

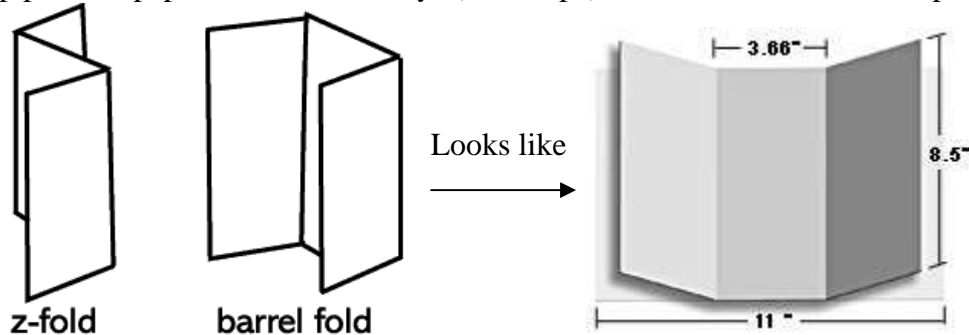
Directions for making a tri-fold pamphlet/brochure in Microsoft Word

A brochure is a pamphlet, flier, or booklet, typically consisting of one or more pages folded into two or more sections. Companies use brochures as part of their advertisement strategy to market their products, business, or they can be used for educational purposes to give information. The tri-fold (or standard) brochure uses both sides of the paper with three panels on each side. You can make a tri-fold brochure using Microsoft Word. The commands required may vary slightly depending on the version of Word you are using.

Follow these steps:

I. Determine the layout

- A. Take a scrap piece of paper, rotate it sideways (landscape), and fold it like a tri-fold pamphlet.



- B. Number the faces 1 – 6

1. Z-fold – Side 1: 1, 2, 3 and side 2: 4, 5, 6
2. Barrel fold – inside: 2, 3, 4 and outside: 5, 6, 1

- C. Diagram what you want on each face – guide for final product

II. Open Microsoft Word program

- A. Set up the page

1. Set margins to 0.5 inches on all sides to maximize work area - File/Page Setup from the main menu and click the Margins tab in the Page Setup dialog box
2. Change the orientation to landscape - File/Page Setup from the main menu and click the Paper Size tab and change the Orientation option to Landscape – probably set at portrait
3. Select 3 columns option – should be of equal width - Format/Columns to open the Columns dialog box then select the preset column setup to three and set spacing to 1 inch
4. To see text boundaries – Tools/Options/View tab and turn on text boundaries
5. Note: Most of these can be found in the Page Layout tab in newer versions of Word

- B. Begin typing keeping your original outline in mind to remind yourself where everything goes

1. Remember you need two pages – one for the front and one for the back of the pamphlet

III. To print

- A. Two options

1. Print front to back – print page one, turn page around in printer and print page two on the back
2. Print out both pages and glue them front to back – no staples please!

IV. Other stuff

- A. Borders

1. You can put a border around text by highlighting the section of text you want the border around and:
 - a. Select Format from the top line
 - b. Select Borders and shading
 - c. Select Border setting
 - d. Select Border style, color, and width
 - e. Select paragraph
 - f. Select OK

B. Shading

1. You can add shading to a section of text by highlighting that portion and:
 - a. Select Format from the top line
 - b. Select Borders and shading
 - c. Select the shading tab
 - d. Select style of pattern (clear or < 5% because it will make the text difficult to read)
 - e. Select paragraph
 - f. Select OK

C. Adding Bullets

1. Select Format from Top line
2. Select Bullets and numbering
3. Select style of bullet

D. Adding Graphics

1. Place cursor on the line where you want the graphic to be
2. Select Insert from Top line
3. Select Picture
4. Select Clip Art to use graphic available in Word or Select from File to use graphic that you have saved on your computer
5. Select graphic you want and click on Insert
6. Resize graphic by one left click on graphic then place cursor on one of the corners. When you get the two-headed arrow, drag it out to make the graphic larger or push it in to make graphic smaller.
7. Alternatively, copy and paste images into the document by right clicking over the image and then selecting paste from the menu