

HOW TO CREATE A BROCHURE

To print (and preserve) these brochure instructions, click Print on the File menu. Press ENTER to print the brochure.

Using this template, you can create a professional brochure. Here's how:

1. Insert your words in place of these words, using or re-arranging the preset paragraph styles.
2. Print pages 1 and 2 back-to-back onto sturdy, letter-size paper.
3. Fold the paper like a letter to create a three-fold brochure (positioning the panel with the large picture on the front).

WHAT ELSE SHOULD I KNOW?

To change the style of any paragraph, select the text by positioning your cursor anywhere in the paragraph. Then, select a style from the Style list on the Formatting toolbar.

To change the picture, click into select it. Click Picture on the Insert menu, and then click From File. Select a new picture, and then click Insert.

YOUR LOGO HERE

Company Name
Street Address
Address 2
City, ST, ZIP Code

Phone (704) 555-0125
Fax (704) 555-0145
Web site address

Adventure Works

Customized Turnkey Training Courseware

FUTURE SOLUTIONS NOW

HOW TO CUSTOMIZE THIS BROCHURE

You'll probably want to customize all your templates when you discover how editing and saving your templates makes creating future documents easier. To customize this brochure template:

1. Insert your company information in place of the sample text.
2. Click Save As on the File menu. Click Document Template in the Save as Type box (the file name extension should change from .doc to .dot).
3. Next time you want to use it, click New on the File menu, and then double-click your template.

ABOUT THE "PICTURE" FONTS

The "picture" fonts in this brochure are Wingdings typeface symbols. To insert a new symbol, select the symbol character and click Symbol on the Insert menu. Select a new symbol from the map, click Insert, and then click Close.

WORKING WITH BREAKS

Breaks in a Microsoft Word document appear as labeled dotted lines on the screen. Using the Break command, you can insert manual page breaks, column breaks, and section breaks.

To insert a break, click Break on the Insert menu. Select an option. Click OK to accept your choice.

WORKING WITH SPACING

To reduce the spacing between, for example, body text paragraphs, click in this paragraph, and click Paragraph on the Format menu. Reduce Spacing After to 6 points, and make additional adjustments as needed.

To save your style changes (with the insertion point in the changed paragraph), click the style in the Style list on the Formatting toolbar. Press ENTER to save the changes and update all similar styles.

To adjust character spacing, select the text to be modified and click Font on the Format menu. Click Character Spacing and then enter a new value.

OTHER BROCHURE TIPS

To change a font size, click Font on the Format menu. Adjust the size as needed, and then click OK or Cancel.

To change the shading of shaded paragraphs, click Borders and Shading on the Format menu. Select a new shade or pattern, and then click OK. Experiment to achieve the best shade for your document.

To remove a character style, select the text and press CTRL+SPACEBAR. You can also click Default Paragraph Font on the Style list.

BROCHURE IDEAS

"Picture" fonts, like Wingdings, are gaining popularity. Consider using other symbol fonts to create highly customized icons.

Consider printing your brochure on colorful, preprinted brochure paper—available from many paper suppliers.

Company Name
Street Address
Address 2
City, ST, ZIP Code

Phone (704) 555-0125
Fax (704) 555-0145
Web site address