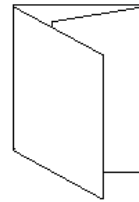# Creating Pamphlets
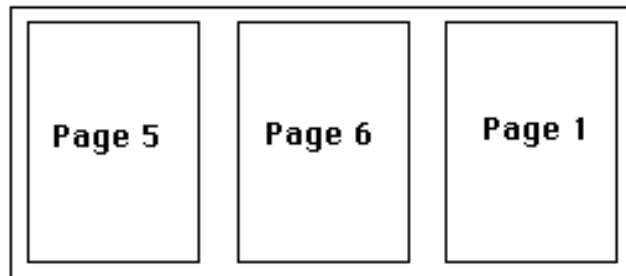
Pamphlets are an excellent way of displaying publicity information in a concise manner. The pamphlets can be easily folded and posted. The most common form of pamphlet is one comprising 6 sides (or columns), 3 on each side of a sheet of paper. The sheet of paper is then folded in three. You can also create 4 sided pamphlets that are folded in half.
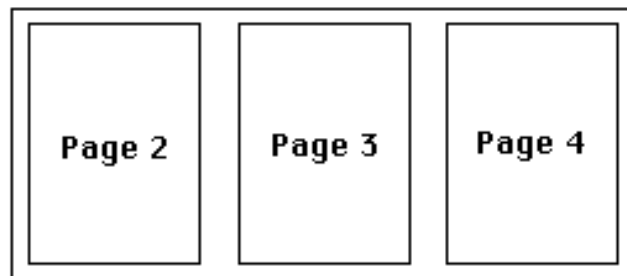
The most important step in the creation of this type of document is working out where each side should be placed so that the pamphlet folds correctly. Collect an A4 sheet of paper, turn it on its side (called landscape) and fold it into three even sections. Write the page number on each page so that page 1 is the first page and page 6 the last page. Open the sheet up and you should have:

Front	Page 5	Page 6	Page 1

Back	Page 2	Page 3	Page 4

Starting a New Publication

1   Load Adobe InDesign CS3 or close the current document, then select DOCUMENT in the CREATE NEW section of the WELCOME SCREEN.

2 In the NEW DOCUMENT dialogue box turn off FACING PAGES and enter 2 in the NUMBER OF PAGES box.

3 Set the PAPER SIZE box to A4, the ORIENTATION to LANDSCAPE, set the COLUMNS NUMBER to 3 with a 5 mm GUTTER, set the MARGINS to 20 mm and select OK.
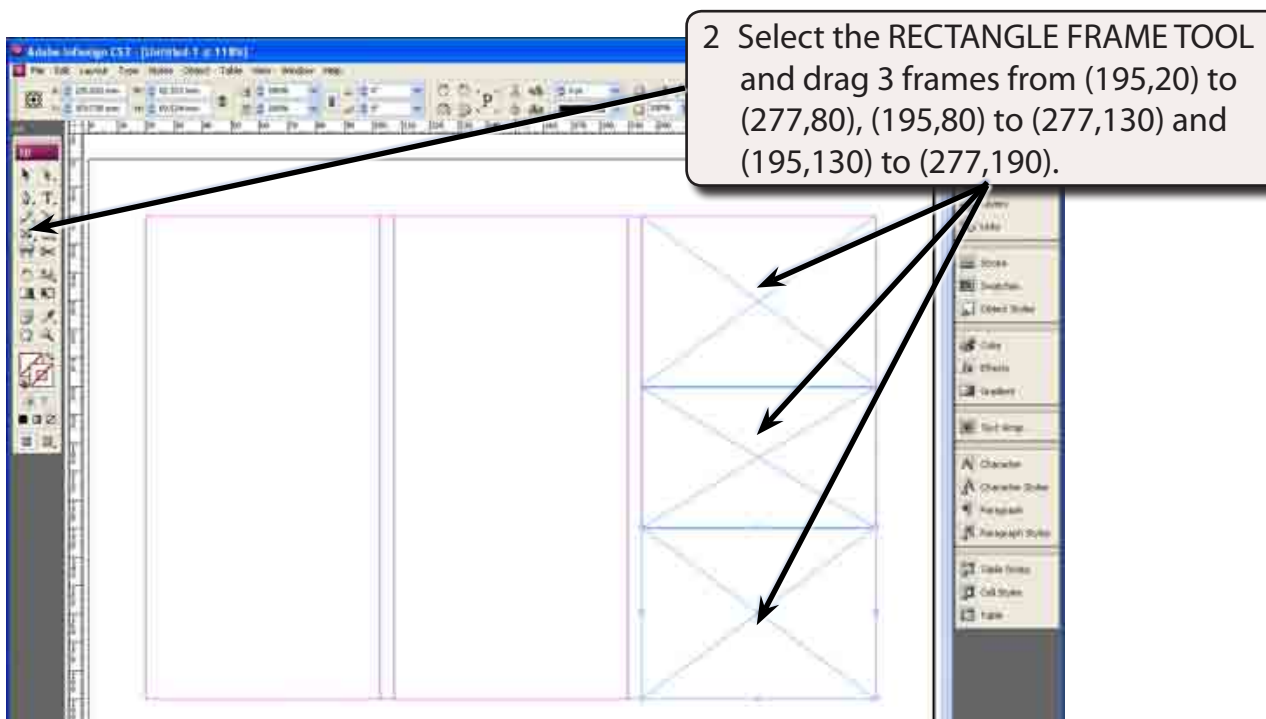
4   The Ruler units will need to be in millimetres. Display the EDIT (or INDESIGN) menu, highlight PREFERENCES and select UNITS & INCREMENTS.

5   In the RULER UNITS frame set the HORIZONTAL and VERTICAL boxes to MILLIMETRES, then select OK.

Completing Side 1

Side 1 of the pamphlet will be the front 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.
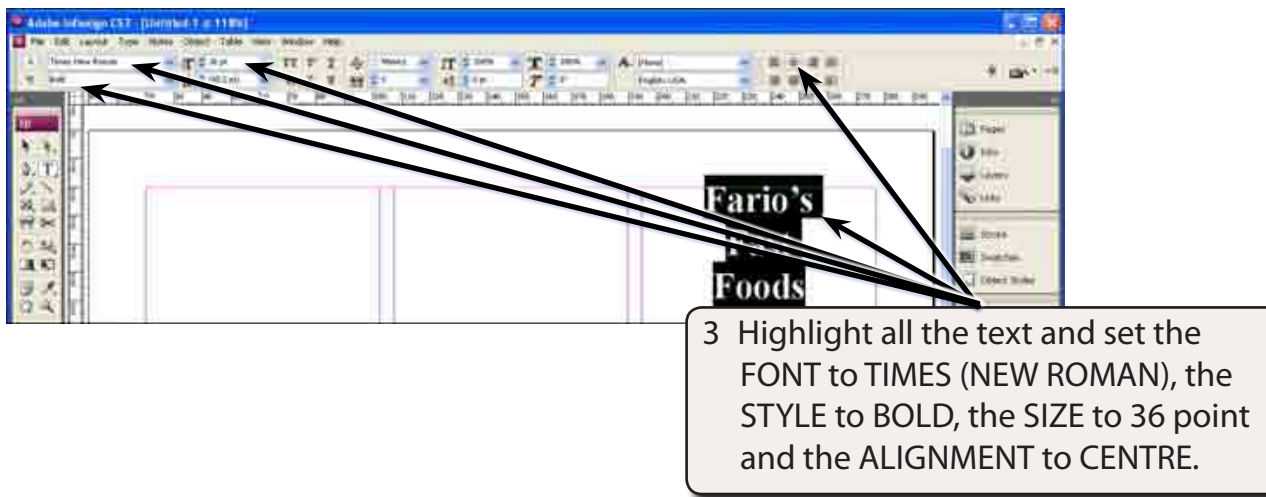
A   Setting the Frames

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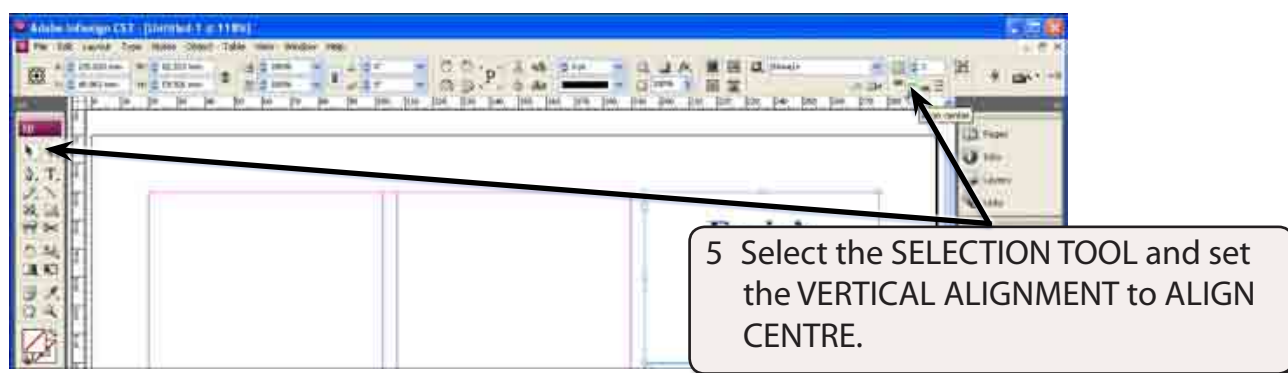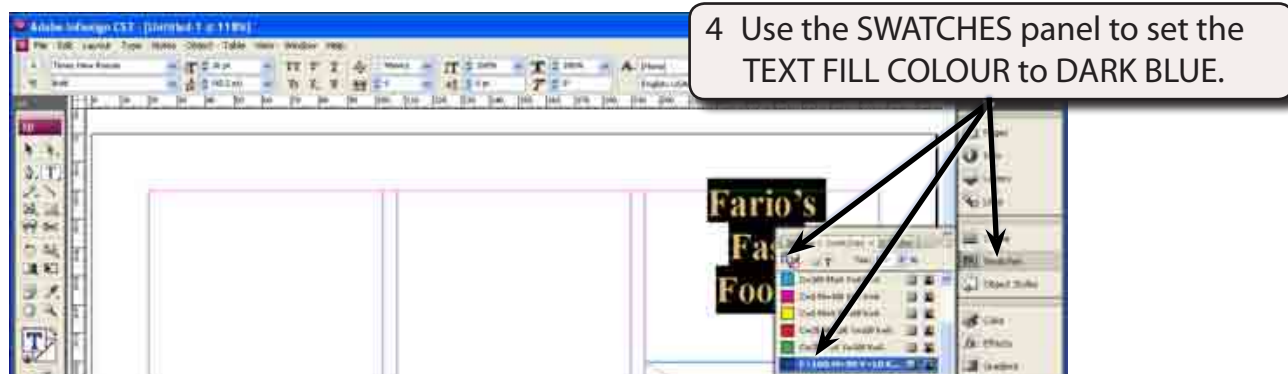
2 Select the RECTANGLE FRAME TOOL and drag 3 frames from (195,20) to (277,80), (195,80) to (277,130) and (195,130) to (277,190).

B   Completing the Top Frame
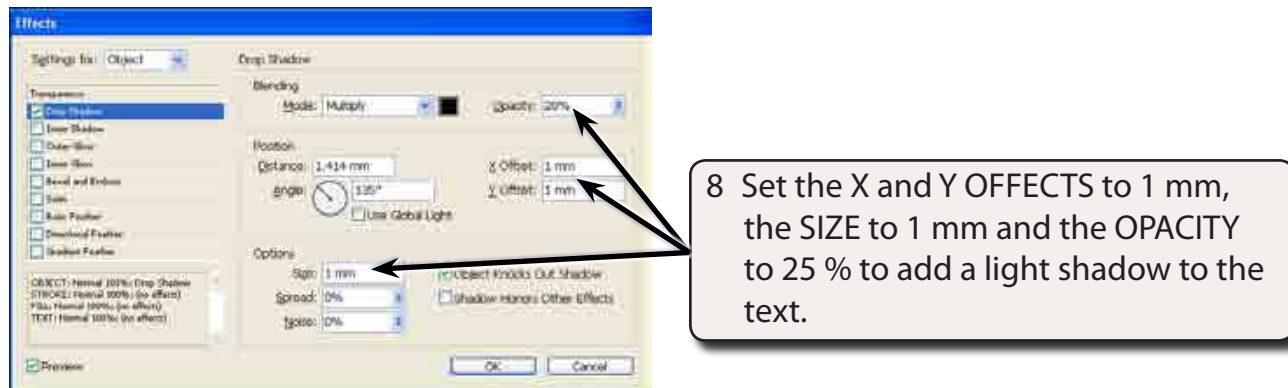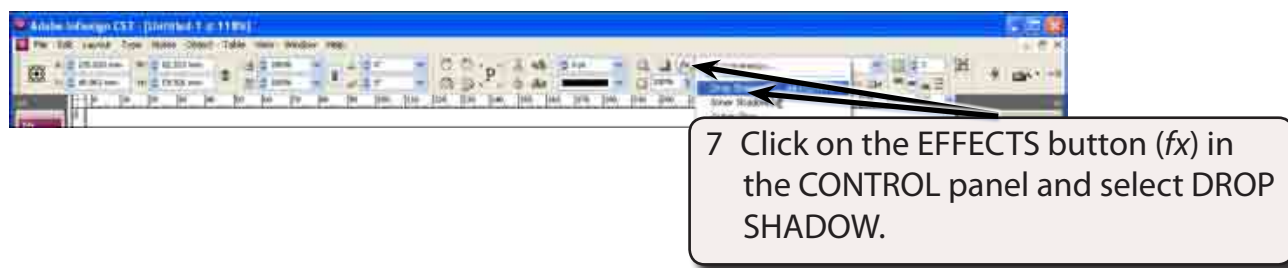
1   Select the TYPE TOOL and click the I-Beam in the top frame.

2   Set the screen to ACTUAL SIZE and enter the following text:
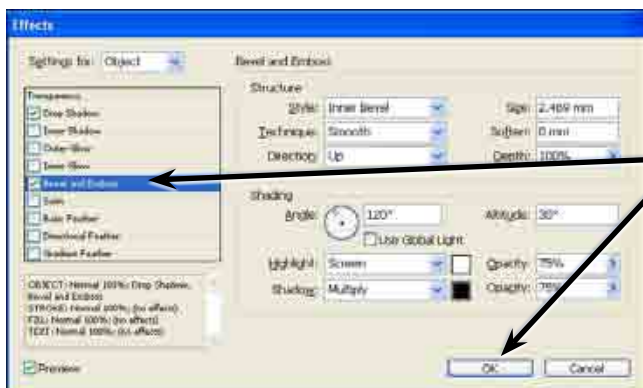
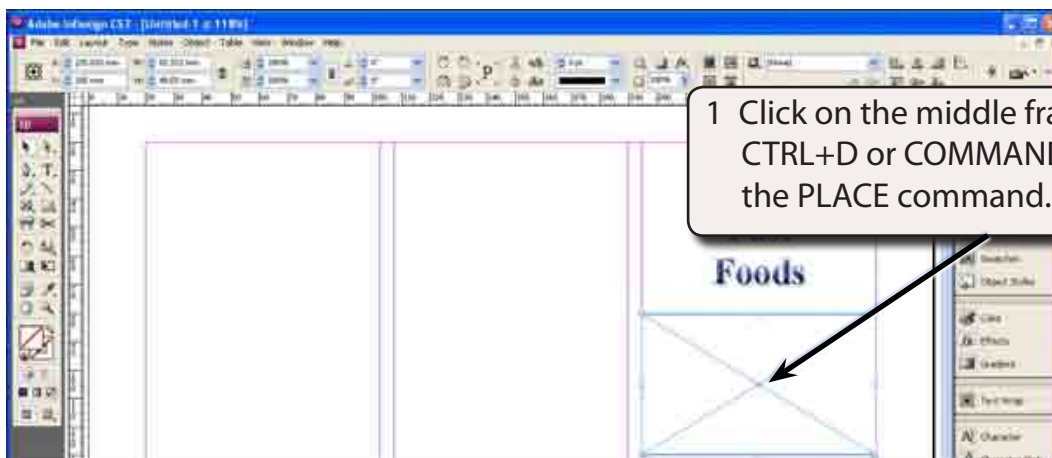|	
Fario's	\<enter\>
Fast	\<enter\>
Foods	

3 Highlight all the text and set the FONT to TIMES (NEW ROMAN), the STYLE to BOLD, the SIZE to 36 point and the ALIGNMENT to CENTRE.

4　Use the SWATCHES panel to set the TEXT FILL COLOUR to DARK BLUE.

5　Select the SELECTION TOOL and set the VERTICAL ALIGNMENT to ALIGN CENTRE.

6　The text can be given a light drop shadow and bevel effect.

7　Click on the EFFECTS button (*fx*) in the CONTROL panel and select DROP SHADOW.

8　Set the X and Y OFFECTS to 1 mm, the SIZE to 1 mm and the OPACITY to 25 % to add a light shadow to the text.
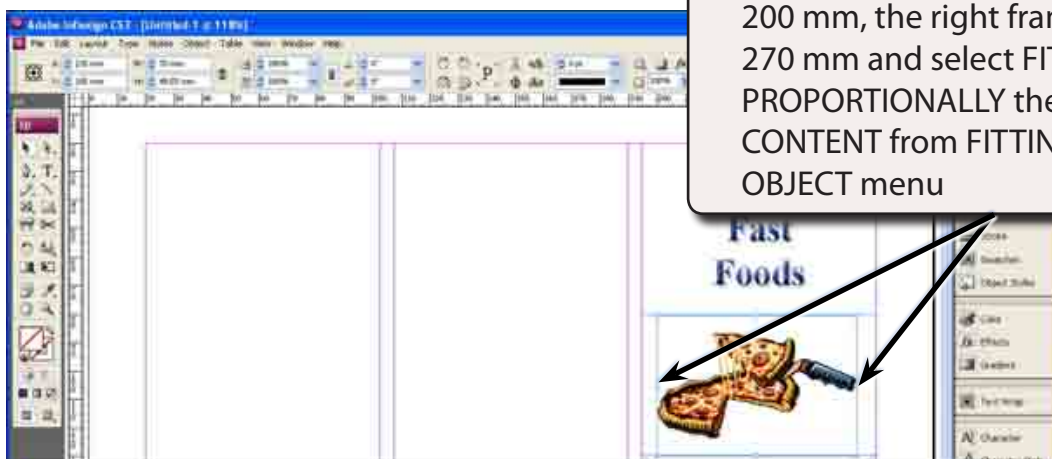
9 Click on the BEVEL AND EMBOSS category, leave the default settings and select OK.

C Adding the Graphic

1 Click on the middle frame and press CTRL+D or COMMAND+D to select the PLACE command.

2 Access the PIT2 SUPPORT FILES, open the DESKTOP PUBLISHING folder followed by the EXERCISE 6 folder and open the PIZZA IMAGE graphic.

3 Reduce the left frame handle to 200 mm, the right frame handle to 270 mm and select FIT CONTENT PROPORTIONALLY then CENTRE CONTENT from FITTING in the OBJECT menu