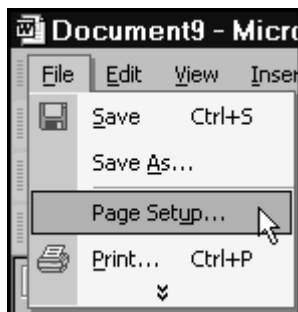


## Word: Creating a Tri-fold Brochure Using *Microsoft Word*

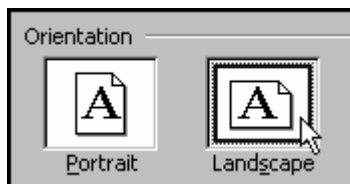
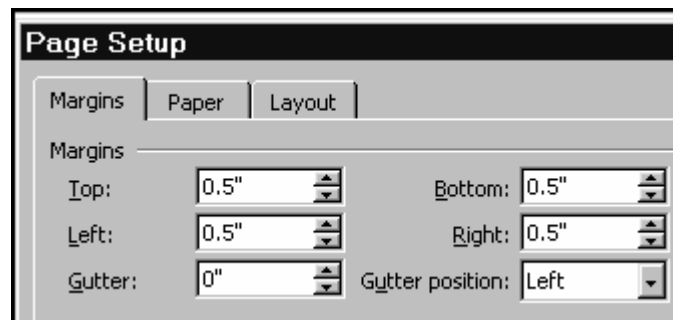
Brochures can be created using *Microsoft Word* word-processing software when desktop-publishing software is not available. The following instructions will take you through the process of setting up the document format for the brochure.

1. Open *Microsoft Word* by selecting **START > PROGRAMS > MICROSOFT WORD.**

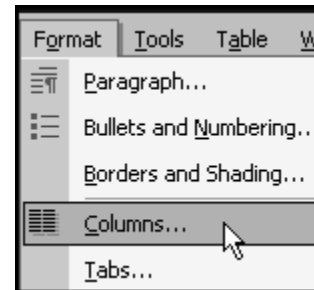


2. From the menu bar, select **FILE > PAGE SETUP.**

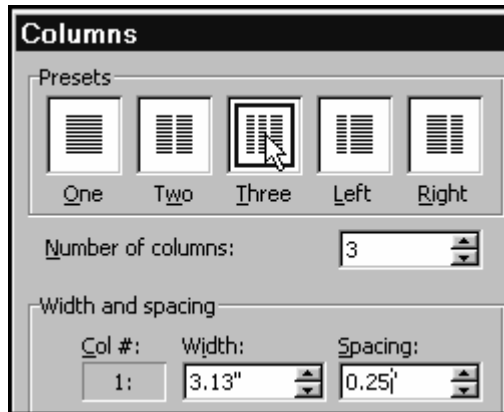
3. In the **PAGE SETUP** window, set the top, bottom, left, and right margins to 0.5”.



4. While still in the **PAGE SETUP** window, change the paper orientation to **LANDSCAPE**. Click **OK**.



5. From the menu bar, select **FORMAT > COLUMNS**.



6. In the **COLUMNS** window, select 3 columns and set the spacing to 0.25\"/>

7. Insert text and graphics into the three columns of the page. Place the contents to be printed on the outside of the brochure on the first page and the contents to be printed on the inside of the brochure on the second page. It is best to determine beforehand what text and graphics will be placed on each panel of the brochure.
8. Print the two pages on the front and back of a sheet of paper. Practice printing the sheets on your printer ahead of time to determine which direction to feed the paper into the printer after the first page has been printed.