Creating Booklets/Brochures
In Microsoft Publisher 2016

Setting up a Folded A4 Booklet (1/2 A4 Booklet)

1. Open Publisher. Click on the Windows Start button → All Programs → Microsoft Office → Microsoft Publisher 2016.

2. In the New Publication task pane → select More Blank Page Sizes.

3. In Publication Types → Select Booklets.
4. In **Standard Booklets** → Select ½ A4 Booklet (14.8 x 21 cm) → Click **Create**.

5. A message appears, asking you if you want to automatically add pages. Click **Yes**.

6. Your booklet is now set up – you have a front and back page and two pages inside.
Creating Booklets and Brochures in Microsoft Publisher 2016

You can switch between the front (1), back (4) and inside (2+3) of the booklet by clicking on the page thumbnails in the Page Navigation pane.

The page that is highlighted in the Page Navigation is the one you’re currently working on in the main window.

These are the inside pages (2+3).
In the **Page Navigation** pane, you can do the following:

- You may want to **add pages** - right click on a page, click on **Insert Page**, select the number of pages. click on **OK**.

- To **change the page order** - click and drag pages.

- To **delete a page** - right click on the page, select **Delete**.
To fill the booklet with content you can add text boxes, images, shapes, etc. Go to the **Insert** tab to choose these elements.

For example, you can draw a **Text Box**, and then type in the text that you need.

**Printing Booklets**

1. Go to the **File** → select **Print**.
2. You can enter the number of copies to print in the **Copies of print job** box.
3. Select the correct printer name in the **Printer** section.

   **Black and white:**
   Student_Mono_Print on Zuhal

   **Colour:**
   Student_Colour_Print on Zuhal

4. In the **Settings** section:
   ✓ Select **Booklet - Side Fold**.
   ✓ Select **Print on Both Sides – Flip sheets on short edge**.

5. Click the **Print** button.
Creating Booklets and Brochures in Microsoft Publisher 2016

Setting up a 3-Panel and 4-Panel Brochure

3-Panel Brochure

1. Go to File → New → Built-in → Brochures.

2. You can now select from any of the three-panel templates.

3. You can change the colour and font schemes by selecting from the drop down menus in customize.

4. Click Create.
As with other Microsoft Office templates, you can make any changes by clicking in the boxes and editing or deleting the text and images as required.

For example, click on a placeholder text block and then type the text that you want.

1. This shows the front page and two back pages of your publication.
4-Panel Brochure

1. Go to File → select New.
2. Select Blank A4 (Landscape).
3. Go to Page Design → then Custom Margins.
4. Click on the Grid Guides Tab → Enter ‘4’ in the Columns field. Click OK.

5. Insert a Duplicate Page by right clicking on the thumbnail in the Page Navigation panel.

✓ You now have a second page which is the inside of the leaflet. The 4-panel brochure is complete.

✓ You can add text boxes and images to structure your content.
Printing a Brochure

1. Go to the **File** → select **Print**.

2. You can enter the number of copies to print in **Copies of print job** box.

3. Select the correct printer name in the **Printer** section.

4. In the **Settings** section, select **Print on Both Sides – Flip sheets on short edge**.

5. Click the **Print** button.

For further information and support contact:
Tel: 020 7815 6678
Email: **llr-ithelpdesk@lsbu.ac.uk**
Visit: Student IT Support, 1 West, Perry Library

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