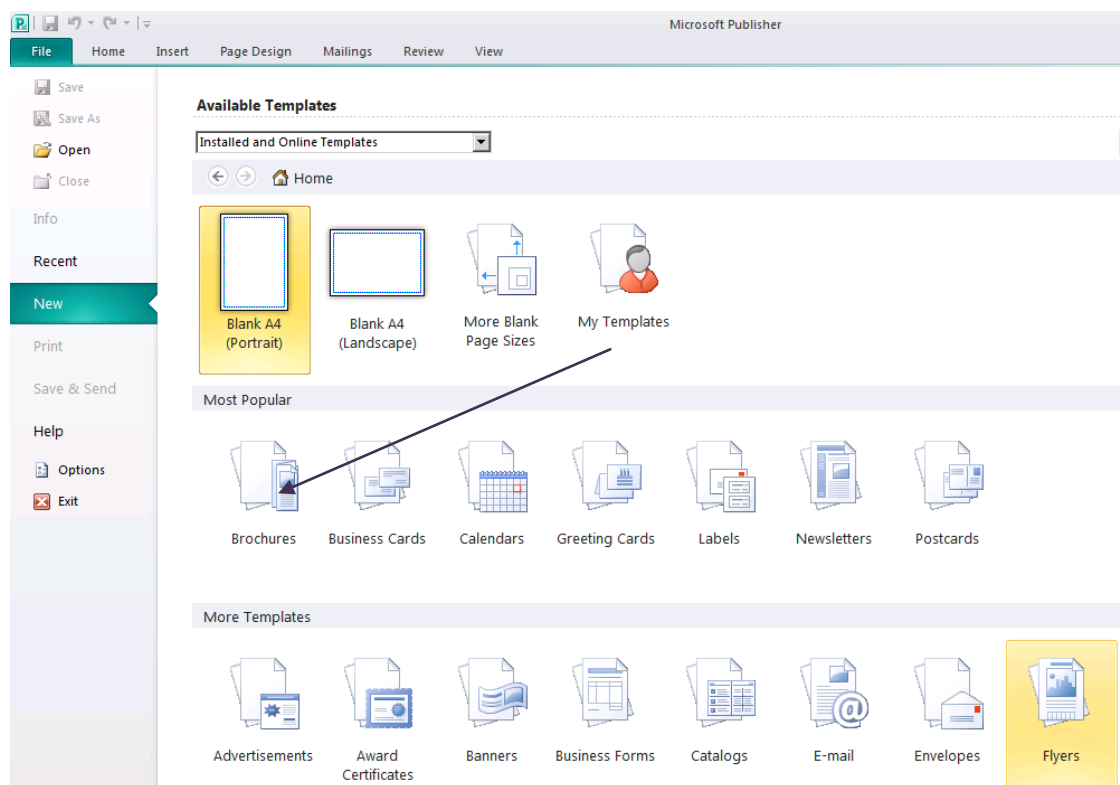


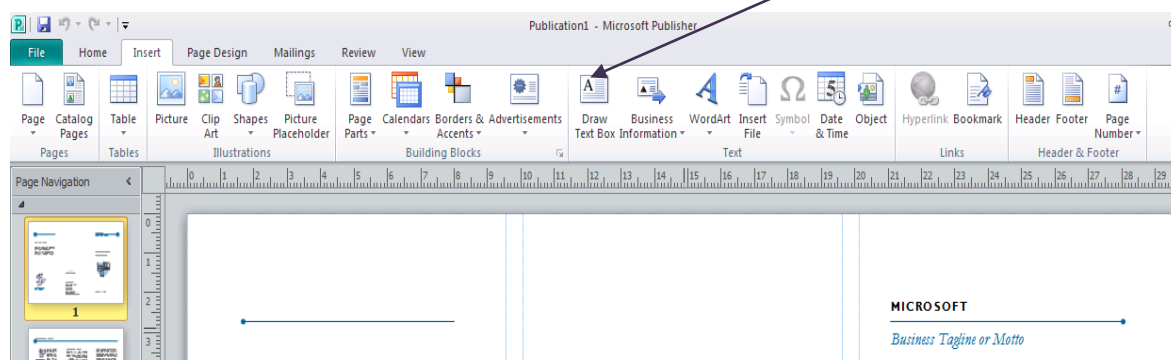
How to Make a Leaflet in Publisher

You can make a double-sided leaflet using the templates which exist already in Publisher. When you open Publisher, choose '**Brochures**' from the list of publication types.

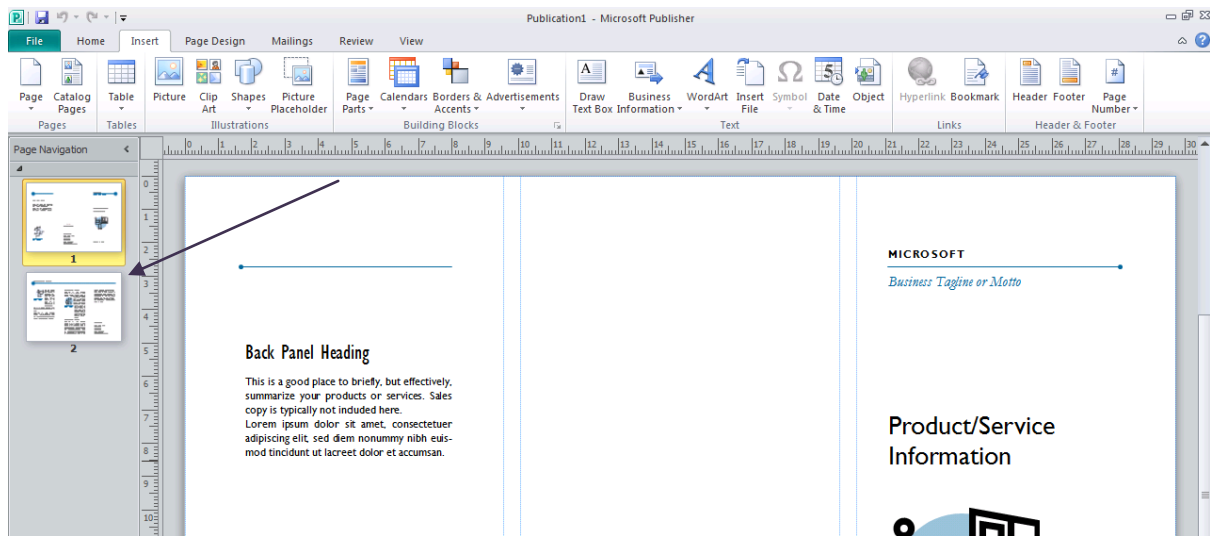


Double click on a template you like to begin working with it.

You can edit the information in the template by adding or deleting the text boxes, shapes and images. Adding these can be done through the '**Insert**' menu.



These leaflets are double sided, so to add information to the other sides of your leaflet, navigate around it by clicking on the tabs which say '1' and '2' at the side. Page '2' is the inside of the leaflet.



To print your leaflet, you need to set up the options so both sides are printed. To do this from the printing menu, choose an MFD printer, select A4 as the paper size and then **'Manual 2 sided print – flip sheets on short edge'** from the printing options and click **'Print'**.

