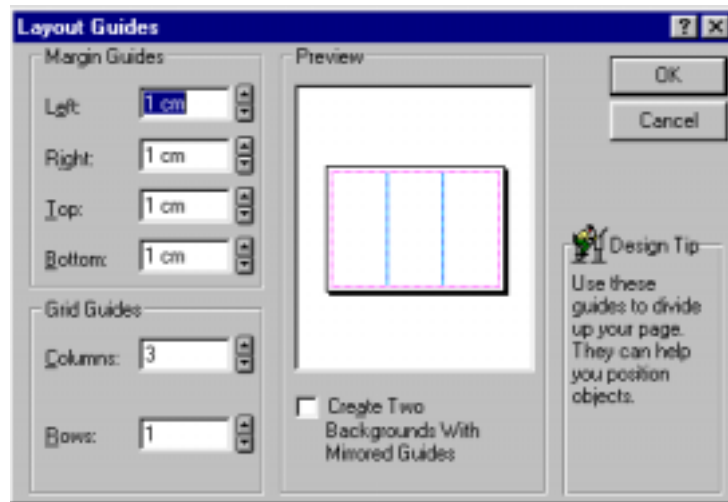
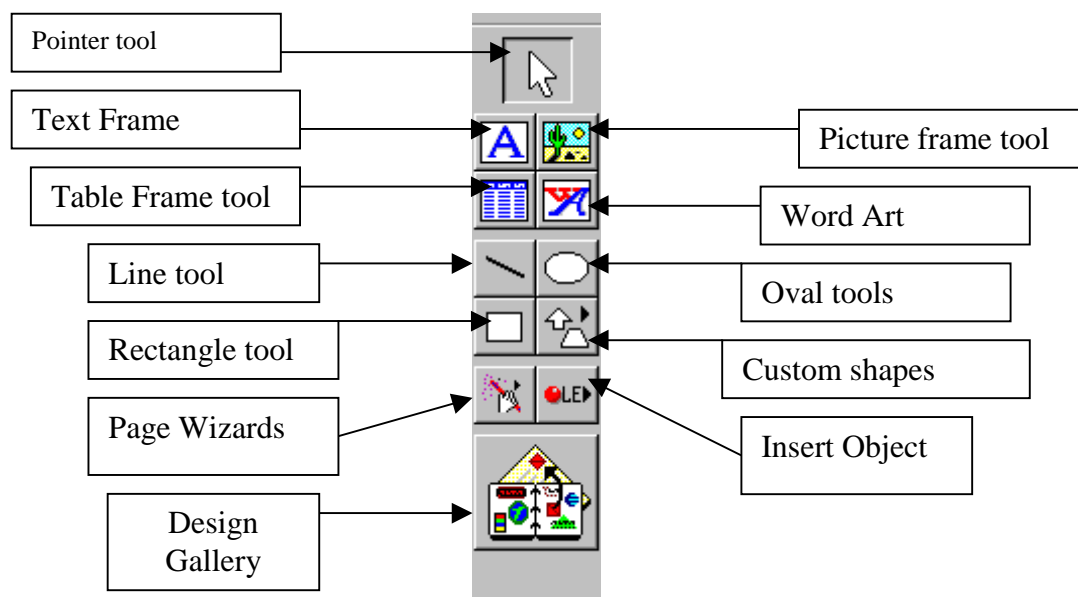


The following action is to click on “arrange” and then on “Layout Guides”. This will bring up the screen displayed below:



As you can see, you have to set your margin to 1 cm, your columns to 3 and rows to 1



The above diagram shows you the “tools” you will need to design your leaflet. The most important tool is the “text frame tool”.