

**\*\*Proof read, edit and spell check before printing.**

## Printing Your Brochure

### Printer 4050 (black and white):

- Select **Print** from the File menu. In the dialogue box, choose to print from Page 1 to 1.
- Once your first page has printed, remove the page from the tray and place it in the manual feed tray in the exact position it printed out. Then go back to your computer and print from Page 2 to 2.

### Printer CL 3000 (color):

- Select **Print** from the File menu. In the dialogue box, choose to print from Page 1 to 1.
- Once your first page has printed, remove the page from the tray and place it in the manual feed tray in the exact position it printed out. Then go back to your computer and print from Page 2 to 2.

Be courteous. Wait your turn. This will be a slow process, but if everyone is patient, each student will be able to print a great looking brochure.

## Helpful Keyboard Commands:

- ⌘ C or Control C copies text or pictures to the clipboard.
- ⌘ X or Control X cuts text or pictures and saves them to the clipboard.
- ⌘ V or Control V pastes texts and pictures that have been cut or copied.
- ⌘ I or Control I *to italicize your text.*
- ⌘ B or Control B for bold.
- ⌘ U or Control U to underline.
- ⌘ P or Control P to print.
- ⌘ O or Control O to open documents.
- ⌘ A or Control A to select all text.
- ⌘ S or Control S to save (after you have already done Save As and named your document.

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# Making Brochures

## A Guide to Publication



Mrs. Zollo

### Remember...

- Brochures are designed to give the reader just enough information to answer questions about a particular subject. You will have specific requirements about what to include in your brochure.
- Brochures are organized in **concise** categories. Use titles and subtitles to organize your brochure and use words economically.

# Brochure Set-up

## A Step-by-Step Guide

- Open **Microsoft Word**.

**Mac:** Go to View→Publishing Layout→OK  
Click the *Publication Templates* tab and then, choose **Brochures**

**PC:** Word icon→New→Brochures

- Begin replacing the text and images with your own information and pictures.

**Or** for a simpler brochure,

- In Word, go to  
**File**→*Open*→*Filer*→*Shared Files*→*Junior High*→*Computer Lab*→*Brochure Folder*→*Brochure.doc*

- **Saving your brochure:**

○ **Mac:** File→Save As → Filer→ Students→ 2015→Your Folder→give the document a name (e.g. North Dakota Brochure)→click Save.

○ **PC:** Microsoft icon →Save As →Word document (or Word 97-2003) →Click the pull down arrow at My Documents→Your last name on Filer 1 (e.g. *SmithJa on filer 1*) →Save



## Layout

Know where to put your title page and the bulk of your information. Remember, your brochure will look like this when it is on the screen:

1 <sup>st</sup> Fold. Folds into broch- ure	Back	Front Cover
Inside Front Cover or 2 <sup>nd</sup> Page.	Inside Center	Inside Right

**Fill in the Template:** Add text, titles, and graphics to your brochure. Highlight existing text and pictures and begin filling the brochure with your own words and images.

**Text Boxes:** Use existing text boxes or Insert→Text Box to add your own

Or

**Columns:** Format→Columns→3

**Insert Column Breaks.** To end a column or add a break where the column break has been deleted, go to **Insert** →**Break** →  
●Column Break.

**Place lines between columns.** Select **Format** →**Columns** → and click to check mark the ✓ Line Between.

## How to...

### Copy/Save Pictures from the Internet for Brochures.

- PC-Right click or Mac-Hold the Control key and mouse click on the image. Select “Copy Image,” or “Save Image As” and save it to your folder on the server.  
(Filer→Students→2015→Your Folder)

### Insert Pictures:

- After copying, go back to your brochure, Right click or hold the Control key, mouse click and choose to *Paste* the image. Or
- Select **Insert**→ **Picture**→*from file*. Then, select the picture that you wish to insert from your folder and click Insert.

**Format Pictures:** With the picture selected Right click→Text Wrapping or choose Format→Picture (Object or WordArt). Select **Layout**, and choose the option required (usually *Tight*).

### Resizing

### Pictures:

**Resize pictures from the CORNERS** to avoid distorting the images.

