## 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 it to select it. Click **Picture** on the **Insert** menu, and then click **From** **File**. Select a new picture, and then click **Insert**.

Company Name

Street Address

Address 2

City, ST ZIP Code

Phone (704) 555-0125

Fax (704) 555-0145

Web site address

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Technology Man

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 printer.

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.

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