

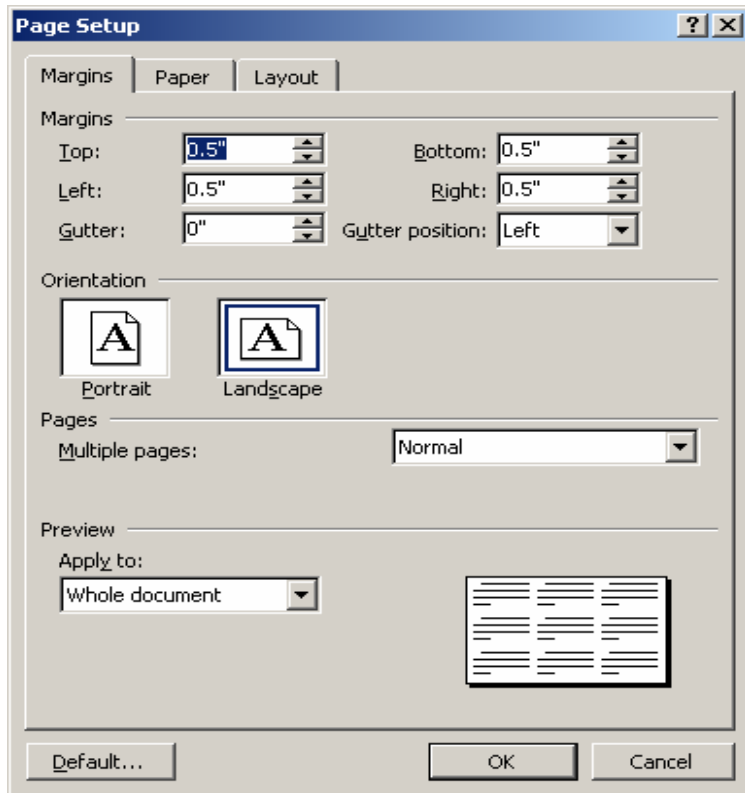
A Brochure

on Creating Brochures

Let's make a three-column brochure using Word. The first thing that you'll need to do is get your page ready. Here's how:

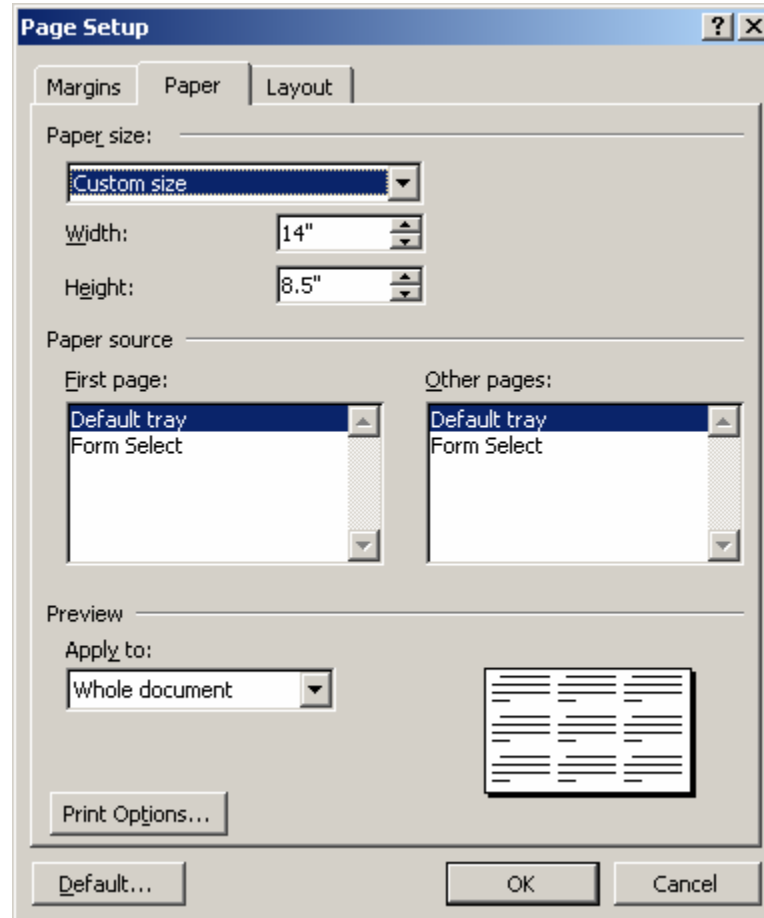
To set up your page:

- Click the **File menu**.
- Click **Page Setup**. It will look like the picture below.
- Underneath the words **Page Setup**, there are some tabs.
- Change the "**Top**," "**Bottom**," "**Left**," and "**Right**" margins to **.5"**. If your teacher wants you to use Letter size paper, you may need to choose **.25"**.
- Set the "**Orientation**" to "**Landscape**."



Now, let's change a couple more things.

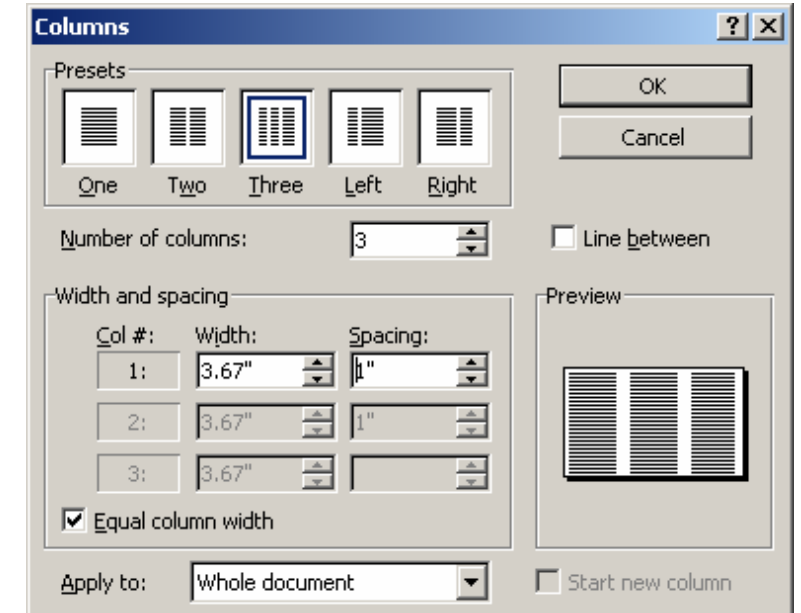
- While still in **Page Setup**.
- Click the "**Paper**" tab. It will look like the picture below.
- Check with your teacher whether "**Paper Size**" should be set to "**Letter**" or "**Legal**." When "**Legal**" isn't an option, choose "**Custom size**" and change the width to **"14."**
- Click **[OK]** to accept your choices.



There's only one more thing to do and your paper will be ready for all your information. You'll now need to change the number of columns on your page.

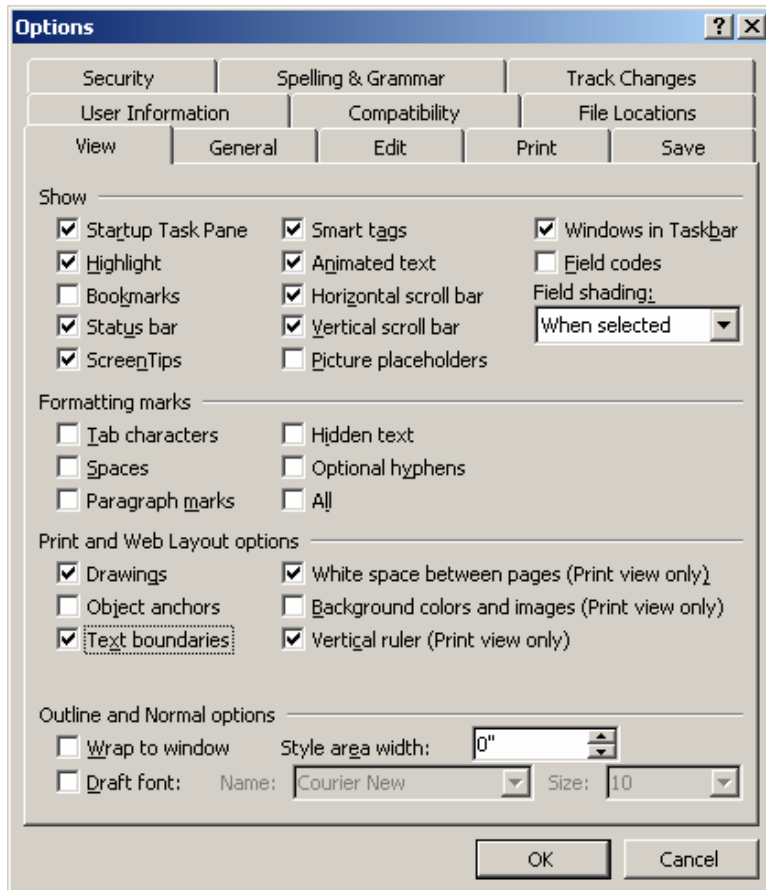
To set up your columns:

- Click the **Format menu**. It will look like the picture below.
- Click **Columns**.
- For a tri-fold brochure, click the button for three columns.
- To make sure your brochure folds evenly, change the "**Spacing**" to **1"**.
- Be sure that "**Equal column width**" is checked.
- Click **[OK]** to accept your choices.



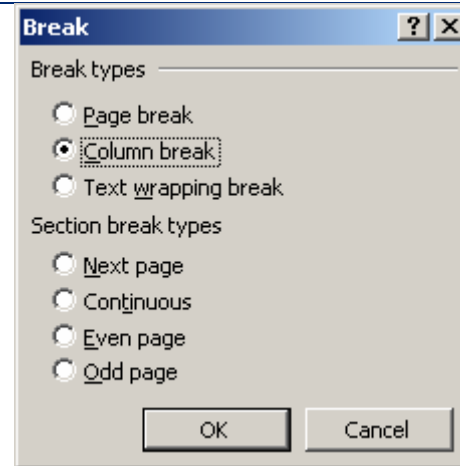
Viewing the edges of your columns can be helpful when you're deciding on placement of your text and images. Here's how you can do it:

- Click the **Tools menu**.
- Click **Options**. It will look like the picture below.
- Click the "**View**" tab.
- Place a check next to "**Text Boundaries**."
- Click **[OK]** to accept your choices.



You can work in many columns by using column breaks. Here's where you can go to add them to your brochure:

- Click the **Insert menu**.
- Click **Break**. It will look like the picture below.
- Set the "**Break type**" to "**Column Break**."
- Click **[OK]** to accept your choices.



There are three ways to add images to your brochure - Clip Art, Word Art, or a picture from a file.

- To insert Clip Art:
- Click **Insert menu**.
 - Click **Picture**.
 - Then click **Clip Art**.

- To insert Word Art:
- Click **Insert menu**.
 - Click **Picture**.
 - Then click **Word Art**.

- To insert pictures that you've saved in a file in your network space:
- Click **Insert menu**.
 - Click **Picture**.
 - Then click **From File**.
 - Click **[Insert]** to add the picture to your brochure.

To wrap your text around your images:

- **Right-Click** on your picture.
- Click **Format Picture**.
- Click the "**Layout**" tab and click "**Square**." It will look like the picture below.
- Click **[OK]** to accept your choices.

Notice that the handles around your image change. When your picture is "**In line with text**," the handles are solid black. When the picture floats, the handles are white.

You can use the arrow keys to move your floating image. Holding down the <Ctrl> key while using the arrow keys will move your picture more slowly.

