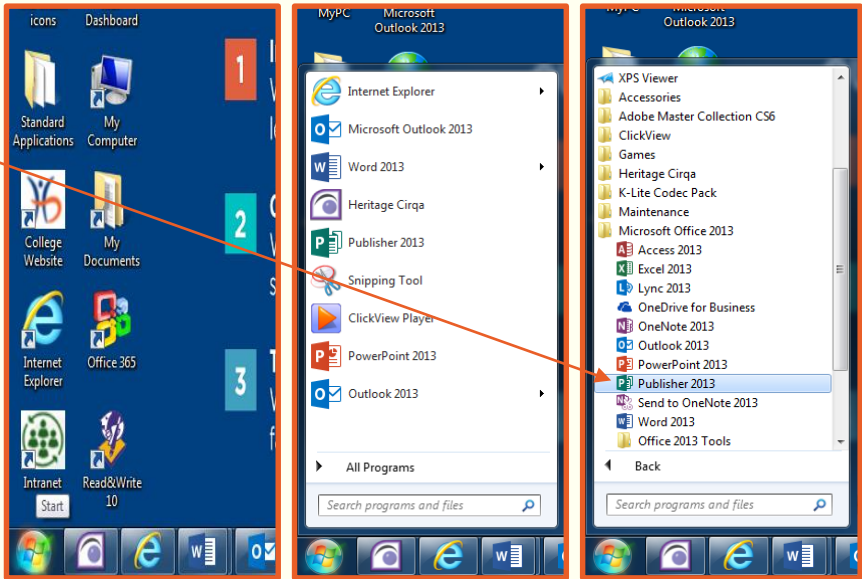


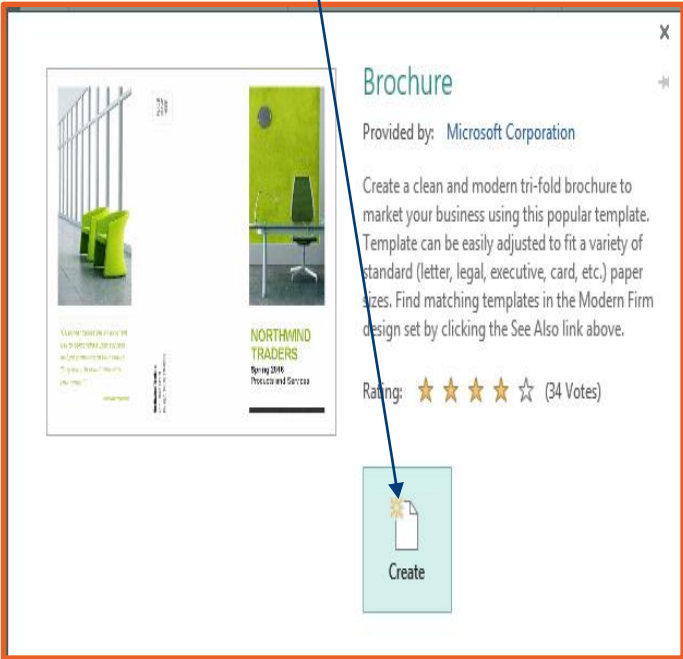
# How to make a Gate Brochure using Publisher

- Getting started**  
Click on:
1. Start (Windows icon)
  2. All Programs
  3. Microsoft Office 2013
  4. Publisher 2013

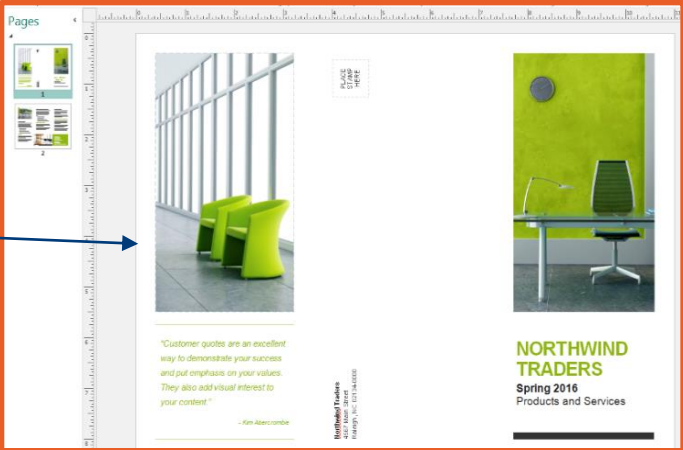


Click on: **Brochure**

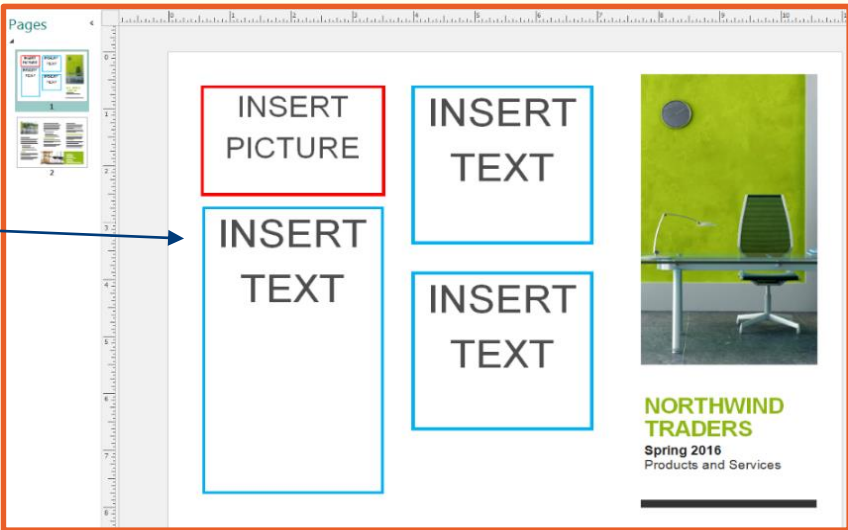
Click on: **Create**



This will give you a 3 column double-sided brochure



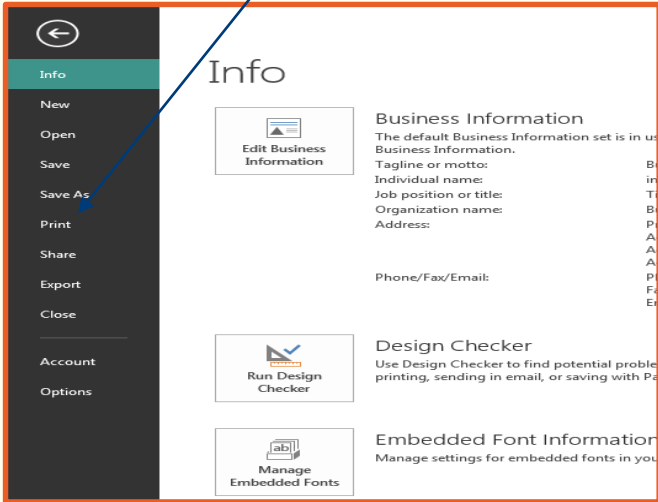
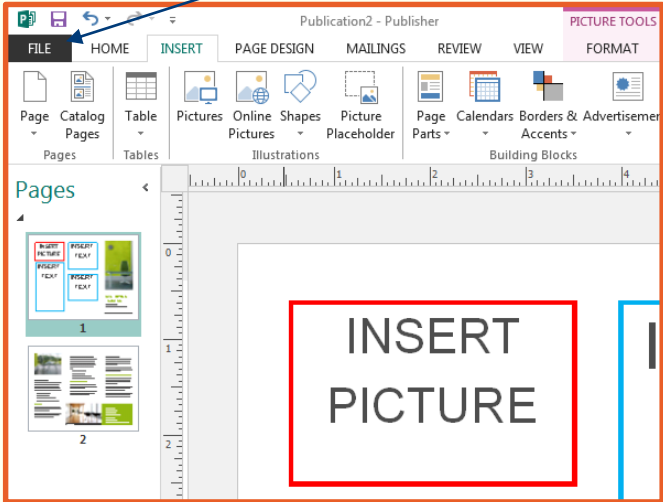
You can delete the pictures and text boxes and insert your own.



## To Print

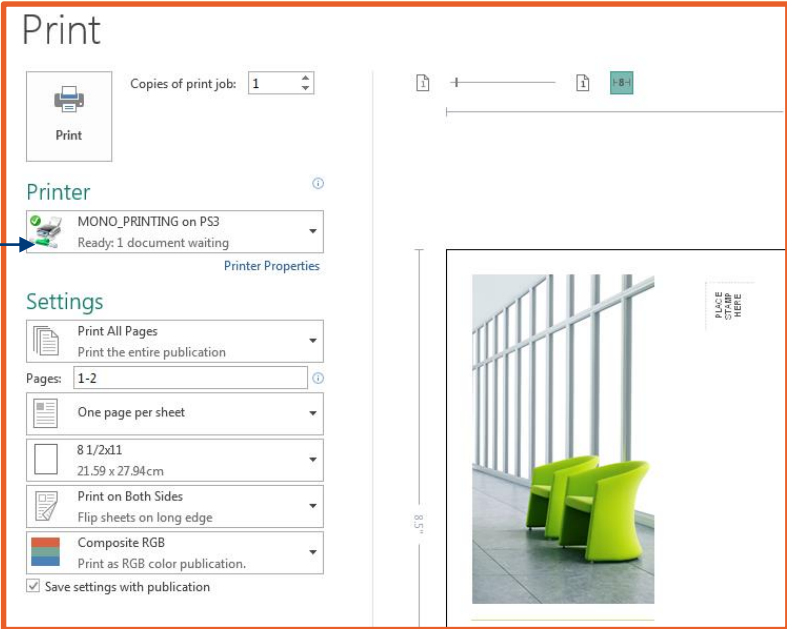
Click **FILE**.

Click **Print**



## This page will now appear

- Leave settings on **Mono Printing on PS3** for black & white printouts.



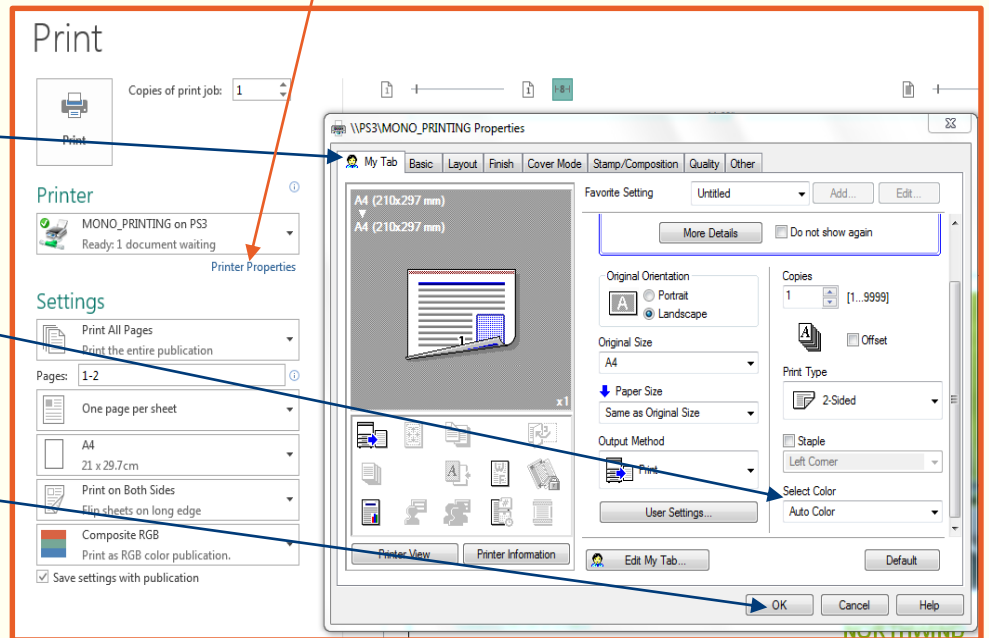
# For colour printing

1. Click Printer Properties

2. Click My Tab

3. Change Gray Scale to Auto Color

4. Click OK



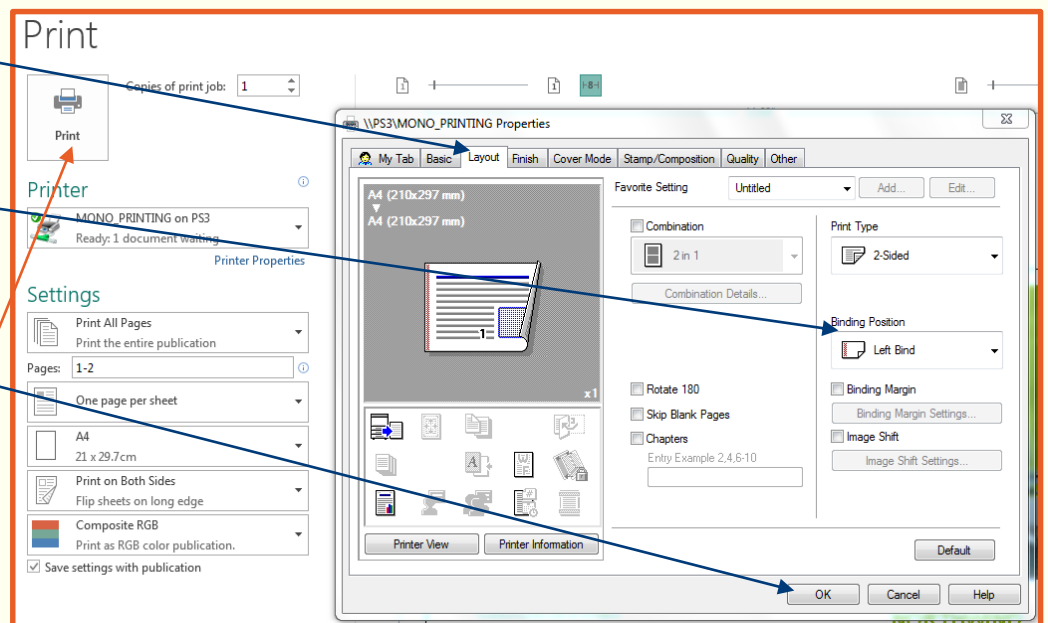
To ensure that your brochure prints the right way up on the back of the page please follow these steps

1. Click onto the **Layout TAB**

2. Click on **Binding Position** and select **Left Bind**

3. Click **OK.**

4. Click



If you require any assistance please ask a member of the library staff at the help desk.