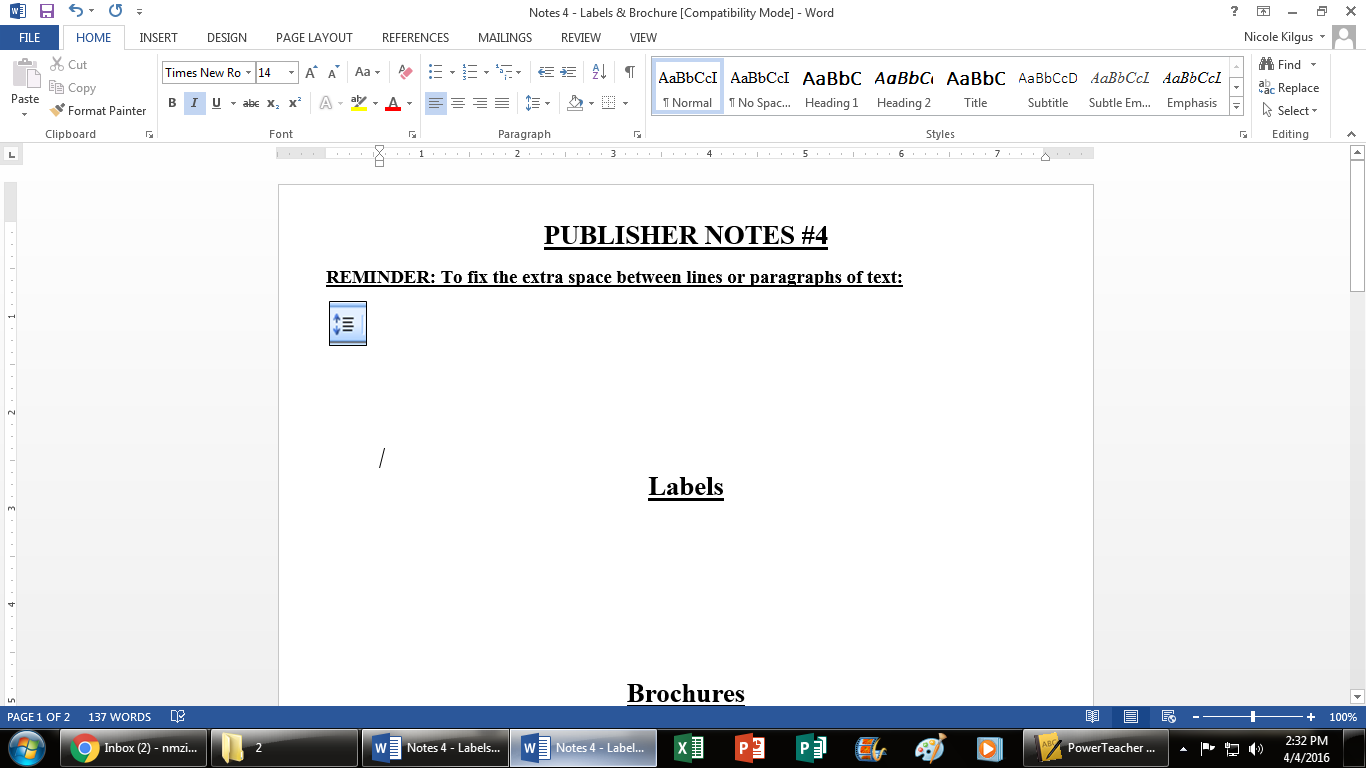
**PUBLISHER NOTES #4**

**To fix the extra space between lines of text or between paragraphs of text either:**

*Click on the Line & Paragraph Spacing icon - Choose Line Spacing Options and make sure the numbers for Before/After Paragraphs are 0 and adjust the*

*Between Lines number if needed*

**Labels**

* *Include person's name and full address*
* *Address needs to take up the* ***majority*** *of the label's space and needs to be vertically centered within the space*
* *Can include a background color, border, or picture but the address should be the main focus*

**Brochures**

**Purpose of a Brochure:**

* *A pamphlet or booklet containing information and pictures about a person, product, place, or service*

**Brochure Layout:**

*Back side of the brochure*

*Middle of the brochure*

*Front "flap" of the brochure*

*First "flap" of the brochure*

Page 2

Page 1

**Tips to follow when creating a Brochure:**

* *Eye-catching front cover*
  + *Motivate the reader to look inside brochure*
* *Make titles or headings visible!*
* *Have a good balance of white space*
* *Color choice*

**Before you begin creating your brochure:**

Change the margins to:

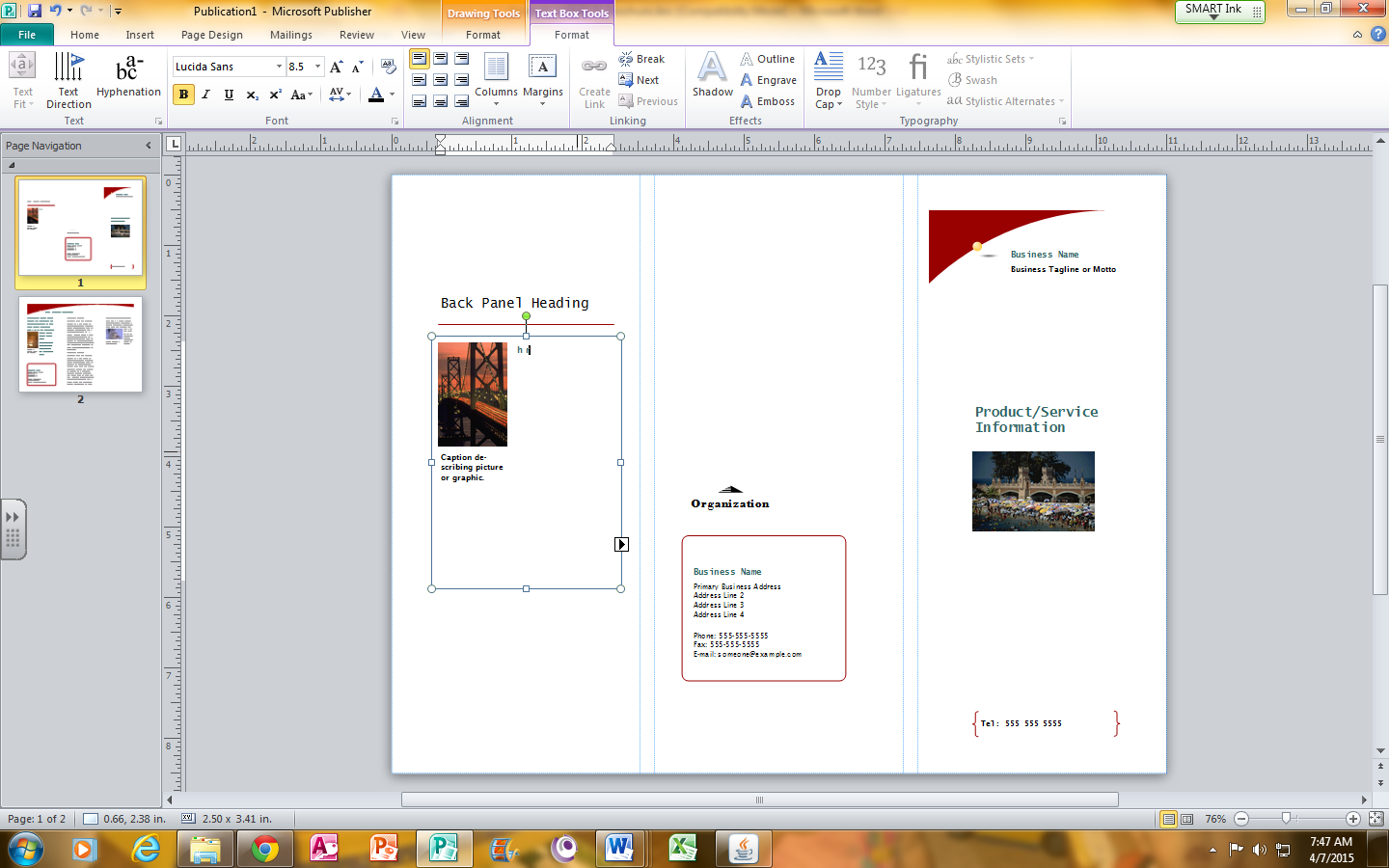
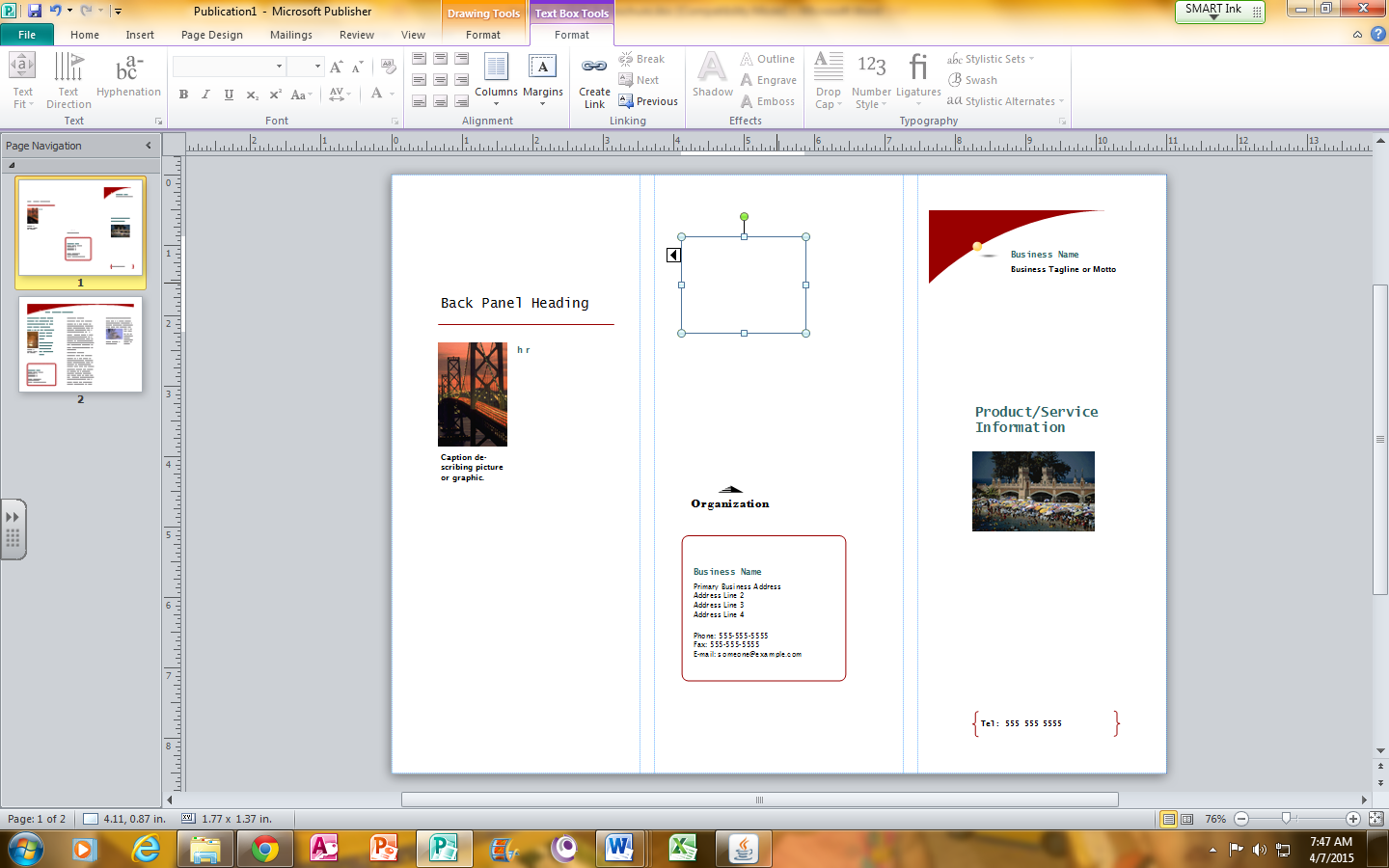
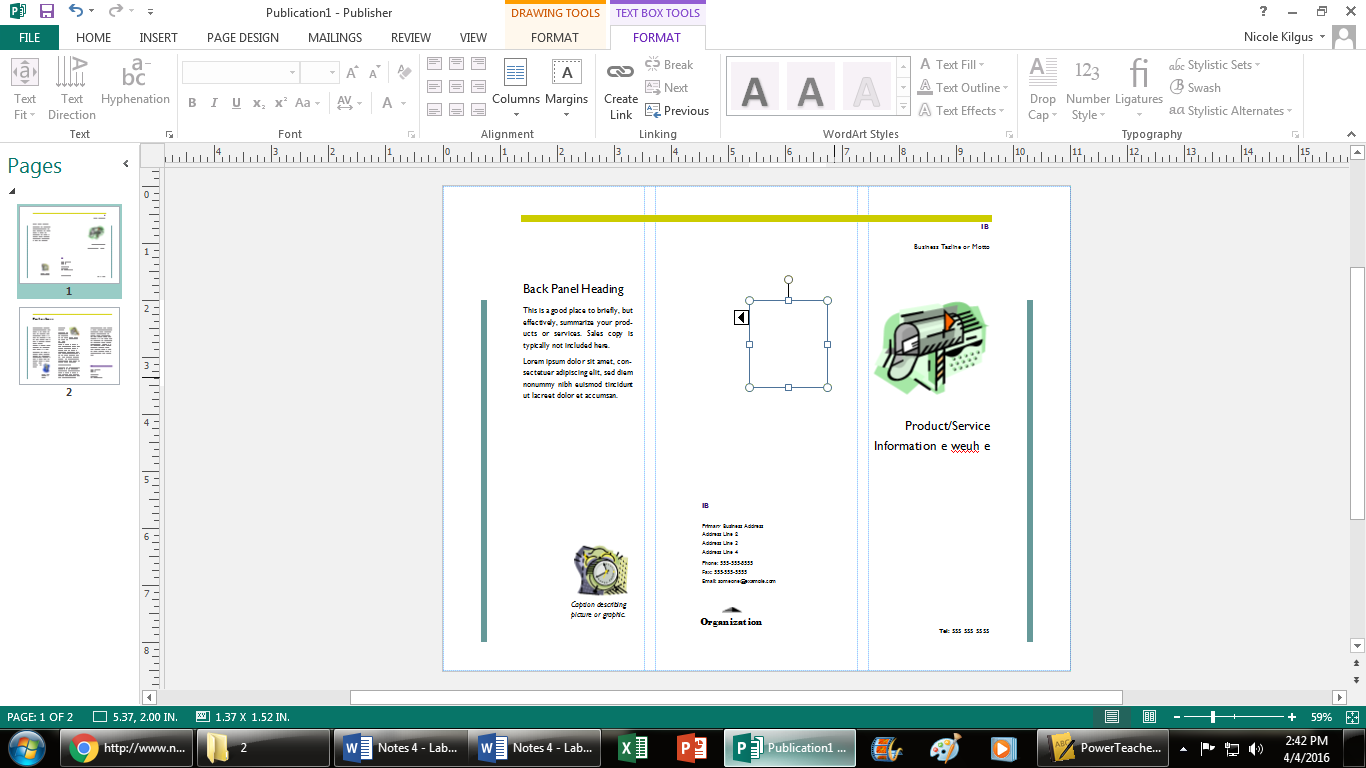
*Top and Bottom margins: .25”*

*Left & Right margins: .5”*

Change the column spacing to*: .1”*

**Connect Textboxes Toolbar**

*Break the link*



*Next*

*Textbox*

*Go to Previous*

*Textbox*

*Go to Next*

*Textbox*

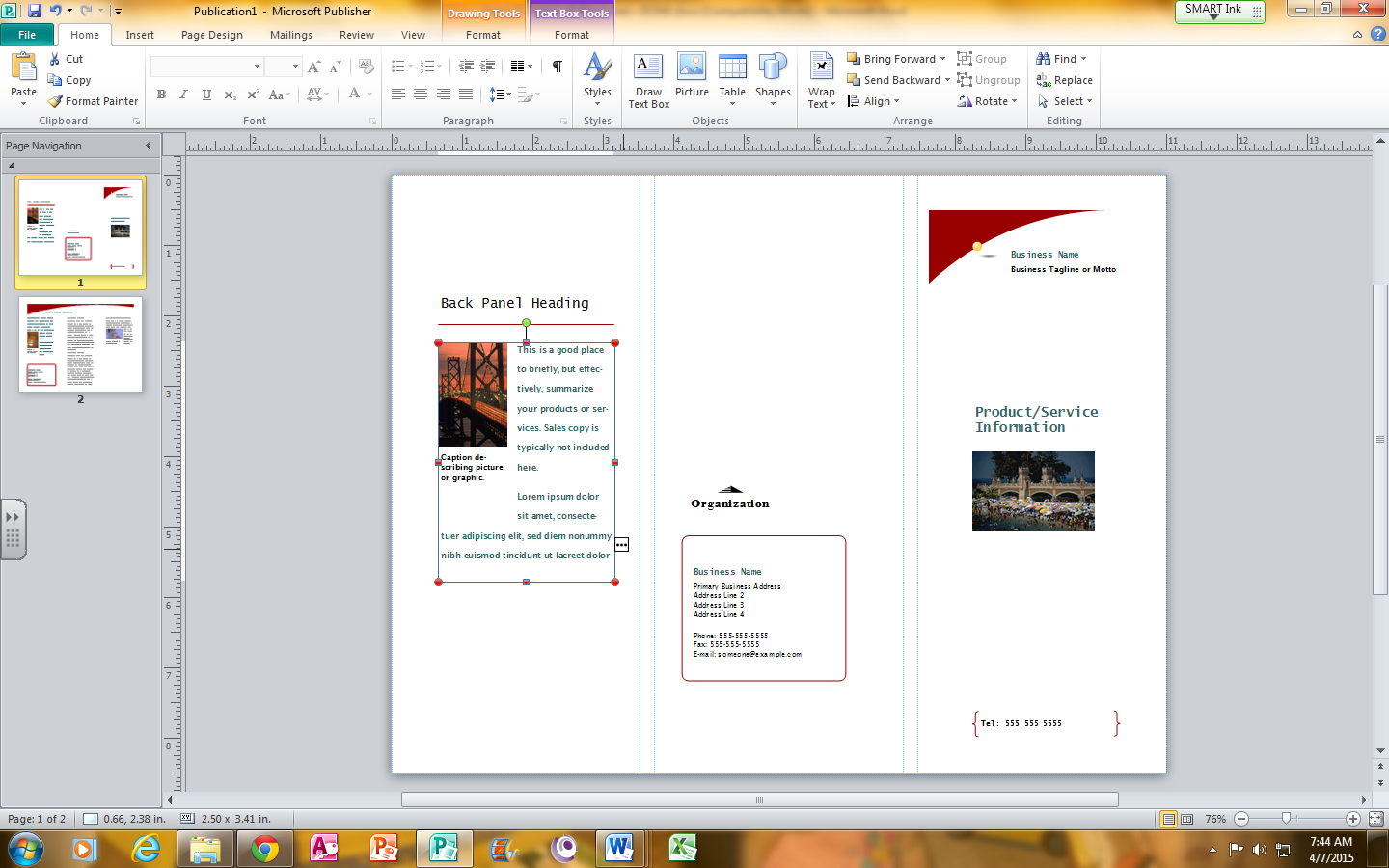
*Previous*

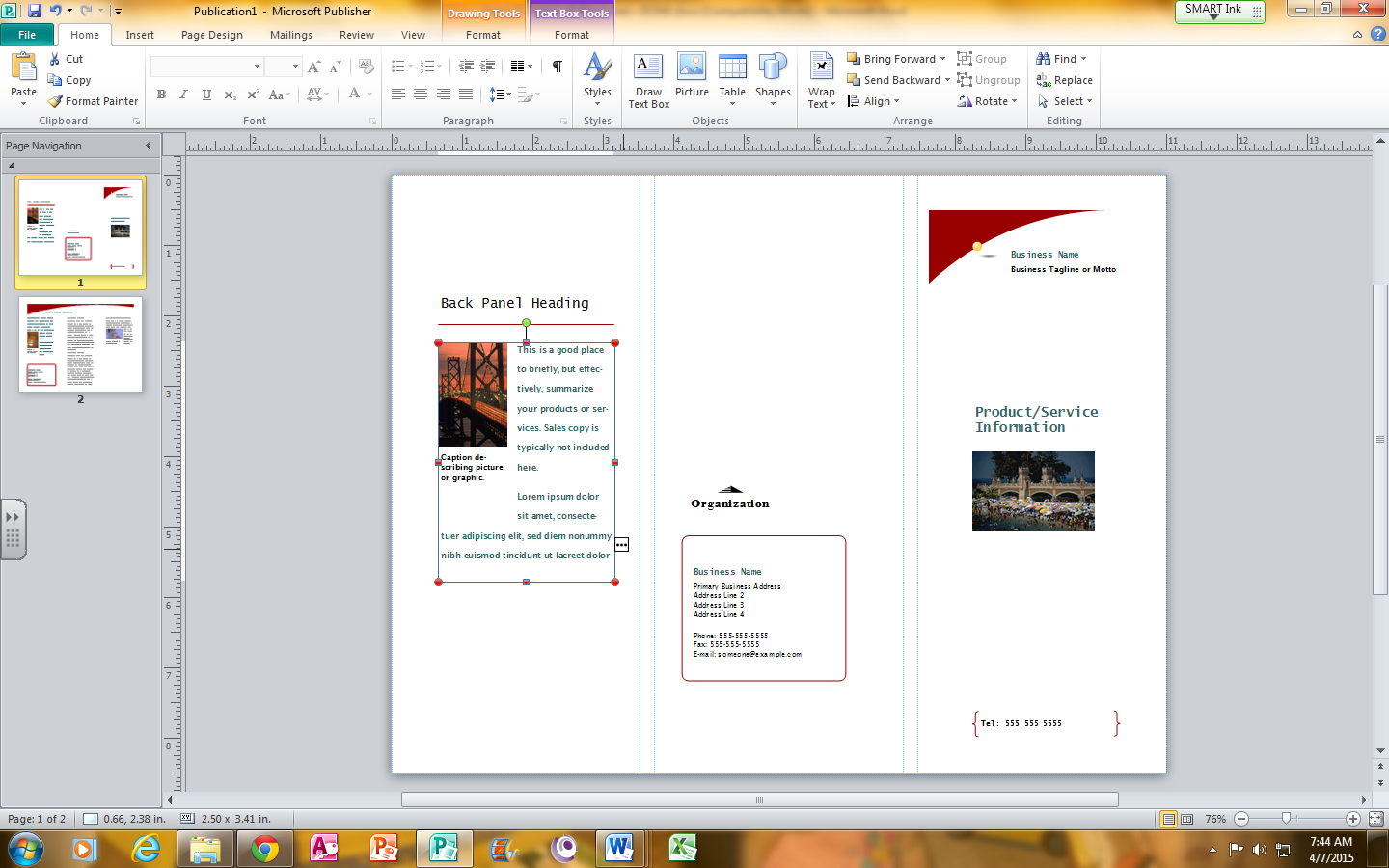
*Textbox*

*Create*

*Textbox link*

***Steps to Connecting Textboxes***

1. *Create all textboxes needed*
2. *Type in first text box until you reach the bottom of it and get the Text Overflow Indicator*
3. *Choose “Create Text Box Link” Button*
4. *Mouse becomes a cup*
5. *Click the textbox you want the excess text to flow into.*

***OR***

1. *Follow steps 1 and 2 from the first way, and the click the Text Overflow Indicator*
2. *Your mouse will become a cup, and then pour into your next empty textbox.*

***To Connect Textboxes on different pages:***

* *As you follow steps 1-4, make sure you create your second textbox on a different page than the first textbox. Once your mouse becomes a cup, click on the page number you need in the Page Navigator and then "pour" the excess text into the second textbox.*

***To Print a Brochure:***

* *Choose the correct printer (Gemini Room 13), under settings, put that you only want to print page 1 and print it. Go back to the printer to get your sheet of paper, pull out the paper tray at the bottom of the printer and place your sheet back into the printer. Make sure it is placed so that what is printed is facing up AND that the bottom of the page is facing towards the front of the class.*