Creating a Letterhead Template in Word

Creating a New Header

On the **Insert** tab, select a blank header from the **Header** menu.

Adding and customizing text

In the text area that appears, type the details you want in your letterhead. To customize the appearance of the text, click and drag across the text you wish to change, and then use the **Font** area on the **Home** tab to adjust the font, size, or color.

Inserting and manipulating images

To insert an image in your header, click at the start of your text so that your cursor appears there, and then, on the **Insert** tab, select **Picture**. Select the picture you want, and then click open.

To resize the image, click on the image to select it and then click and drag from any corner to resize.

To move the image, we first need to change the way it interacts with the text. Click on the image to select it, and then click on the **Picture Tools** tab on the ribbon. In the **Wrap Text** menu, select "in front of text." Now we can click and drag the image wherever we want it independently of the text.

Insert and customize shapes

On the **Insert** tab, click on the **Shapes** menu, and select a simple line. Click and drag to draw a line along the bottom of your header. Note that you can hold the shift key while you drag to "snap" the line to the horizontal. In the **Drawing Tools** tab, you can customize your line's color and weight in the **Shape Outline** menu.

Creating a New Footer

On the **Insert** tab, select a blank footer from the **Footer** menu.

Centering and Customizing text

If you want to center your footer text, click anywhere in the line you want centered, then click on the center text button from the **Paragraph** section of the **Home** tab. As before, you can customize the font, size, and color for a consistent look.

Saving Your Letterhead Template

Once you've finished creating your letterhead, you'll want to save it so that you can reuse it as a template in the future. Go the **File** tab and click on "save as." Name your file, choose "Word Template" from the save as type menu, and click save.

Creating a Brochure from a Template in Publisher

Creating a New Document from a Template

In the **File** tab, click New. You will see a selection of template types.

Click on Brochures. Here you can select a template that you can customize. Use the options on the right to customize the color and font schemes.

If you also select "Create new…" under the Business Information menu and fill out your business's information, Publisher will automatically fill in your information on any document you create.

When you're done choosing your custom options, click Create.

Customizing the Content

Now you can customize the content of your brochure. **Much of what we learned in Word about editing text, images, and shapes will apply here also**. However, you'll also want to change the stock images that appear in your brochure to something that better suits your business.

Changing the Default Images

To change an image, first you need to select the image by clicking on it. If the image is part of a group (e.g. an image with an attached caption), you will need to click once to select the group, and a second time to select the image itself.

Now in the **Adjust** area on the **Picture Tools** tab select "Change picture…" from the Change Picture menu. In the dialog that appears, select the picture you want to appear on your document and click Insert.

If the image has a different aspect ratio than the original, you can drag the image from side to side to select which part of the image you want to appear in the box. When you're done, click anywhere else, and the image will automatically be cropped.