Microsoft Office
Publisher 2010
Part 2
(A continuation of Part 1
Trifold Brochure)
This page is blank for two-sided printing.
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Outside of Tri-fold Brochure

When you choose a template design it will automatically have the front and back page displayed in the left task pane to navigate back and forth.

When starting Publisher with a blank document as you have for this project, you will need to add the second page.

Remember you will need to start typing in the upper left of the page to activate many of the tools.

1. On the Insert tab, in the Pages group, click on the Page menu, click on the Insert Blank Page option.
   a. Inserting a Duplicate Page will duplicate everything you have placed on the page. For this option you will have to delete everything on the page, so it is easier to start with a blank page.
   b. Insert Page… option will open the Insert Page dialog box to select options; when finished click the OK button when choices are made.

Column One

1. For the font style choose Informal Roman, for the font size choose 26 or choose your own style and size.
2. Type Travel With Us™ using the trademark symbol.
   a. To create the ™ symbol click on the Insert tab
   b. Click on the Symbol tool and click on the ™ in the drop down menu. If you don’t see it click on the More Symbols option, scroll through the list and click on it, then click on the Insert button.

3. On the Home tab, click on the Columns tool and choose Three Columns
4. **Insert a text box** under the **Travel With Us title**. Using the **Arial** font style, font size **12** and **type**:

   For more detailed information about our travel packages go to:  
   [http://travelwithus.com](http://travelwithus.com)  
   On our website you will meet our team!

5. Make the website address **Blue** and **Bold** font using tools on the **Home tab**.
6. **Choose a clip art design of people** from the Clip Art task pane or retrieve one from the Microsoft find more option at the bottom of the Clip Art task pane.
7. **Insert a text box below the clip art and type**:

   Also, you will be able to:
   * View all travel packages
   * Personal travel needs options
   * Plan your own vacation

   If you wish to speak to any of our team members for any reason please call us at:  
   **1-800-234-5678**

   **Travel planning your way or no way!**

8. Make the telephone number **Purple** and **Bold** font.
9. Make **Travel planning your way or no way!** in **Bold, Blue, Italic and font size 14**.

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**Column Two**

The middle column on the outside of the brochure can be used for any combination of more information, a mailing address for your company or mailing address for customers.

1. **Click in Column Two**
2. To **insert a Business Information** about your company **click** on the **Insert tab** and **click** on **Business Information** in the **Text group**.
3. When the Business Information menu opens, click on Edit Business Information...

4. When the New Business Information Set dialog box opens fill the information shown below, then click on Save.

5. Click on the Business Information tool again, and then click on the Address style in the menu.

For this exercise you will add the business address for Travel With Us™. See step 5 pictured in step 3 above.
6. You may use the **We also help with**: information and clip art as shown or add your own ideas.

**Column Three**

1. On the **Insert Tab** click on the **TextBox tool** in the **Text Group**. **Draw** a text box on the upper right side of the page. **Type**: *Travel With Us™* using the **Informal Roman** font style and font size **36**.

2. **Draw** another text box and **type**: *Fall and Early Winter Travel Schedule 2013*

3. **Insert clip art** of your choice on your computer or go the Microsoft find more clip art link in the Clip Art pane.
   a. You may need to **resize** your clip art.
   b. On the **format tab** in the **Arrange group** click on the **Send to Back** tool to view your text box.

4. To put **borders** around clip art:
   a. **Click** on the **picture**.
   b. **Click** on the **Format tab**.
   c. **Choose border** from the **Picture Styles group** as you point to the various style you will see your picture change. **Click on the style you like best**.
Remove Boundaries and Baselines

1. Click on the View tab.
2. Remove check marks in the Boundaries and Baselines tools by clicking one time in the check box.
   a. Now you will see your document without the guide lines

Page Background

To fill in the background on the Outside Page click on the Outside page on the Navigation Pane at left:

1. Click on the Page Design tab.
2. In the Page Background group click on the Background menu arrow.
3. At the bottom of the menu click on More Backgrounds...
4. Click on the Gradient tab:
   a. Click One Color option.
   b. Click on the color menu list arrow.
   c. Click on the color of your choice.
5. Click on the Shading styles option From Center.
   a. Click on your choice of Variant.
6. For **background** on the **Inside Page** click on the **Inside page** on the **Navigation** pane at the left and **repeat** Background steps 1-5 using a different color.

![Outside Page][1]

**More Page Background Options**

![Image 1][1]

For background options, experiment with the:

- Texture tab
- Pattern tab
- Picture tab
  - Use your own pictures that you saved or have on removable storage
- Tint tab