HOW TO MAKE A BROCHURE

USING
MICROSOFT
PUBLISHER 2007

ZEINAB CHAVOSHI
B.Sc OF NURSING
MASTER OF ART RESEARCH
FARABI EYE HOSPITAL
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YOU CAN NEED KNOW MICROSOFT WORD

Steps

1) All Programs from Start menu
2) Microsoft Office
3) Microsoft Publisher
Select “Brochures”.

[Image of Microsoft Publisher interface with a highlighted folder labeled “Brochures”]

Getting Started with Microsoft Office Publisher 2007

Popular Publication Types:
- Blank Page Sizes
- Brochures
- Business Cards
- Calendars
- E-mail
- Flyers
- Greeting Cards
- Import Word Documents
- Labels
- Letterhead
- Menus
- Newsletters
- Paper Folding Projects
- Postcards
- Programs
- Quick Publications
- Resumes
- Signs
- Web Sites
- With Compliments Cards
Choose your Design and Brochure type

3 or 4 Panel
Click use right to left layout
Choose your Colour Scheme, Font and Page Size
Remember You’re Working with Two Pages
Remember you have 6 panels on 2 pages to fill up with information and pictures if you are designing a three-panel brochure. See the diagram to see how the pages will look in the brochure when it is folded.
Citing Information and Pictures

The sources of your information and pictures should be found in your brochure at the bottom of the final panel.
Click the existing placeholder text (text box) and type in your information.

To Change Text Size:
- Highlight text you want to change and choose another font size from the toolbar.
Text Boxes

You can create your own text boxes

You can also add pictures, charts, word art, graphs and shapes using the paint functions.
You can use Color schemes
Background
Background......
Background......
First choose text box
Then click text box from format menu …
Format & color text box.....
Format Pictures

First choose picture
Then picture from format menu ...
Format Pictures....
نخست پوست کم در بخش فلزات پنجم از بالا
پوشیده شود و در واقع به سمت زیر چشم قرار گیرد 

درمان روش‌های جراحی عروق افستاری (LASEK - PRK) 

www.farahhospital.com 

info@farahhospital.com 

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Completing the Brochure  save as....

When the brochure looks the way that you want, save the file by clicking “Save As” on the “File” menu.
Completing the Brochure  save as....
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