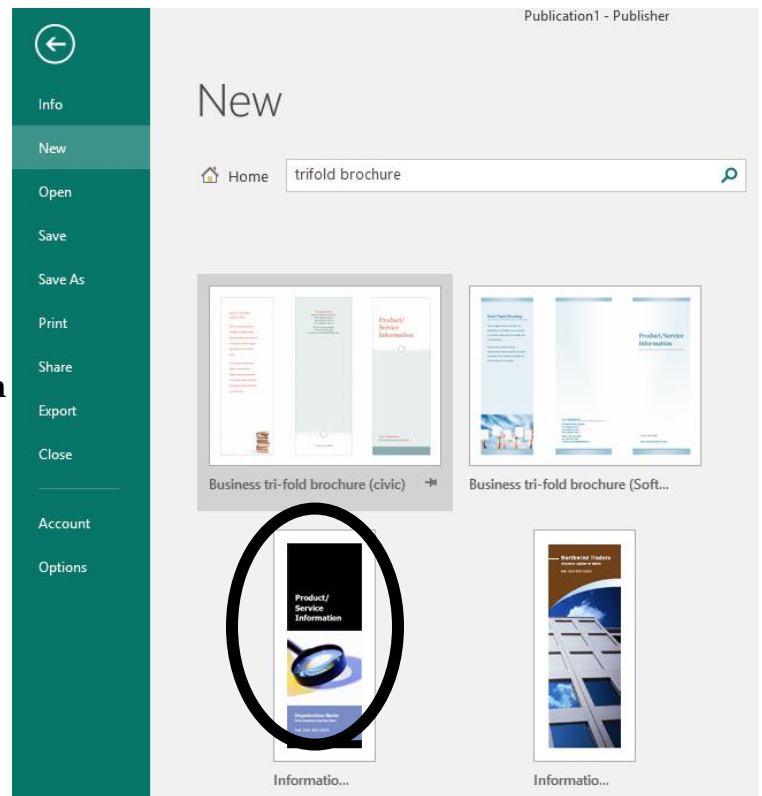
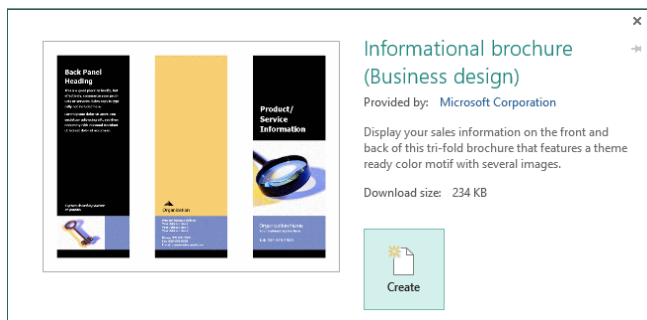


## TriFold Brochure about ME!

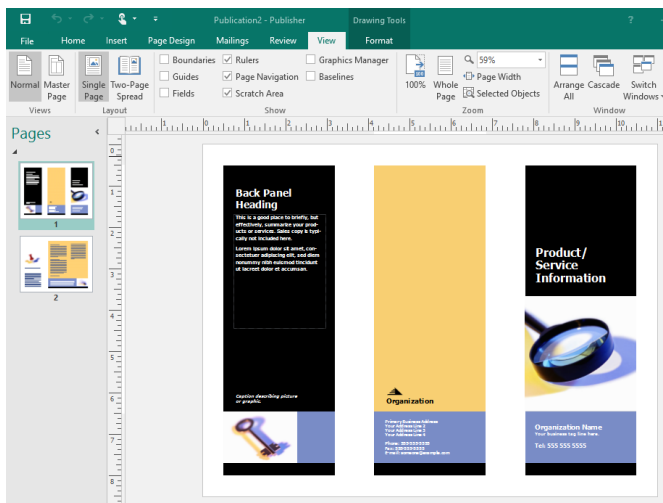
### It's Easy in MS Publisher

Let's begin by making a tri-fold brochure. We will use a template that will make the basic layout easy.

1. Open **MS Publisher 2016** and start a **NEW DOCUMENT**, searching for a **trifold brochure** template. Please choose the **Information Brochure Business Design** shown right – if you choose a different tri-fold template, you will need to edit/modify it as needed to complete the project. Click **CREATE** as shown below:



2. **DO NOT use dark filled text boxes with white text!** This costs too much to print. Most printers are not designed for this and it destroys the rollers in a laser printer and wastes toner!

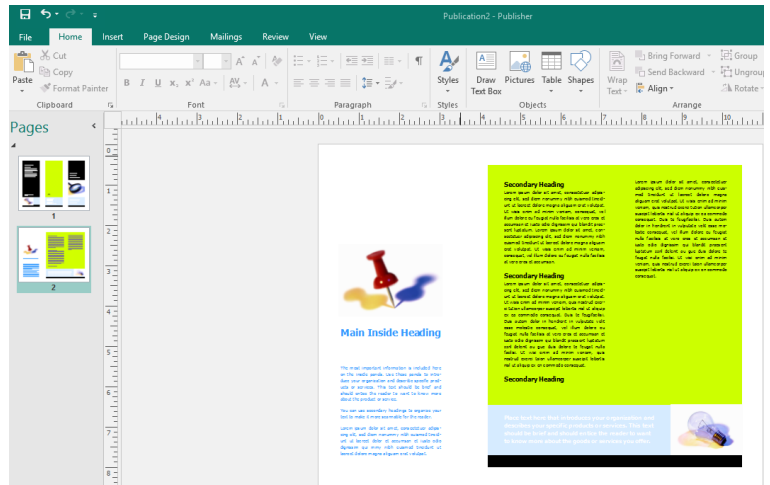


3. Click on the **PAGE DESIGN** tab and you will be able to select some professionally developed color designs. **THIS WILL NOT ELIMINATE THE WHITE TEXT ON BLACK. YOU WILL NEED TO CHANGE THE TEXT BOX FILLS AND FONT COLORS.**
4. **Change the section labeled Product/Services to YOUR NAME** (you may add something like: Meet YOUR NAME)
5. **Replace the magnifying glass graphic with an appropriate graphic of YOUR CHOICE.**

6. **Write a short "teaser" or statement about yourself** in the text box at the bottom of this section of your tri-fold. **DO NOT USE WHITE TEXT** and you may want to change the blue color.
7. The middle section is the back of the brochure. **Please OVERLAY A TEXT BOX on the top section and create a heading: My Favorite Things and a bulleted list** of items/foods/activities/classes that you like. Replace the section that says ORGANIZATION with YOUR NAME. You may add another graphic or leave the pyramid there if you like.
8. **The section below this should have your address, phone number, and email address. YOU MAY USE FAKE CONTACT INFORMATION.**

9. **The left section of this template is the inside of the brochure** – the first thing people see when they open it up. PLEASE BE SURE TO CHANGE THE FILL FROM BLACK TO A LIGHT COLOR OR WHITE AND USE TEXT WITH A DARK COLOR. It is a bad idea to use “reverse print” layouts unless you are going to print the documents on special paper using specialized technology (not typical printers).

10. **This should describe your produce** – YOU! Use A NICKNAME for the heading, so that this does not repeat the text on the front of the page. You may choose to illustrate this with an appropriate graphic(s) of your choice. PLEASE CAREFULLY PLACE AND SIZE THE GRAPHIC SO THAT IT ALL PRINTS. Then select PAGE 2 in the right pane as shown on the right.



11. **The first section (from the left) is what people immediately see when they open and look inside your brochure.** Please use the title ABOUT ME and write 2 or three paragraphs about your personality and outlook on life (NOT your favorite things). Be sure to add graphics above to illustrate. PLEASE USE MORE THAN ONE GRAPHIC so this section does not look empty.
12. In the remaining space on the brochure, you will **create a SECONDARY HEADING using each of the previous schools you attended** (elementary, middle, and high) If you attended multiple schools at any level, please choose which one you want to include in your brochure. **No SECONDARY HEADING should be in a different column than its related text.**
13. **Write a short paragraph, approximately the length of the template’s text, about your achievements in each school, your favorite classes, activities, or what you liked to go in gym or recess.** Feel free to be creative – remember, we want this section to sound fun and tell the world what a great person you are to be with!
14. **The very bottom section should be a statement about why people will enjoy meeting you** and collaborating with you in-class or on-the-job. **DO NOT USE WHITE TEXT!**
15. **Add appropriate graphic(s) in the lower right of this section** – please remember, a picture is worth 1,000 words.
16. **Be sure to use our text style guide: SERIF fonts for headings & short bursts of text and SANS SERIF fonts for sentences, paragraphs, and blocks of text.**
17. **Microsoft templates often use font sizes that are far too small** – especially when you change the font (i.e. Calibri size 11 is larger than Times 11. Georgia 11 is larger than Times 11, etc). **BE SURE YOU DO NOT USE ANY FONT SMALLER THAN 11 UNLESS IT IS MEANT TO BE “FINE PRINT” AND YOU DO NOT ACTUALLY WANT EVERYONE TO READ IT IN DETAIL.**

You will find that **MS Publisher** works like **MS Word**, but that it is designed to give you more control over page layouts. When working with **MS Word**, you DO NOT need placeholders for text and graphics. When working with **MS Word**, some designs do require text boxes, but they should be avoided unless needed for your document. MS Publisher and other professional desktop publishing programs are designed to use placeholders for everything. **MS Publisher** creates a picture placeholder when you insert a graphic, but you can draw graphic placeholders and add pictures later.