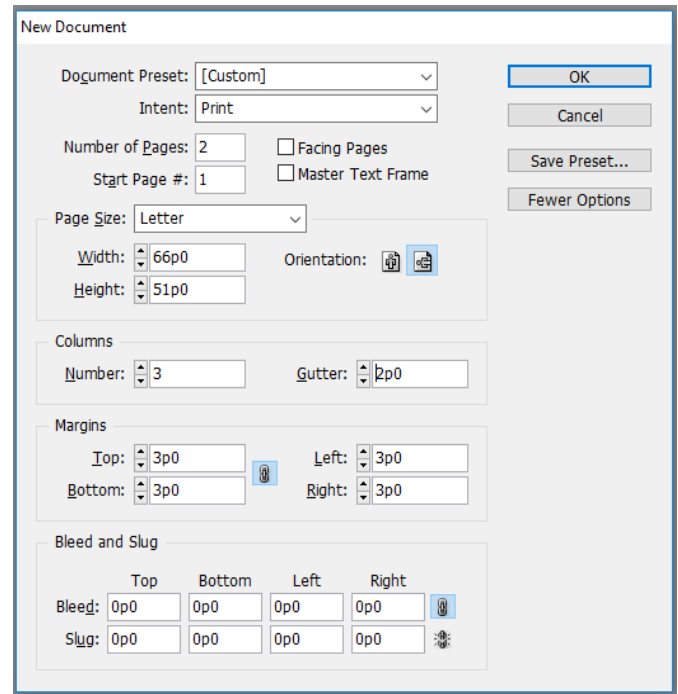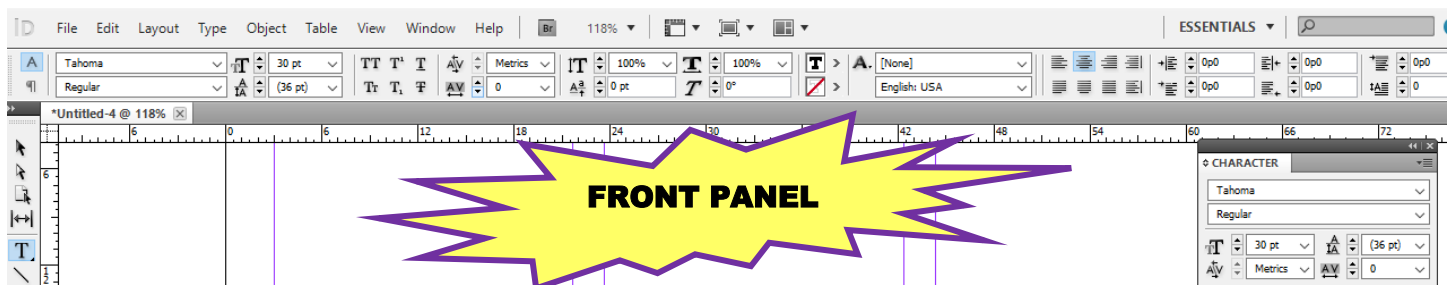# InDesign CS5: My First Trifold Brochure
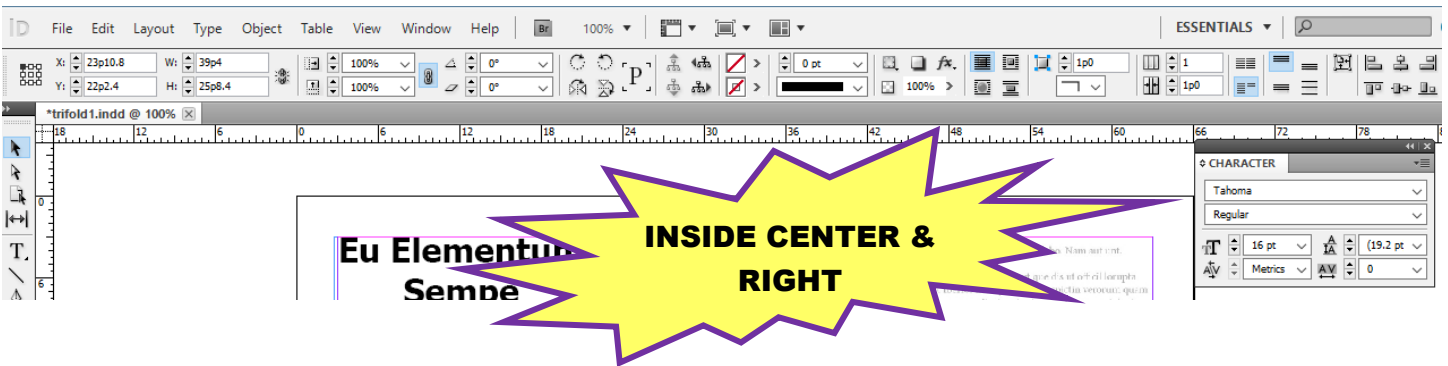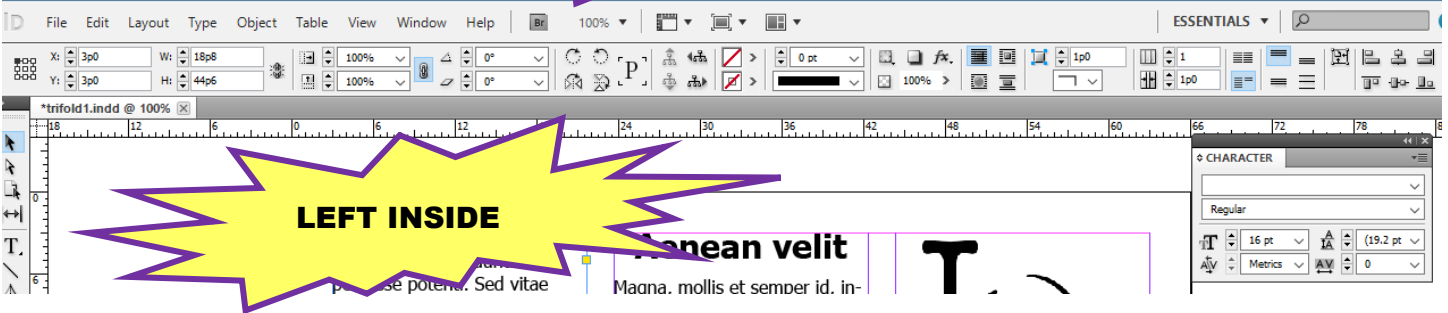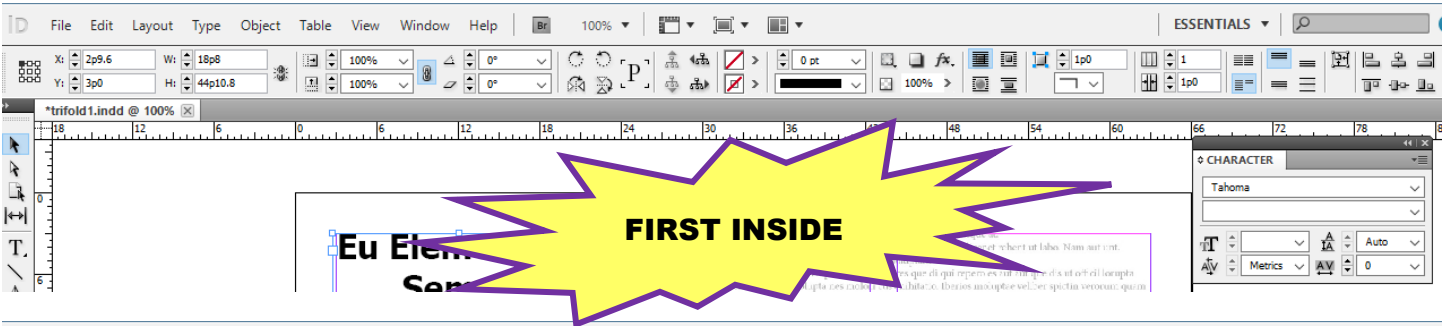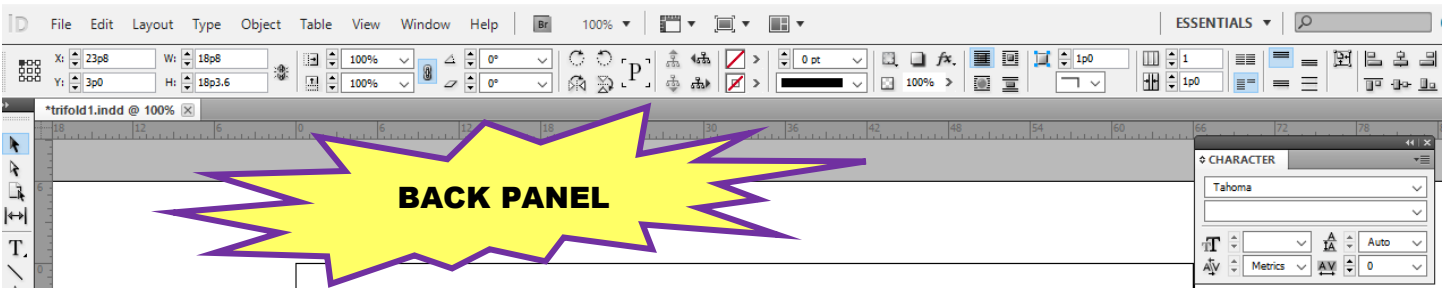
1. **Click the "File" menu, choose "New,"** and then select "Document" from the flyout menu. This opens the New Document dialog box.

2. Click the "Intent" drop-down menu and **choose "Print."**

3. **Type "2"** in the "Number of Pages" field.

4. Click the "Facing Pages" check box to **turn off Facing Pages**.

5. Click the "Page Size" drop-down menu and **choose "Letter."**

6. **Click the "Landscape" button** in the "Orientation" area of the dialog box.

7. **Type "3"** in the "Number" field in the "Columns" section.

8. **Type "2"** in the "Gutter" field. By default, InDesign measures print documents in picas, as do most print shops -- six picas per inch. Gutters are spaces between columns. In a tri-fold brochure, gutters are also where the brochure folds.

9. **Click "OK."** InDesign creates two three-column pages. Each column is a panel in your brochure -- three outside panels and three inside panels. So that the brochure folds and opens properly, create the panels of a tri-fold brochure as follows:
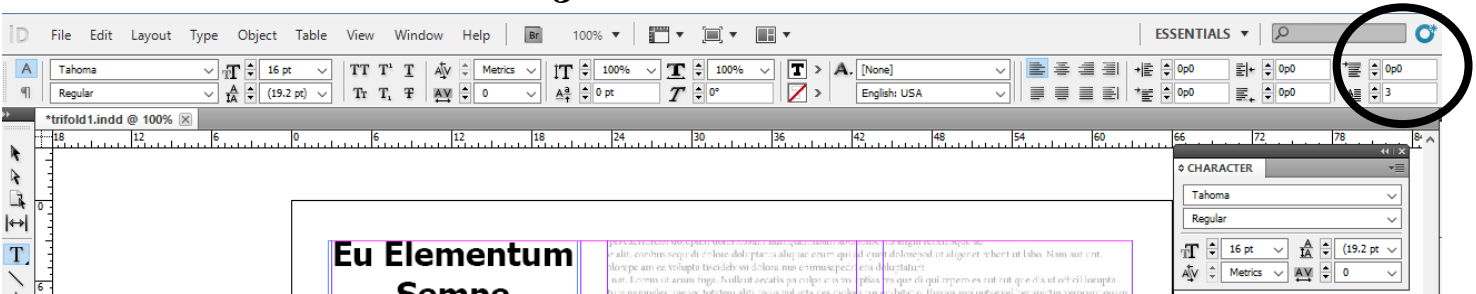
FIRST INSIDE	BACK PANEL	FRONT PANEL

LEFT INSIDE	INSIDE (Center & Right Panel Combined)

10. **This project consists of** TEXT BOXES and PICTURE FRAMES.

11. **All fonts are** TAHOMA, a modern-looking SANS SEFIF font. **Headlines are** SIZE 30 and **all other text is** SIZE 16.

12. The text boxes are **sized as follows**:

BACK PANEL

FIRST INSIDE

Eu Ele...
Sem...

LEFT INSIDE

...nean velit
Magna, mollis et semper id, in-
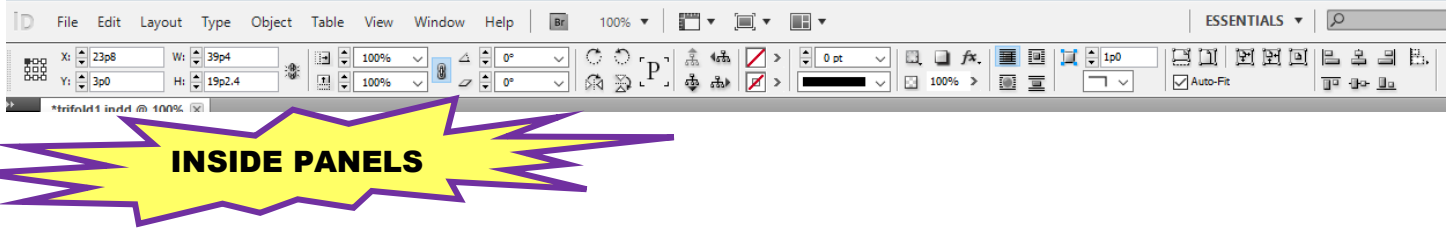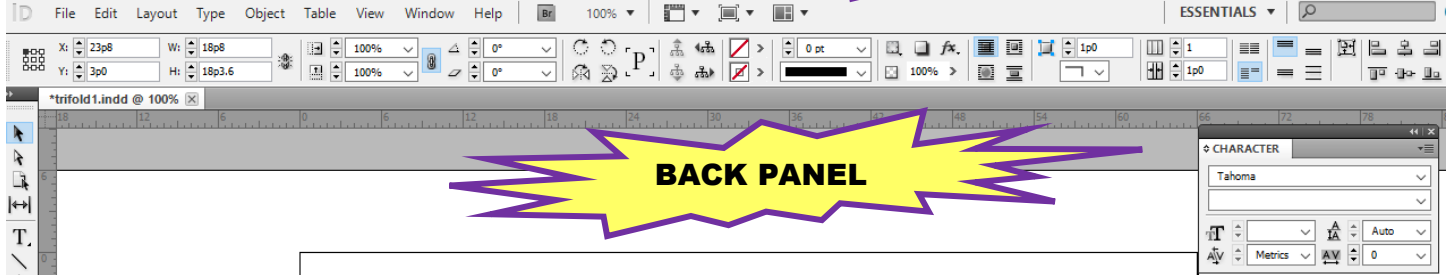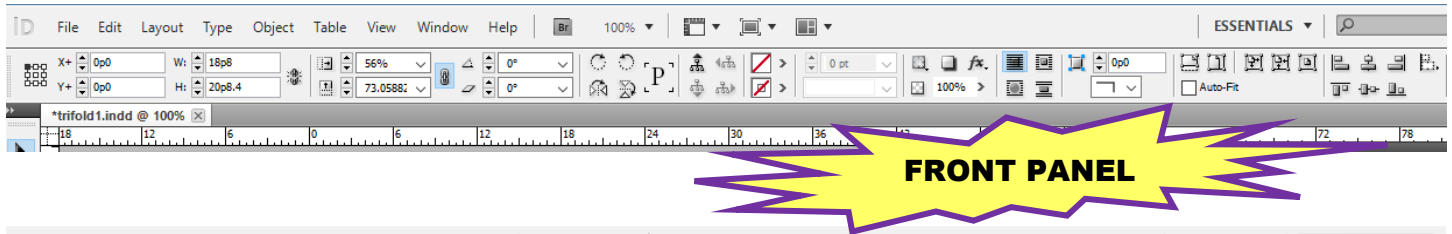

INSIDE CENTER & RIGHT

Eu Elementum
Semp...

12. Use a DROP CAP on the FIRST INSIDE and LEFT INSIDE panels. **Highlight the first letter with the** TYPE TOOL **and enter 3 in the** DROP CAP **box**.

Eu Elementum
Semp...

13. The PICTURE FRAMES are **sized as follows**:

FRONT PANEL

BACK PANEL

INSIDE PANELS

14. **To add pictures**, use FILE – PLACE and then browse to your picture.

15. Select the placeholder and **pull down the** OBJECT **menu and select** FITTING. **Choose** FRAME FITTING OPTIONS.

16. **Fit your picture in the placeholder** as shown in the dialog box as shown right (FIT CONTENT PROPORTIONALLY