



IT Support User Guides

Help and advice with using computers and our network

Microsoft Publisher: Designing a 3 - Panel Leaflet

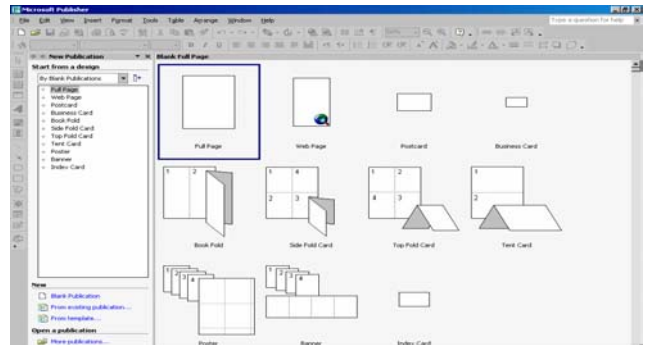
Open Publisher: **click Start, Programs, MS Office XP, Microsoft Publisher**

The Publisher wizard will appear:

- **Click on By Blank Publications**
- **Double click on Full Page**

To design the layout of the leaflet:

- **Click on Insert, Page**
- **Select 1 new page**
- **Click in the circles next to after current page and insert blank page**
- **Click OK**

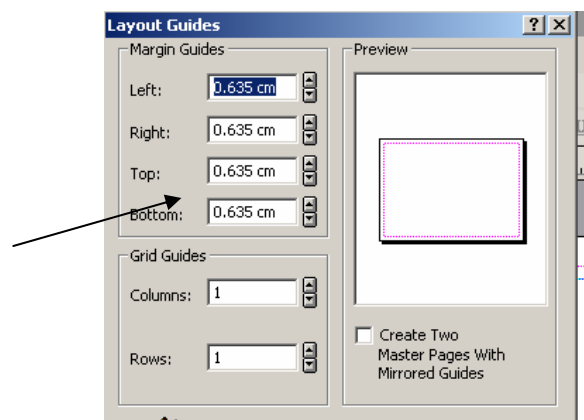


To change the layout to Landscape:

- **Click on File, Page Setup**
- **Click in the circle next to Landscape**
- **Click OK**

To insert columns:

- **Click on Arrange, Layout Guides**
- **Change all of the margins to 0.5**
- **Change the columns to 3**
- **Click OK**



- **Click on 1** at the bottom of the page to design the inside of your leaflet
- **Click on 2** to design the back of your leaflet

Adding Text

To insert a textbox:

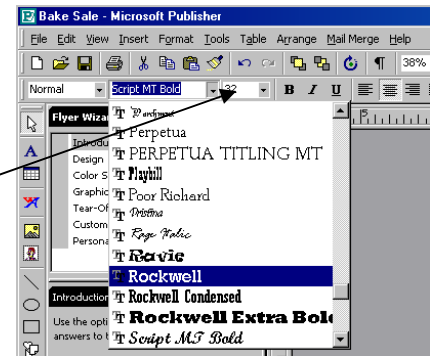
- **Insert, textbox** or **click** on the textbox symbol
- **Click** where you want the textbox to start and **release** the mouse where you want the textbox to finish
- **Click** on the white circles at the edge of the textbox and **drag** to resize
- **Position** the cursor over the outside line of the textbox until the **Move** image appears, **click** and **drag** to reposition



Text Options:

- **Click** in the textbox and type to enter text
- **Highlight** text , click delete to delete text
- **Highlight** the text, **Format, Font** to format

These options are also available on the toolbar



Format Options include:

- **Font, font style, size, and colour**
- **Whether to embolden, make italic or underline and the text effects**
- **Click on OK** to implement the changes

Inserting a Picture

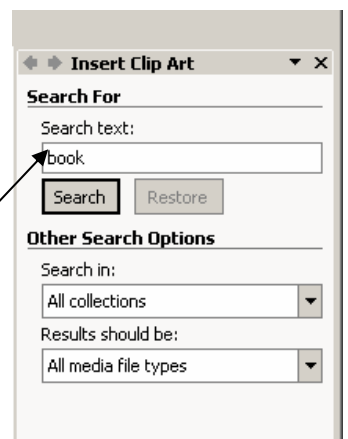
From a file:

- **Insert, Picture, From File**
- **Select** the drive where the file is stored
- **Select** the file
- **Click Insert**

From Clipart:

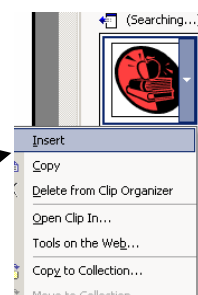
- **Insert, Picture, Clip Art**

The Clip Art wizard will open on the right of the screen



Choosing a picture from the Clip Art gallery

- **Type** a category to find a suitable subject
- **Scroll** through the pictures
- **Click** on the picture you want to select
- **To insert:** right click on the picture and click on **Insert**



Once the picture has been inserted:

- To move: **Click** on the picture, **drag** to the desired position and **release** the mouse button
- To resize: **Click** on the picture to select, **click** on the selection handles in the corner, **drag** to the desired size and **release** the mouse button

Save, name and close the document