

Create brochures

Assignments are designed to help you apply the information learned in the lessons.

Create brochures

1. Using one of Publisher's templates, create a brochure with four panels, a customer address panel, and a sign-up form.
2. Using the Brochure Options task pane, change the brochure's options to match what you need for your own organization's brochure (or whatever you prefer).
3. Customize the brochure by replacing the sample text and graphics with your own text and graphics.
4. (Optional) Adjust the margin and column guides if needed and resize and move all the elements on the pages to align with them.
5. Create different personal information sets for each set of contact information you have: home, work, and so on. You might use anywhere from one to four of the available sets, depending on how many sets of contact information you have in real life.
6. Save and print your brochure, and fold it. If the content doesn't line up with the folds, make adjustments, and then print it again.