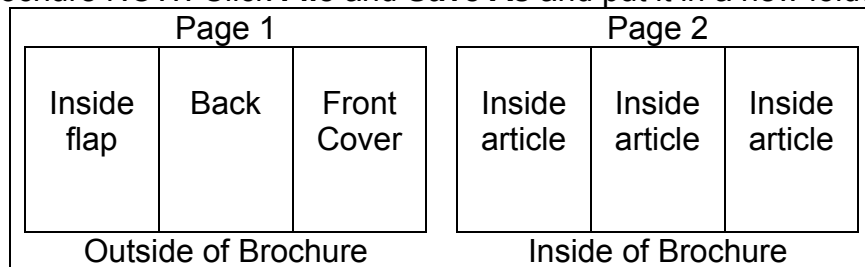# Create a Brochure with MS Word

Technology for Classroom Teachers
Marilyn Western

Format your brochure:
1. Open a MS Word document.
2. Click on **Insert** and **Break**. Select **Page Break** and **OK**. This will give you a front and a back to your brochure.
3. Click on **File** and **Page Setup**.
4. Change all margins to **.5"** – top, bottom, and both sides.
5. Click on **Landscape** (horizontal) view and click **OK**.
6. Click on **Format** and **Columns**.
7. Select the number of columns to **3**. Leave the column spacing at .5". Click **OK**.
8. Save your brochure NOW! Click **File** and **Save As** and put it in a new folder called *Class Info*.

Page 1			Page 2		
Inside flap	Back	Front Cover	Inside article	Inside article	Inside article
Outside of Brochure			Inside of Brochure		

Adding Articles:
1. Select the **text box tool** from the **Drawing Toolbar**.
2. Click and drag a text box for your first brochure article.
3. Enter your text.
4. Change the font, size, style, and alignment if you wish.
5. Move the text box by dragging the edge.
6. Resize the text box by dragging a corner resizing handle.
7. Your article will have a border around it. To change the style of the border, **double click on the border**, then click on the **Line Style dropdown** to choose different border. To have no border at all, **double click on the border**, then click on the **Line Color dropdown** and choose **No Line**.
8. **Save** your work: Click **File** and **Save** or click the **floppy disk icon** on the toolbar or hold the **Ctrl** key and press **S** for Save.

Adding Graphics:
1. Click on **Insert** and **Picture** and **Clip Art**.
2. Select the picture you want. Click the **Insert** button.
3. Add a digital photo or picture you have copied from the Internet by clicking on **Insert** and **Picture** and **From File**.
4. **Save** your work.

Add Borders:
1. To add a border around your whole brochure, go to **Format** and **Borders and Shading** and click the **Page Border tab**.
2. Select a setting, a style, and a width, then **OK**.
3. **Save** your work.

Add a title:

1. Draw a **Text Box** on Page 1, 3rd column.
2. Click **Insert** and **WordArt**.
3. Select a WordArt style. Click **OK**.
4. Type in the name for your brochure. Choose the font and style. Click **OK**.
5. Resize the title by clicking & dragging any of the sizing handles (little boxes around the edges of your WordArt).
6. Add more information to your text box. For example, what your brochure is about, the author, the date, a clipart or photo, etc. Resize the text box as needed.
7. **Save** your work.