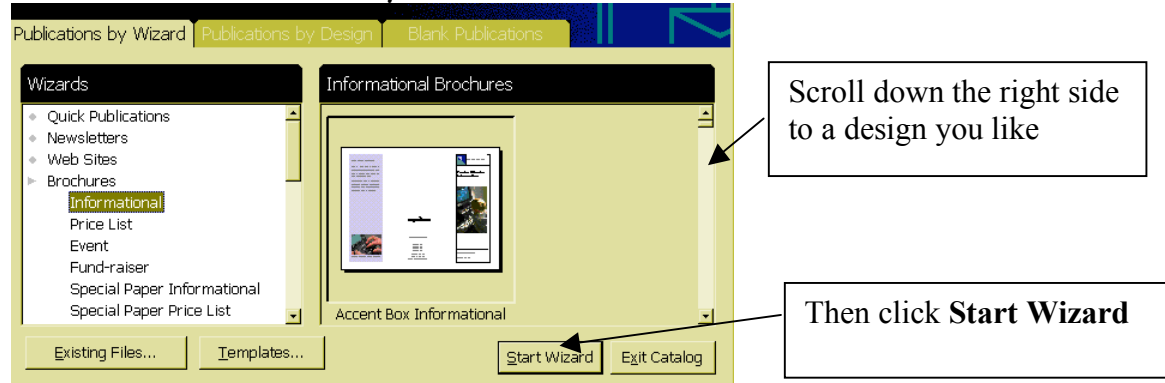


## Brochure Project for River Float Environmental Studies classes

Log on to the server. Make sure you can get to the class folder right now!

Open Publisher 

Pull down under **Publications by Wizard** to **Brochures** > **Informational Brochures**



Click **Next**

Accept colors scheme (or choose very light - we will be printing in black and white!)

**Next** (Default paper size is letter)

**Next** (Default is no Placeholder for customer address)

**Next** (Default is no forms)

Click **update** and type your name, English 1, Period and then click Update

Click **Finish**

Click **Hide Wizard**

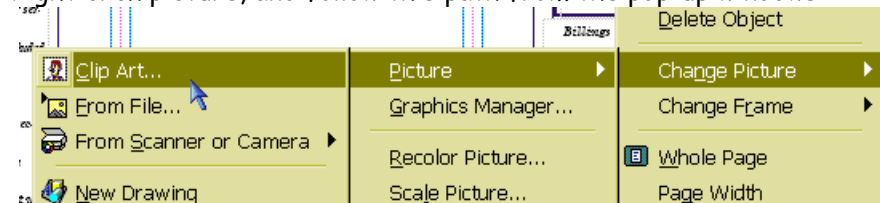
!!!! **SAVE NOW** !!!!

You are ready to customize your brochure.

To change text: right click the text box, press backspace key and then type the words you want.  
Use Office conventions for changing size, font, colors, etc.

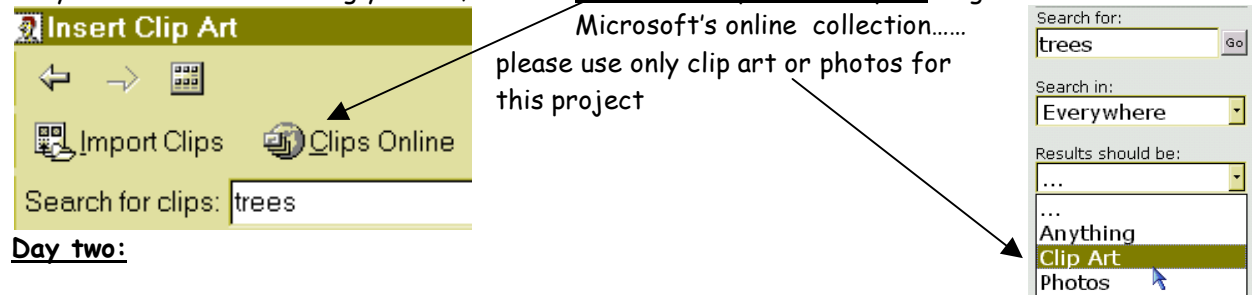
To change a picture:

Right click picture, and follow this path from the pop-up windows:



Type in the name of the image you want.

If you don't find something you like, use the link at the top of the clipart to go to



To find images on the Internet:

<http://www.google.com> Click on images. Type in your subject. Check copyright or use restrictions for each image.

To find other copyright free images or sites which are friendly to education on the Internet:

<http://pics4learning.com>



**Your brochure should include the following:**

- ♦ Data from your "10 measurable differences"
- ♦ At least two illustrations (from the picture folder on the server - or scanned artwork)
- ♦ At least one Haiku from the group
- ♦ Quotes from more than one student journal
- ♦ Field notes or list of birds observed
- ♦ Map or description of area floated
- ♦ Historical reference (if you floated the day of the presentation at Ichkeppe Park)
- ♦ Names of students in the group and class period (back center panel or front cover)

**Final tips for a professional looking brochure:**

- ♦ The cover should be interesting enough to make you want to open the brochure.
- ♦ Be sure to use the spellchecker!!
- ♦ Have another student "proof" to make sure the arrangement is easy to follow.
- ♦ If you have a list of items, add the bullets from the toolbar.
- ♦ Only use a few fonts (styles, sizes, colors, etc.) to avoid confusion. (Use design checker.)