Travel Treasures – Brochure Instructions

1. Open Microsoft Office Publisher

2. Select Brochure

3. Select a Brochure design & create

4. For page 2 (INSIDE of your brochure)
   a. Insert your island map – make sure these are LARGE size images
   b. Place a pinpoint on 4 locations

5. For page 1 (OUTSIDE of your brochure)
   a. Page 1, Right panel will have your island name, your name and period
   b. Insert coupons or advertisements for your pinpoints (4 minimum)

6. OPTIONAL: Be sure to list your references (websites you used on the middle back panel)

7. When printing, be sure to select PRINTER PROPERTIES
   a. Print on both sides (YES, FLIP OVER)
   b. Color (check to make sure print in grayscale is “unchecked”)