**Creating a Brochure: Microsoft Publisher**

Step 1: Open Microsoft Publisher under start menu. If you cannot find it, do a search in the box on the bottom left side of the start menu.

Step 2: Under available templates, **select brochure**.

Step 3: Choose a template under the **informational category!**

Step 4: Begin with the cover page **on the left side.** It should include:

* Slogan
* Company Name
* Element name
* Element Symbol
* Picture
* Your name

Step 5: Go to page two and start with the **main inside heading.** It should include:

* Element name
* Element symbol
* Atomic mass & atomic number
* Melting point & boiling point (if found)

Step 6: Middle panel on the second page. It should include:

* Properties

Step 7: Third panel on the second page should include:

* Uses for element
* Who discovered the element & when it was discovered
* Price of element

Step 8: Go back to the first page. You will type the **THIRD PANEL,** which is the inside panel

* Convince your audience to purchase your element

Step 9: First page, middle panel

* Include website links used for research
* Pictures