

Creating a Brochure with MS Word

1. Open Word (Start ➔ Programs ➔ Microsoft Word)

2. To setup the page:

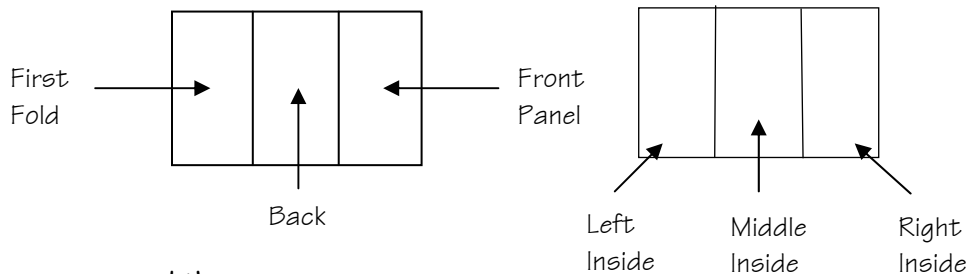
- ✂ Click on File menu ➔ Page Setup
- ✂ Change Top, Bottom, Left and Right Margins to .333
- ✂ Change the Orientation to **Landscape**
- ✂ Click OK

3. To setup the three-columns format:

- ✂ Click on the Format menu ➔ Columns
- ✂ Choose **THREE** columns
- ✂ Click Equal Column Width
- ✂ Change the spacing (between columns) to .666

4. To view the whole page, click on 25% or 50% view, located in the upper right hand corner of the tool bar

5. The page is now setup as a brochure. Remember, the panels will be setup in this manner:



6. To move around the page:

- ✂ When you reach the bottom of the first column, the cursor will move to the top of the second column
- ✂ Or, you can insert a column break to move from one column to the next: Click on the Insert Menu ➔ Break
- ✂ Click on Column Break ➔ OK

7. To setup a second page:

- ✂ When you reach the bottom of the third column, the second page will be created automatically, **OR**
- ✂ Insert a column break after the third column. See 6b and 6c above

8. Save often, and remember to spell check and proofread your work

9. To print the brochure back-to-back:

- ✂ Print the first page only: Click on the File menu ➔ Print
- ✂ Click on Pages (to put a bullet there) and type 1-1
- ✂ Insert the paper back into the printer and print pages 2-2

