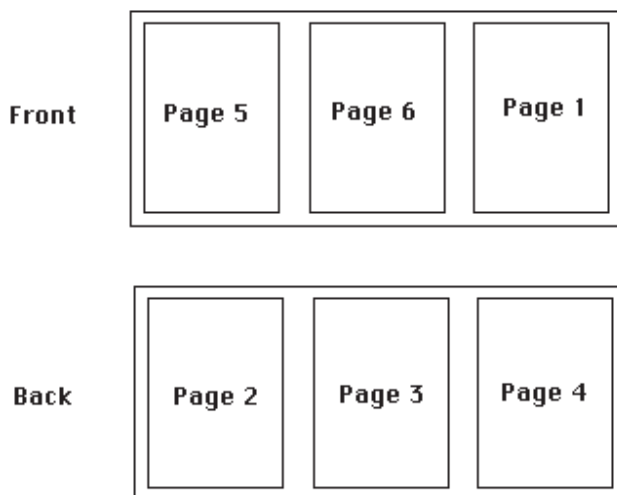
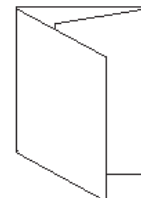


## Creating Pamphlets

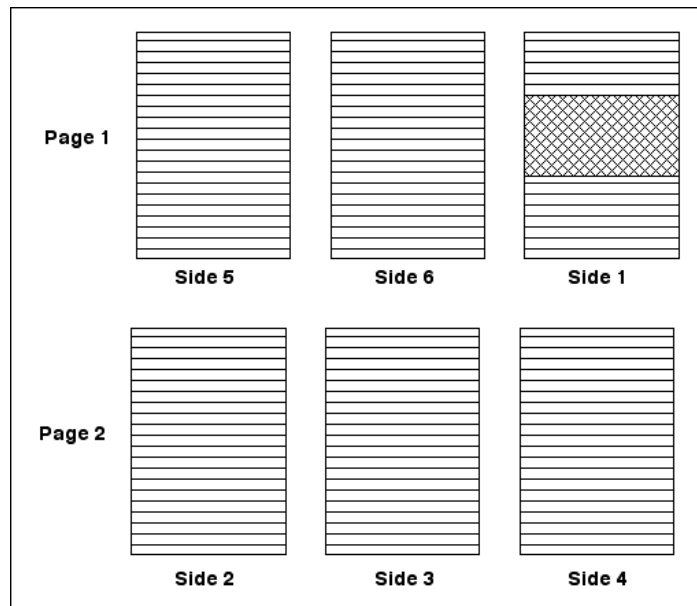
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Pamphlets are an excellent way of displaying publicity information in a concise manner. The pamphlets can be easily folded and posted. The most common form of pamphlet is one comprising 6 sides (or columns), 3 on each side of a sheet of paper. The sheet of paper is then folded in three. You can also create 4 sided pamphlets that are folded in half.

The most important step in the creation of this type of document is working out where each side should be placed so that the pamphlet folds correctly. Collect an A4 sheet of paper, turn it on its side (called landscape) and fold it into three even sections. Write the page number on each page so that page 1 is the first page and page 6 the last page. Open the sheet up and you should have:



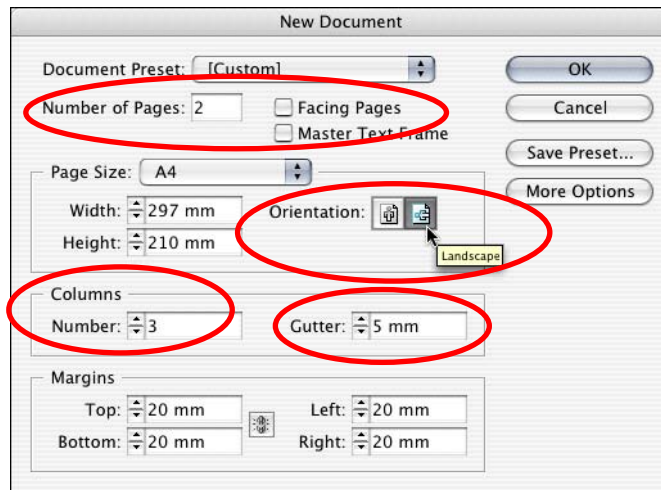
This is the layout that you will produce in the next activity, the thumbnail sketches of which are displayed at the top of the next page.



## The Page Layout

- 1 Load Adobe InDesign or close the current document.
- 2 Display the FILE menu and select NEW - DOCUMENT.

- 3 In the NEW DOCUMENT dialogue box set the PAPER SIZE box to A4, turn off FACING PAGES, set the ORIENTATION to LANDSCAPE (or sideways), enter 2 in the NUMBER OF PAGES box, set the COLUMNS to 3 with a 5 mm GUTTER and set the MARGINS to 20 mm.



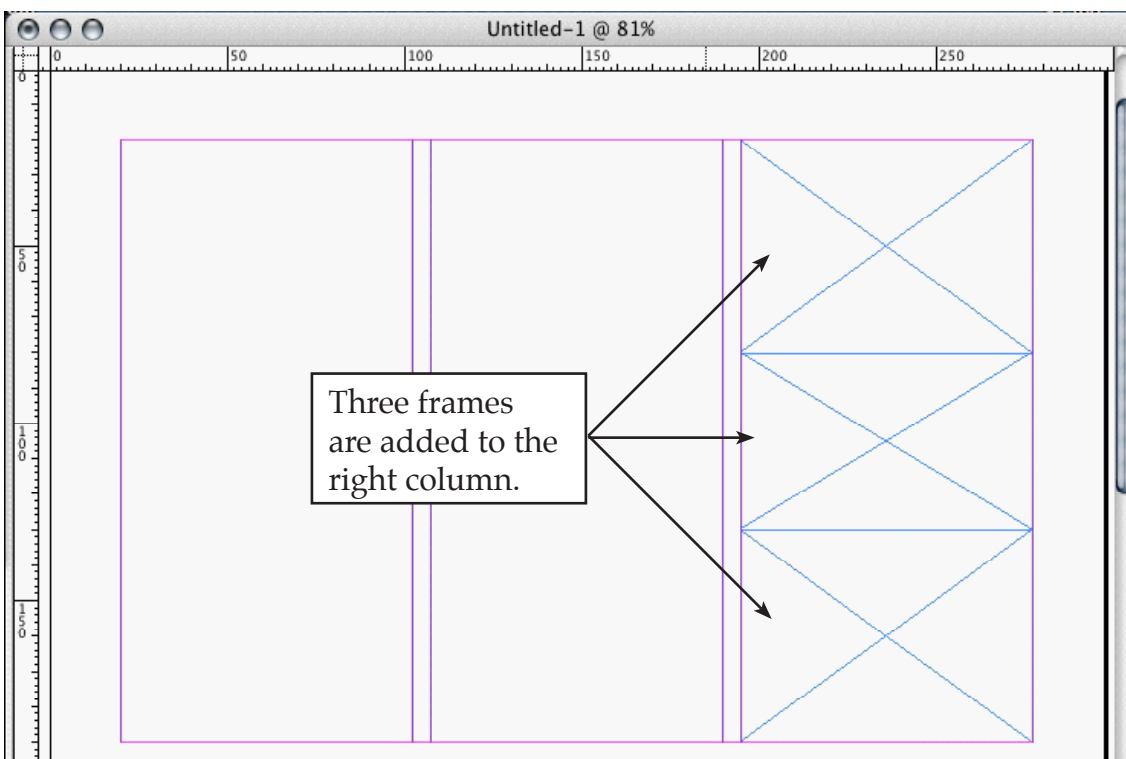
- 4 Select OK and the InDesign work page should be displayed.

## Completing Side 1

Side 1 of the pamphlet will be the front or top page. It is placed in the right column of page 1 and it will contain two text frames and a graphic frame, all enclosed in a rectangle.

### A Setting the Frames

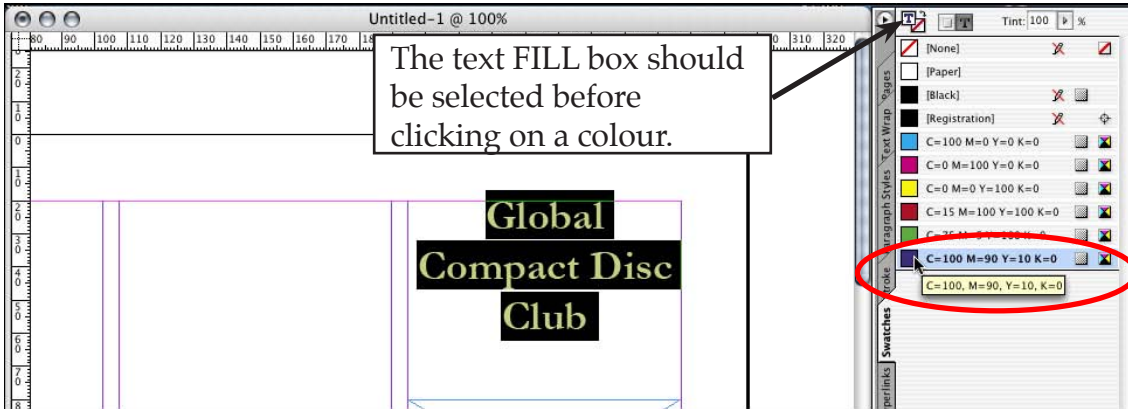
- 1 Page 1 should be on the screen. Set the view to FIT PAGE IN WINDOW.
- 2 Select the RECTANGLE FRAME TOOL and drag 3 frames from (195,20) to (277,80), (195,80) to (277,130) and (195,130) to (277,190).



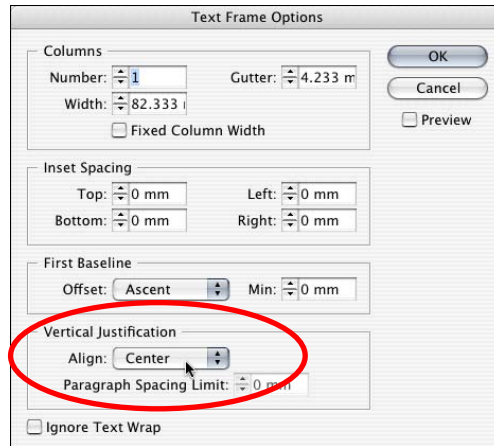
### B Completing the Top Frame

- 1 Select the TEXT TOOL and click the *I-Beam* in the top frame.
- 2 Set the screen to ACTUAL SIZE and enter the following text:  
Global <enter>  
Compact Disc <enter>  
Club
- 3 Highlight all the text and set the FONT to CENTURY SCHOOLBOOK, PALATINO, GARAMOND or TIMES (NEW ROMAN), the STYLE to BOLD, the SIZE to 36 point, the ALIGNMENT to CENTRE.

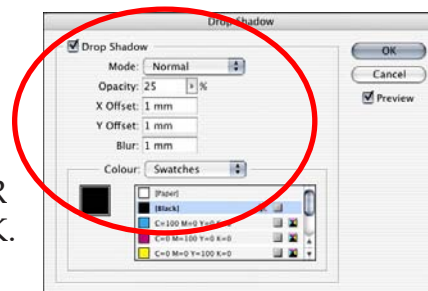
- 4 Use the SWATCHES palette to set the TEXT COLOUR to DARK BLUE.



- 5 The text can be vertically centred in the frame and given a light drop shadow. Select the SELECTION TOOL and the frame should be selected.
- 6 Display the OBJECT menu and select TEXT FRAME OPTIONS.
- 7 Set the VERTICAL JUSTIFICATION'S ALIGN box to CENTRE.
- 8 Select OK to return to the document.



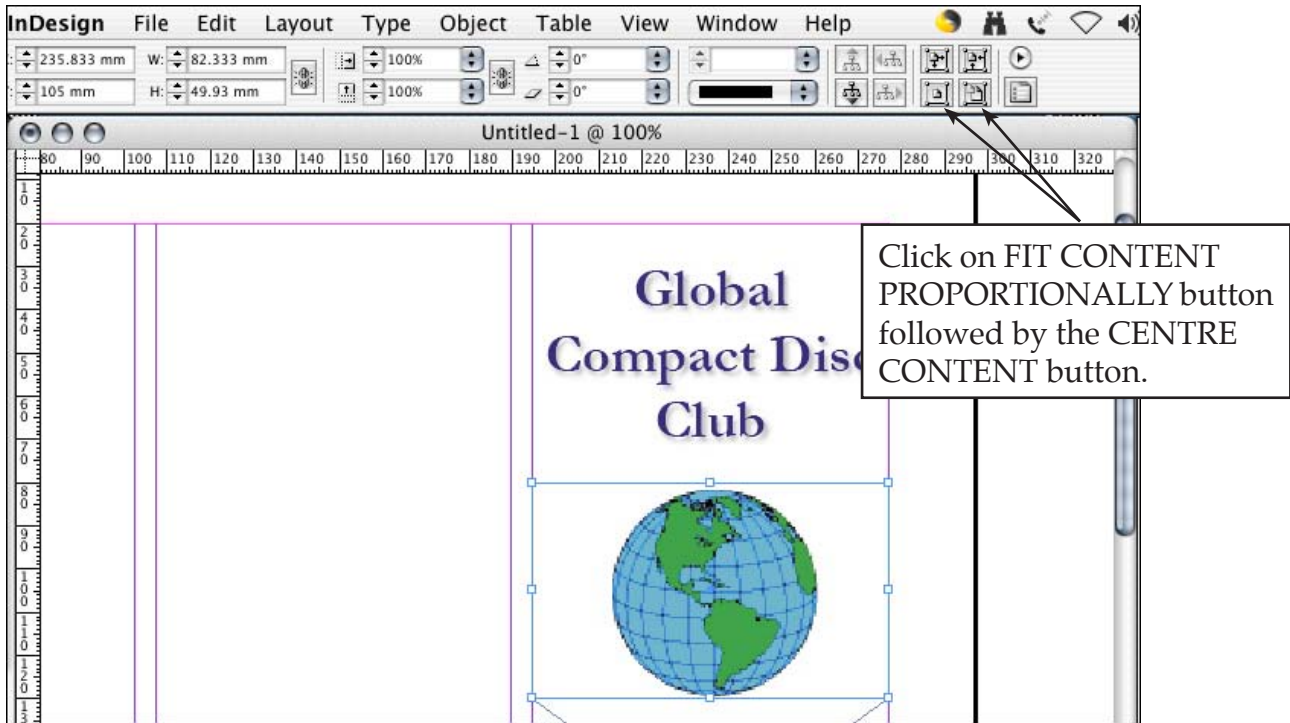
- 9 Display the OBJECT menu again and select DROP SHADOW.
- 10 Turn on the DROP SHADOW box then set the MODE box to NORMAL, the OPACITY to 25%, the X OFFSET, Y OFFSET and BLUR boxes to the 1 mm and the colour to BLACK.
- 11 Select OK to return to the document.



## C Adding the Graphic

- 1 Click on the middle frame.
- 2 Press CTRL+D or COMMAND+D to select the PLACE command.
- 3 Access the ID SUPPORT FILES and open the CHAPTER 8 folder. Insert the GLOBE graphic.

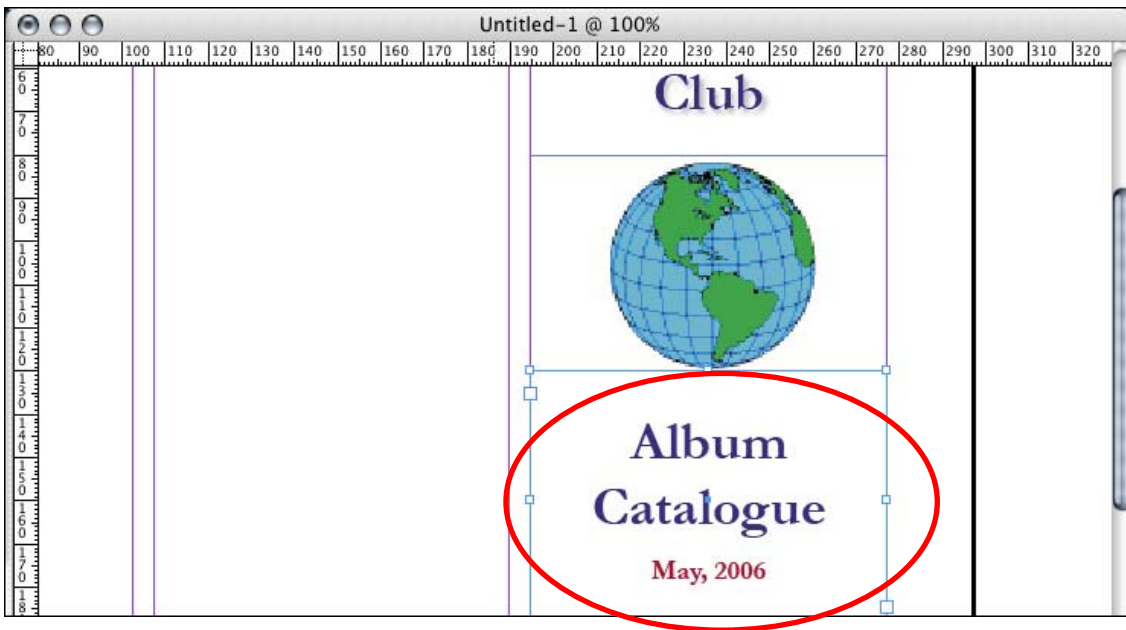
- 4 In the CONTROL palette click first on the FIT CONTENT PROPORTIONALLY button followed by the CENTRE CONTENT button to resize the image and centre it in the frame.



## D Completing the Lower Frame

- 1 Select the TEXT TOOL, click the *I-Beam* in the lower frame and enter:
 

Album	<enter>
Catalogue	<enter> <enter>
May, 2006	
- 2 Highlight the first two lines of text and set the FONT, FONT SIZE and TEXT COLOUR to the same settings as the top frame, and set the ALIGNMENT to CENTRE.
- 3 Highlight MAY, 2006 and set it to the same font as the previous lines, the FONT SIZE to 18 POINT, the TEXT COLOUR to RED and the ALIGNMENT to CENTRE.
- 4 Select the SELECTION TOOL and the frame should be selected.
- 5 Display the OBJECT menu and select TEXT FRAME OPTIONS.
- 6 Set the VERTICAL JUSTIFICATION'S ALIGN box to CENTRE.
- 7 Select OK to return to the page and the frame should look like the one in the diagram at the top of the next page.



## E Adding a Border Around the Frames

A double line border will be placed around the text and graphic.

- 1 Set the screen to FIT PAGE IN WINDOW.
- 2 Select the RECTANGLE TOOL and drag a rectangle from (195,20) to (277,190).

