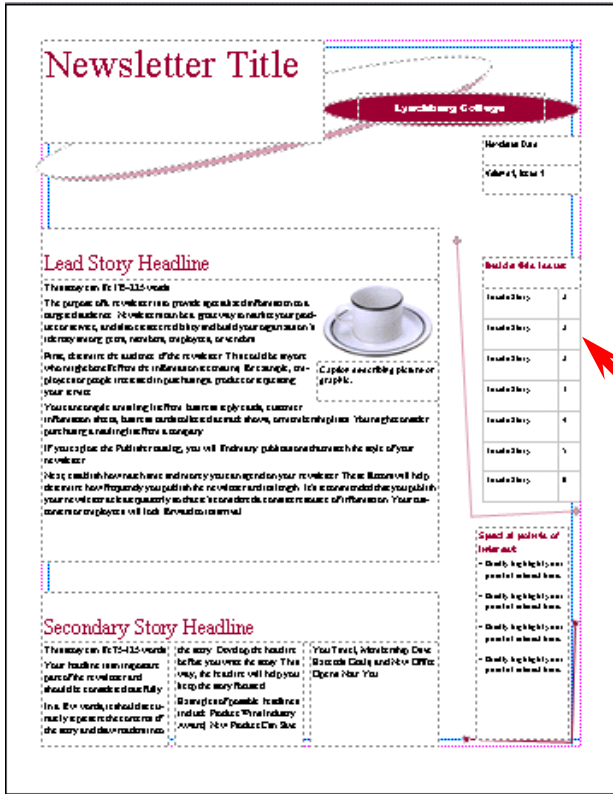


Click-on **Page 4** at the **bottom** of the screen. .

We can also have a mailing address in our newsletter, just like we did in our brochure. **Click-on Include** in the **Customer address** portion of the Newsletter Options Task Pane. You'll see that an area for a mailing address has been added to the fourth Page. You can leave your Page 4 with an address area, or click-on None and have an area for an additional story.

You can easily add more Pages to your newsletter as you desire. Simply **click-on Insert** in the **Menu Bar** and then **click-on Page**. An **Insert Pages** menu screen will appear. Publisher will insert two Pages if you click-on OK.





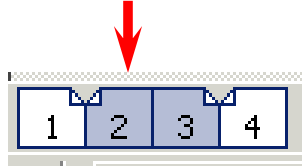
Click on **Page 1**. In the top left is a simple **Text Box**. You can change the **Newsletter Title** to your title. On the right at the top is another **Grouped Text** box. The **image and caption** are also familiar from the Brochure. The **Lead Story Headline** and **Secondary Story Headline** titles are **simple text boxes**.

We will focus on the **three column text boxes** and **two new boxes on the right edge** of the **first Page** of the **Newsletter**. The **arrows to the left** indicate these boxes. **First we'll look at the upper right box**. **Click-on the upper box** and tap **F9** to **zoom-in** on it.

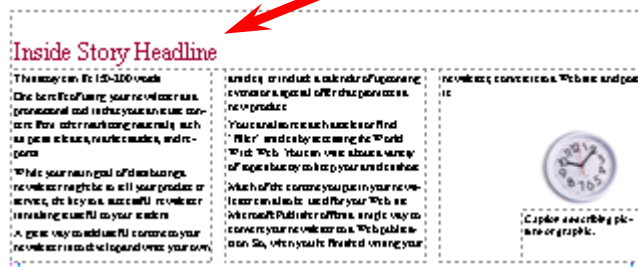
**Copying Titles from Headlines into Inside this issue:**

<b>Inside this issue!</b>	
Inside Story	2
Inside Story	2
Inside Story	2
Inside Story	3
Inside Story	4
Inside Story	5
Inside Story	6

This is a **Table of Contents** for the **Newsletter**. We'll go to **Page 2** in a minute and **learn** how to **insert** the **title** from a story that is **on Page 2**. To go to **Page 2** **click-on** the **Page 2** "**button**" at the **bottom** of the screen.



If you are not **zoomed-out**, tap the **F9** key to do so now. **Look** at the **upper left corner** of **Page 2**. Notice the title: **Inside Story Headline**. **Click-on** this **title** and then tap **F9** to **zoom-in**.

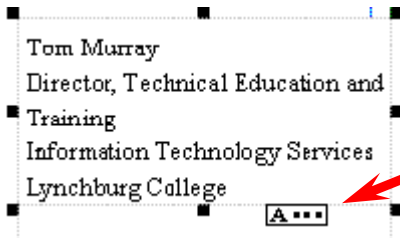




Replace this **Inside Story Headline** – a text box – with a headline of your choice.

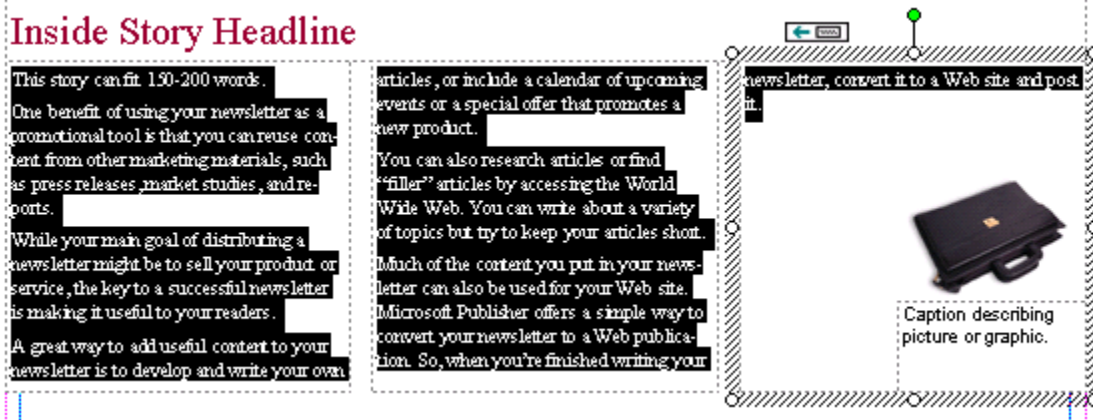
We'll now copy and paste this title to the *Inside this issue* table of contents on Page 1.

## Text Overflow and Editing Your Newsletter Stories



In any publisher product, when the text becomes "too big" to fit in the box where it is being entered, a small **overflow indicator** will appear as we've indicated earlier. The **A...** tells us that there are just **too many words** to fit in the text box we were using. This is called **Text Overflow**.

Once you can see the whole Newsletter, click-on page 3.



Notice the little box in the upper right hand corner of the Inside Story Headline article above (arrow). This little box indicates that the text in the third column in the article "flowed" from the previous column in this story.

Click-in the story area at the top of Page. It will become completely highlighted in black. Right-click on the text. Drag to **Change Text** and down to **Edit Story in Microsoft Word**. Delete the Template text and enter desired text. Drag from **File** to **Close and Return to ...**

You will see that if more text was entered than space allows, your **three text columns at the top of Page 2** will be "full." If you click-on the **third** column, you will eventually see the **over flow condition** which **A...** When you can see the indicator a small "**chain link**" will appear in the **Toolbar at the top**. This **chain link** only appears when there is a **Text Overflow** condition.



Now, click on the chain link. Now **move** the **cursor** over the empty textbox where you want to overflow text to appear. As you move it over the text you will notice the **cursor "changes"** to a little **measuring cup** that seems to be **full**. Now click to "**pour**" the **Text Overflow** into the desired textbox.



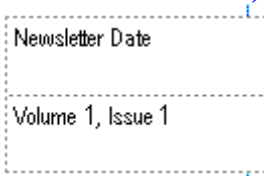


Be sure to label both textboxes to assist the reader.

## Special Points of Interest Text Box

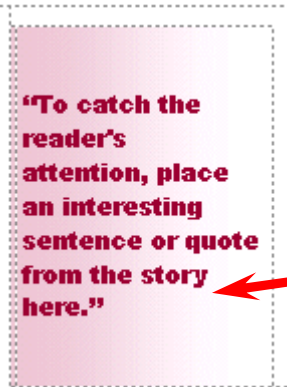
Let's **look** at the **lower right** text area **first**. **Click-on** this **Text Box** in the **lower right corner**, and then tap the **F9** key to **zoom** in on the box. When you get a closer look at this **Special points of interest Text Box** you see that it is simply a **standard text box**, with bullets, which highlight topics in the Newsletter. So, as with any text box, all you have to do is change the text to focus on special articles in your Newsletter. No big deal! You can do this easily now.

## Newsletter Date, Volume and Issue



Now **move up** to the **text box above** the **Special points of interest** text box. This text box allows you to date your Newsletter, and enter the Volume and Issue numbers.

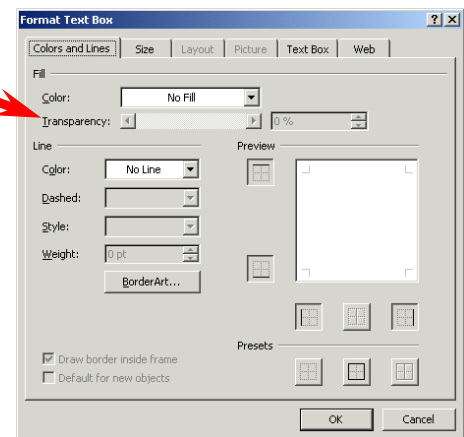
## Shaded Text Boxes



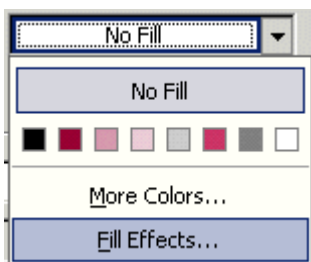
Editing the text in this Text Box is an easy task at this point. **Notice**, when you look at the **text** in Publisher that the **font is colored in the color scheme you chose**. **More importantly, notice** that the Text Box has **"shading," in your color scheme**, across the text box.

**Right-click** on the shaded text box and select **Format Text Box**.

The following **Format Text Box** menu will appear.



**Move your cursor** over the **small down triangle** to the **right of No Fill**. **Click-on** the **triangle** and the menu screen below will appear.



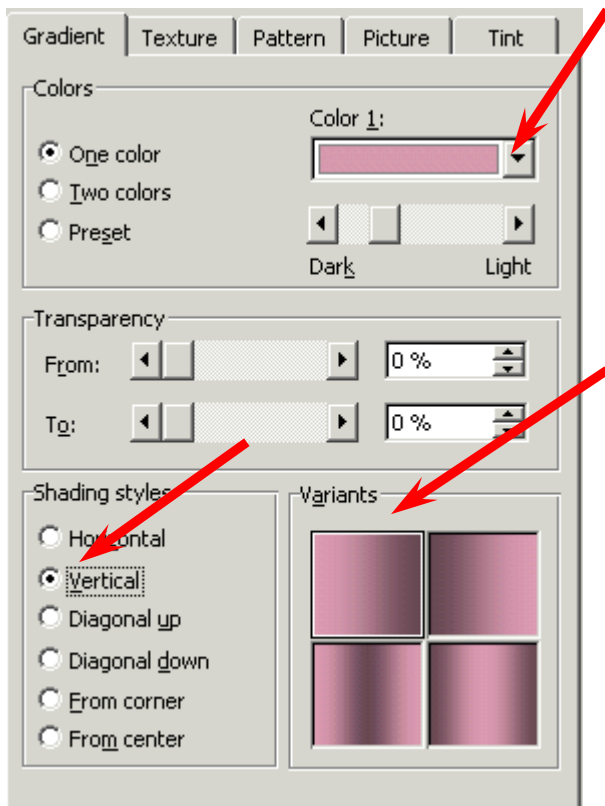
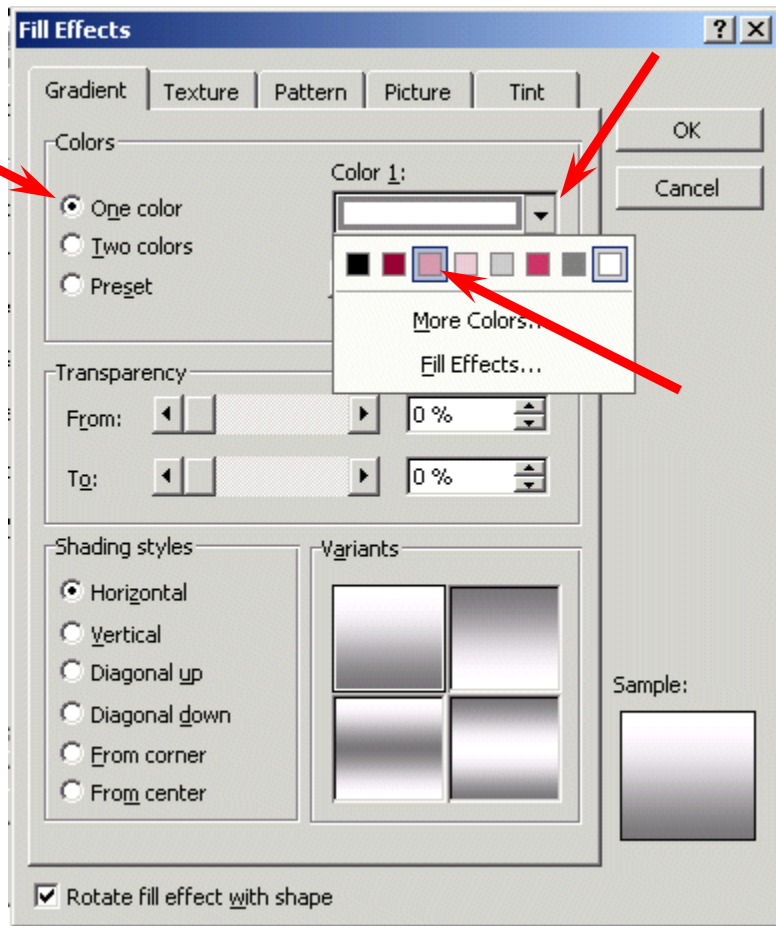
**Click-on** **Fill Effects**.

The following **Fill Effects** menu screen will appear.

Click-in the **small circle** to the left of **One color** (see arrow).

A Color 1 “**color box**” will appear to the right of One color. Click-on the **small down triangle** on the right of the **Color 1 box**. You will see the color menu appear below the box. We selected the third color from the left. You can choose any color you desire for shading your text box (see arrows above on right).

When we selected this color, the **Fill Effects** menu screen “**changed**” to look like the one below.



We noticed that the **Variants** area in the lower right corner of the menu screen changed to four variations with our color.

We then **clicked-in** the **small circle** to the left of **Vertical**. The screen changed to what you see on the left.

To complete our Fill Effects, we clicked-in the small circle to the left of Two colors.

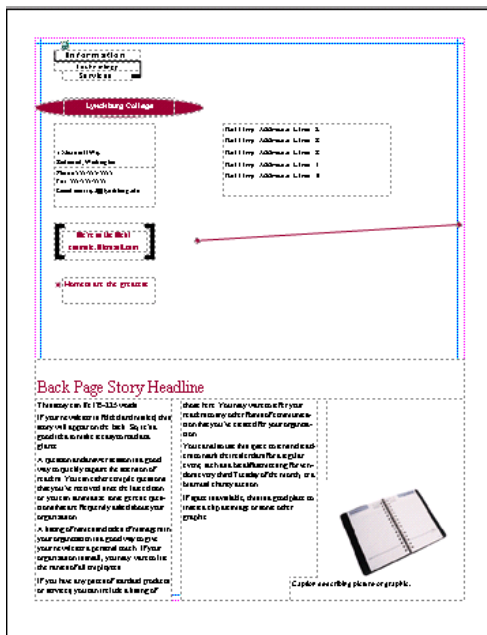
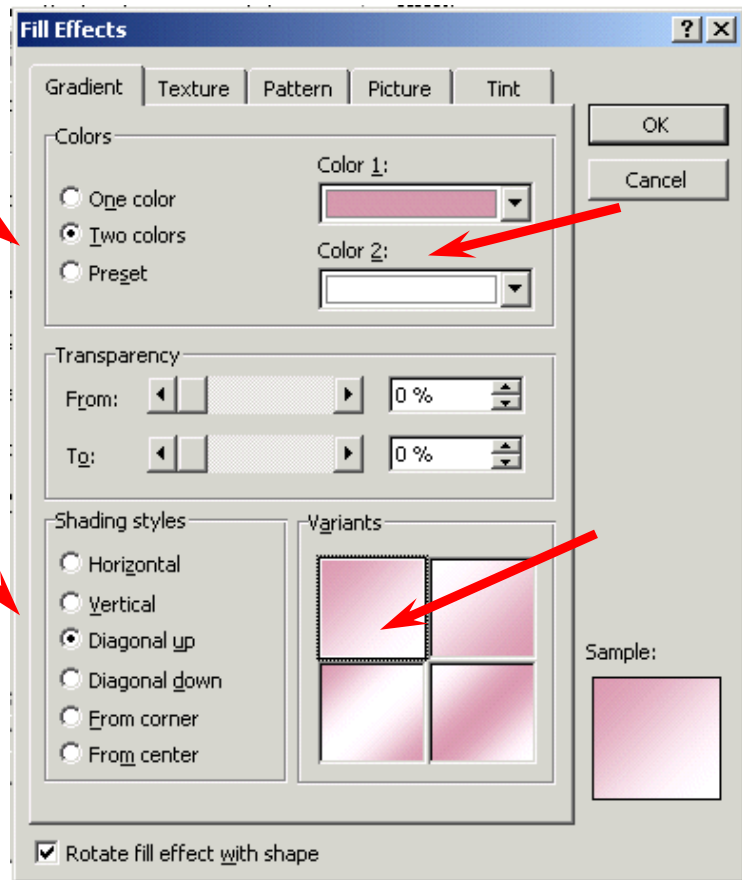
We chose white as our second color.

We then moved down the menu screen and clicked in the small circle to the left of Diagonal up. The four Variants appeared in the lower right corner of our image.

We clicked-on the Variant in the upper left corner of the Variant area.

We liked this shading, so we then clicked OK.

Then click-on OK a second time.



Notice that the top portion of Page 4 contains a Title Grouped Box, a Logo Box, your home address box, and a Customer's Address Box – all tasks that you have accomplished in the Flyer and Brochure.

The lower portion of Page 4 is simply another “story” and captioned clip art box. Again something that you have mastered in this tutorial.

**Don't forget to SAVE!**