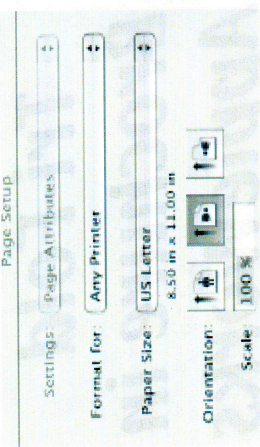
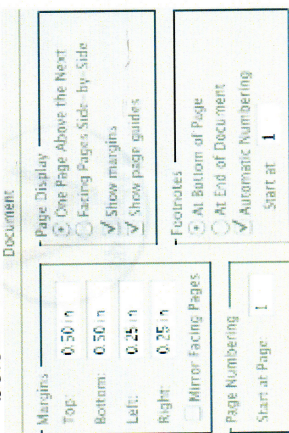


## Setting Up the Page, Margins and Columns

- From the File Menu, select Page Setup - Choose the **Landscape Orientation**.



- From the Format Menu, select Document. Set the Top, Bottom, Left, and Right Margins as shown below.



- Use the Column tool to select 3 columns.



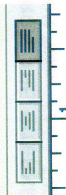
Page 3

## Layout Tips

When planning the pamphlet, use the page numbers on the bottom of each column as guides - the page numbers show in what order the columns will be viewed.

Use the Enter key on the numeric keypad to start a new column.

Format the columns using the Full Justification tool to make them look like a newspaper.



Hold the Option key down and click-drag with the mouse to create text boxes anywhere you want, even across columns (boxes can then be moved using the black arrow tool).

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## Working with Images

- Copy and Paste pictures from the internet, digital cameras or scanners.
- Select the Window menu, then Show Tools.
- Pasting pictures with the Arrow tool selected will allow you to move the picture anywhere on the screen.
- Use **Text Wrap** to wrap text around your pictures. Click on the picture, from the Option menu, select text wrap.
- Pasting pictures with the text tool selected allows the picture to follow the text around the document.
- Remember to hold the Shift key down when resizing pictures to maintain the proper proportion.



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