

OPENING THE
PUBLISHER
INSTRUCTIONS

1. Open a new Publisher document.
2. In the wizards pane click *Brochure*.
3. Next click the **Event** type brochure.
4. Double click on the **Ascent Event Brochure**.



Elliott Students Can
Succeed!!!



1440 Sunrise Ave
Modesto, CA 95339

Elliott High School

Mailing Address Line 1
Mailing Address Line 2
Mailing Address Line 3
Mailing Address Line 4
Mailing Address Line 5

Elliott High
School

Creating the Brochure



Carpe Diem
"Seize the Day"

Tel: 209-576-4005



Working with the Wizard

5. Read the introduction and then click *Next* button in the Brochure wizard.
6. Select **any color** that you want for the brochure. Note: Remember that certain color schemes do not go well with certain pictures, fonts, etc. then click *Next*.
7. Select **letter** for panel size then click *Next*.
8. Select **Yes** for customer's address option and then click *Next*.
9. Select **Sign Up Form** option for form then click *Next*.
10. Set up a fictitious business or charity organization by clicking **Primary business or other organization** option then click the *update button*.
(Enter the appropriate name/address/phone/fax/Email and tag line in the Personal Informational dialog box. Data made be made-up then click *update*.)
11. Click *Finish*.

FURTHER INSTRUCTIONS

12. Save your brochure by clicking on **File>Save** menu. Either to your personal file or to the 3 ½ floppy.
13. Click on "*Hide Wizard*".
14. Customize the text and graphics to advertise a **fictional charity event** of your choice. Use the drop cap function if you desire.
15. Set the brochure to print with a single spot color. If you do not know how, follow these procedures

 -Click the *Help* button on the **menu bar** and the **help** or **F1** on the keyboard.

 Type **Spot color** in the gray area of the dialog box and touch the *enter* key.

 Click on **change spot color** and read and follow the directions in the dialog box to have a **single spot color** in your brochure.
16. Use the Pack and Go function in **File menu** to pack the *brochure* to take to another computer station.
17. Ask your teacher to come and pre-view your work at the different computer station for grade.

SAMPLE

Walk for Life

Sign up for:	Time	Price
<input type="checkbox"/> 20k run	7:30 AM	\$25.00
<input type="checkbox"/> 10k run	8:00 AM	\$20.00
<input type="checkbox"/> 5k run	8:30 AM	\$15.00
<input type="checkbox"/> 10k walk "volksmarch"	9:00 AM	\$10.00
<input type="checkbox"/> 5k walk "volksmarch"	9:30 AM	\$ 5.00
<input type="checkbox"/> Donation	Anytime	?
Subtotal:		_____
Tax:		_____
Total:		_____

Name _____

Address _____

Phone _____

Method of Payment

Check

Bill Me

Visa

MasterCard

American Express

Credit Card # _____ Exp. date _____

Signature _____

E L L I O T T H I G H S C H O O L

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