Distance Learning Company

[Future Solutions Now]

Distance Learning Company

Phone:

Fax:

[www.adventureworks.com]

[Customized

Turnkey Training

Courseware]

[How to create a brochure]

[To print (and preserve) these brochure instructions, click the Office button, point to Print, and then click Quick Print.]

[You can create a professional brochure using this template. 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-sized paper.]
3. [Fold the paper like a letter to create a two-fold brochure (the panel with the title “Adventure Words” is 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 Paragraph group on the Home tab.]

[If you use a picture in your brochure, it is easy to change it. To change a picture, right-click the picture, and then click Change Picture. Select a new picture, and then click Insert.]

[Customize this brochure]

[Insert your company information in place of the sample text.

Click the Office button, and then click Save As. Click Document Template in the Save as dialog box (the file name extension should change from .docx to .dotx).

Next time you want to use it, click the Office button, and then click New. Click My Templates. Double-click this template to base another brochure on it.]

[Working with breaks]

[Using the Break command, you can insert manual page breaks, column breaks, and section breaks. To insert a break, click Breaks on the Page Layout tab, and then select an option.]

[Working with spacing]

[To reduce the spacing between, for example, body text paragraphs, click in this paragraph, on the Page Layout tab, and adjust the Spacing controls in the Paragraph group as needed.

To adjust character spacing, select the text to be modified. Press Ctrl + D to open the Font dialog box. Click the Character Spacing tab, and then enter new values.]

[Other Brochure Tips]

[To change the font size, select the text you want to change. In the Font group on the Home tab, adjust the font size as needed.

To change the paragraph shading, click Page Borders on the Page Layout tab, and then click the Shading tab. 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 Styles list.]

[Customize this brochure]

[Insert your company information in place of the sample text.

Click the Office button, and then click Save As. Click Document Template in the Save as dialog box (the file name extension should change from .docx to .dotx). Next time you want to use it, click the Office button, and then click New. Click My Templates. Double-click this template to base another brochure on it.]

[Working with spacing]

[To reduce the spacing between, for example, body text paragraphs, click in this paragraph, on the Page Layout tab, and adjust the Spacing controls in the Paragraph group as needed.

To adjust character spacing, select the text to be modified. Press Ctrl + D to open the Font dialog box. Click the Character Spacing tab, and then enter new values.]

[Use charts to make your point]

[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 Breaks on the Page Layout tab, and then select an option.]

[More brochure Ideas]

[Consider printing your brochure on the colorful, preprinted brochure paper that is available from many paper suppliers.]