**Print Shop Brochure Instructions**

**To Begin a Brochure:**

1. Open Print Shop from the Desktop (be patient it takes a second to load)
2. Choose Brochure
3. Select “Start from Scratch”
4. Click Next
5. Number of Panels: 3
6. Click Finish

**Set up of Brochure:**

* There are 2 different pages you will create for the Brochure, the inside and the outside.
* Look at the bottom left of the screen. This is displaying page 1 of 2.
* If you click the arrow it will switch to the 2nd page of the Brochure (the inside)
* **Page 1 of 2 is setup as follows**

|  |  |  |
| --- | --- | --- |
| Inside Flap of Brochure | Back of Brochure | Front of Brochure\*On the front page you can’t let pictures or text go past the dotted lines. They will be cut off when you fold your brochure |

* **Page 2 of 2 is setup as follows:**

|  |  |  |
| --- | --- | --- |
| Inside of Brochure – Left Side | Inside of Brochure- Middle | Inside of Brochure – Right Side |

**To Add Text:**

* Choose **Text Tools** on the left side
* Insert Text Box
* Click inside the text box to move it.
* Drag the corners in to make it smaller
* Double click inside to add text

**To Change Text and Color:**

* Select your text
* Change from Times New Roman to whatever you’d like
* Font size can be changed as well (Nothing bigger than 14 for written text about career)
* Color: With the text selected click on the colorful button (as shown below) and choose OBJECT. You can then select the color you want to change your font to.

**To Add a Fancy Title:**

* Text Tools on the left side
* Insert Headline
* Type the title you want and choose the style you’d like

**To Add Pictures:**

* You can get pictures off Google Images (be careful what you search for)
* Right click on picture you find
* Go back to Print Shop
* Go to EDIT
* Choose PASTE

**To Print:**

* File
* Print
* **Un check Double Sided (Very important you do this!)**
* Setup
* Choose “Laserjet 5550” printer name
* Ok
* Print