*Earlier verisions of Indesign (before CS5.5) need to use .idml file.*

*When placing file (Word.doc) select "Import options". Place content and select "Remove styles & formatting for text and tables"*

*If text formatting does not work. Select all text, apply style, the style now will have a "+" next to style name. Right click and select Apply "name of style", clear all.*

NOTE: Neo Sans Intel is the typeface for all Easy Steps materials. Neo Sans Intel is proprietary to Intel. Family includes: Light, Light Italic, Regular, Regular Italic, Medium, and Medium Italic.

You can purchase the Neo Sans font at **http://www.fonts.com/FindFonts/_IntelFonts.htm**

If font is not available use Verdana font.

Font point size and leading examples are shown: 12/16 (12pt on 16pt Leading/Line Spacing)

Styles are setup in the Paragragh Styles Palette: Window>Styles>Paragraph Styles

Easy Steps Accent Color - CMYK: 100/0/19/23  RGB: 0/124/146

Paragraph Styles - CMYK: 100/40/0/0  RGB: 0/113/197
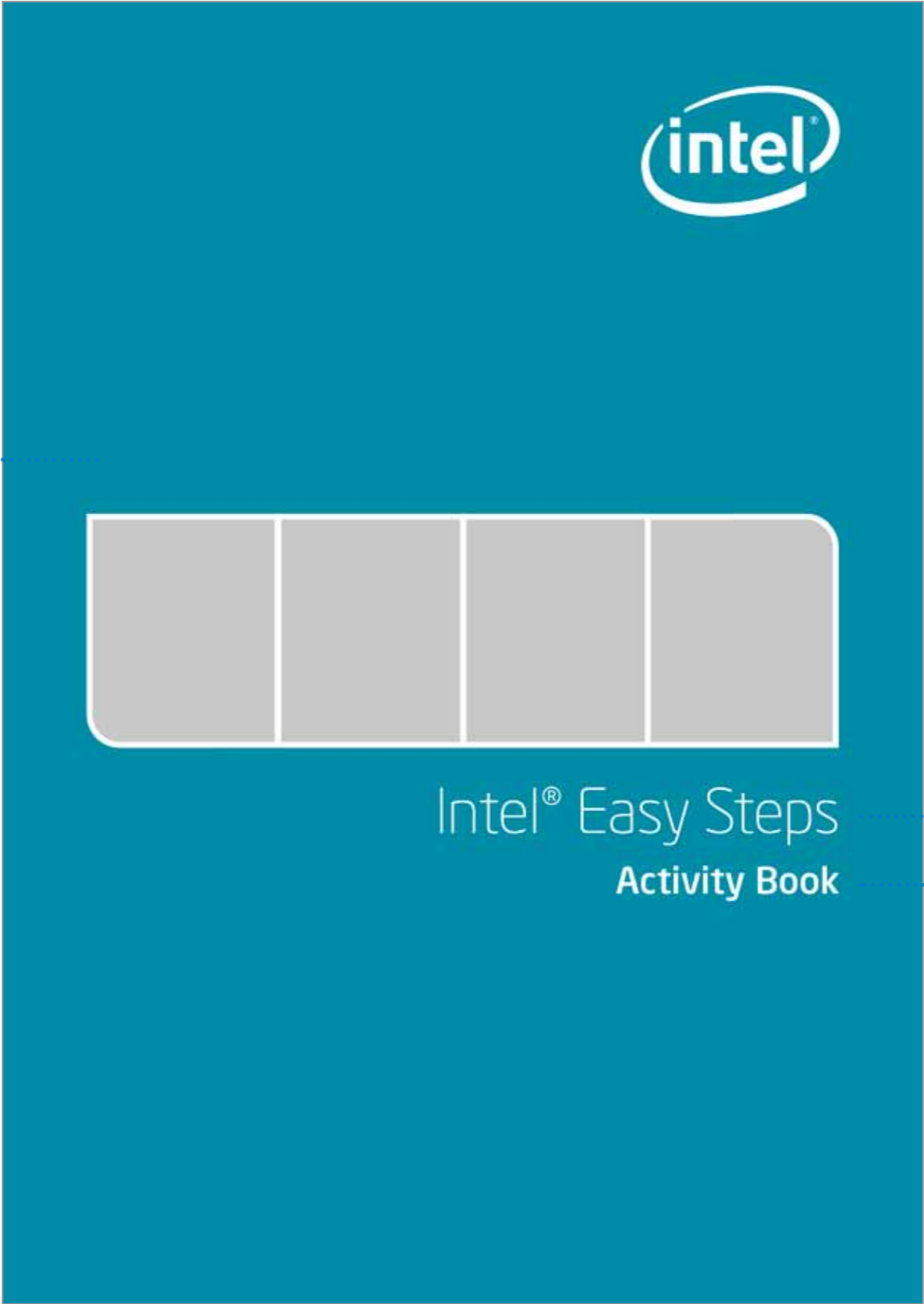
Character Styles - CMYK: 0/60/100/0  RGB: 255/92/0

Master Page - CMYK: 0/0/0/50  RGB: 147/149/152

Accent Color Background

Intel® Easy Steps

Activity Book

Cover Text Treatment

Cover Project Guide Name

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Character Styles - CMYK: 0/60/100/0  RGB: 255/92/0

Master Page - CMYK: 0/0/0/50  RGB: 147/149/152

Easy Steps Text Treatment

Character Style

Page Number

Course & Version

Project Description

Head 1

Sub-Head 1

Intro Body Text

Body Text

Example Headline

Photo Caption

Body_Bullet List

Paragraph Head

Sub-Head 1

List_Alpha

List_Sub-Numeric

Help Guide Ref. Indent

List_Numeric

List_Sub-Alpha

Note

Contents (TOC)

Legal

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### Intel® Easy Steps

## Brochure

# Create a Brochure
## Advertise your business

Have you ever needed an easy and inexpensive way to advertise your business? You can create a brochure which is a small leaflet or pamphlet often containing product or service information. In a business, brochures are used to introduce and advertise products or services to potential customers.

Coreperovita volorem quisque et rae sequaeres pedistibusda diti denim rehendelent. Int fugias iunt qui qui ad qui doluptatibus sunt voluptate nonsed que nus id quam, que volliquis doluptas volendae.

Look at the following example:

**Brochure Page 1 Example**

**Brochure Page 2 Example**

As in the example above, a Brochure created on the computer typically:
- Is made using a single sheet of paper that is printed on both sides and folded (tri-fold). It is set up in columns.
- Contains information about the products and services offered by the business
- Incorporates pictures that help make the written information clear or attractive to the potential customer

## Advertise Products

Before you begin using the computer to create your brochure, take a moment to get familiar with the *Intel® Education Help Guide*. The Help Guide provides handy step-by-step instructions for common applications right as you work.

## Steps on How to Create a Brochure
### A. Set The Page To Landscape
1. Start the word processing software, and open a new, blank document.
   For help, see Word Processing Skill 1.1: To start word processing sofware

1. Lorrumqui ipici sentet odit, adios eos resci occum quam ea prat.
b. Lorrumqui ipici sentet odit, adios eos resci occum quam ea prat.

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## Contents (T.O.C)

# Intel® Easy Steps

## Document Style Guide - Activity Cards

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Master Page - CMYK: 0/0/0/50  RGB: 147/149/152

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Page 2 - Program Name

Page 2 - Project Description

Section Head

Head 1

Body Text

Sub-Head 1

Character Style

Section Head

Sub-Head 3

Help Guide Ref.

Photo Caption

Legal

Page Number

Course & Version

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Appendix

Internet Safety Guidelines

Appendix

## Internet Safety Guidelines

Privacy is important. When you interact on the Internet, you may have to give out personal information. You have the right and the opportunity to decide who has access to your personal information, and how that information is used. It's also important to protect yourself.

### Be Aware of Who can See Your Information

You should be aware that when you interact on the Internet, particularly if you register to use a Web site, create aan email account, a chat messenger account, public blog or wiki, or join a social network, there are many people who might have access to the information that you show online.

Advertisers: The Internet is typically used by people or companies that want to sell you something.

## Module 1

### Activity 4: Introduction to Operating System

Whenever you turn on the computer, the operating system, which is the most important program in the computer, starts automatically.

In this activity, we will explore Ubuntu OpenOffice*.

Step 1: Turn on the Computer

Turn on your computer by pressing the Power On button on the computer. When you turn on the computer and the operating system has finished loading, the computer's Desktop is displayed on the monitor.

Step 2: Learning about Desktop

After you turn on the computer, the monitor will display a main image on the screen. This is called the desktop. The desktop is so named because it functions like a "virtual" desk workspace; it has place to work, a place to file documents, and is the location of various tools to help you complete your tasks.

For help, see Word Processing Skill 1.1: To start word processing software

Screen Shot Example

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Intel® Easy Steps Version 1.0    3

*NOTE: For Activity Cards, images are placed at the beginning of the Activity and towards the end after the instructions. At the beginning, the image should align with the intro text and after the instructions, it should align with the bulleted instructions.*