The first panel is a fraction smaller than the other two. This is determined by commercially purchased brochure paper. If you are using your own paper you can make the panels equal, but using a slightly smaller first panel makes folding neater.

The actual sizes of the commercial panels are:

3.625 or 3 5/8 inches (panel one)
3.6875 or 3 11/16 inches (panel two & three.
Publisher cannot strike guidelines this exact, but it is close.

Determine your printer's default margin.

You can do this by opening WordPad in accessories, click file, click page setup. Input zero into each margin choice, the program will automatically default to your printer's default margin.

Once the margins are determined you are ready to create.

Guideline setting
7.313

Guideline setting
3.625

This will be a larger margin as determined by your printer, in Ink Jets it maybe as wide as .55. Not good for brochures.
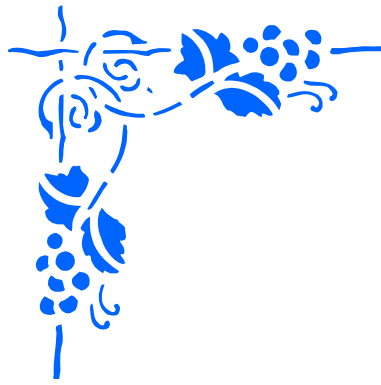
Panel two
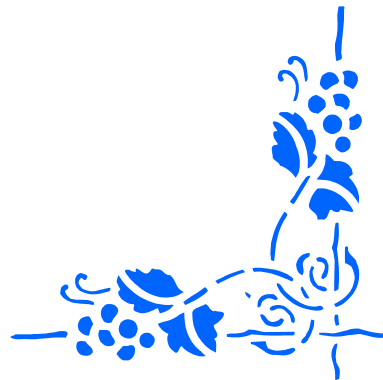*.25" margin all around.*

My Brochure

Special This Week:

Panel three
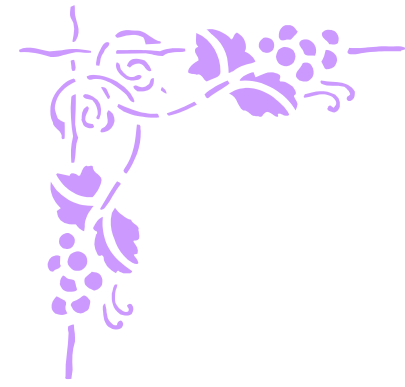*.25" margin all around.*

My Brochure

Special This Week:

Create and Print panel 2 and 3, in the printer dialogue tick print current page. With commercial brochure paper feed the small panel first.

Turn the brochure around in your printer and print panel 1. (next page)

My Brochure

Special This Week:

Create this panel here before you rotate it, this will assure it is the proper size.

Rotate panel one 180 degrees (rotate left twice) and place as shown here. In the Print dialogue tick print current page. **<u>Do not</u>** adjust this panel to fit the smaller guideline.

:keeW sihT laicepS

eruhcorB yM

Panel One
.25" margin all around.