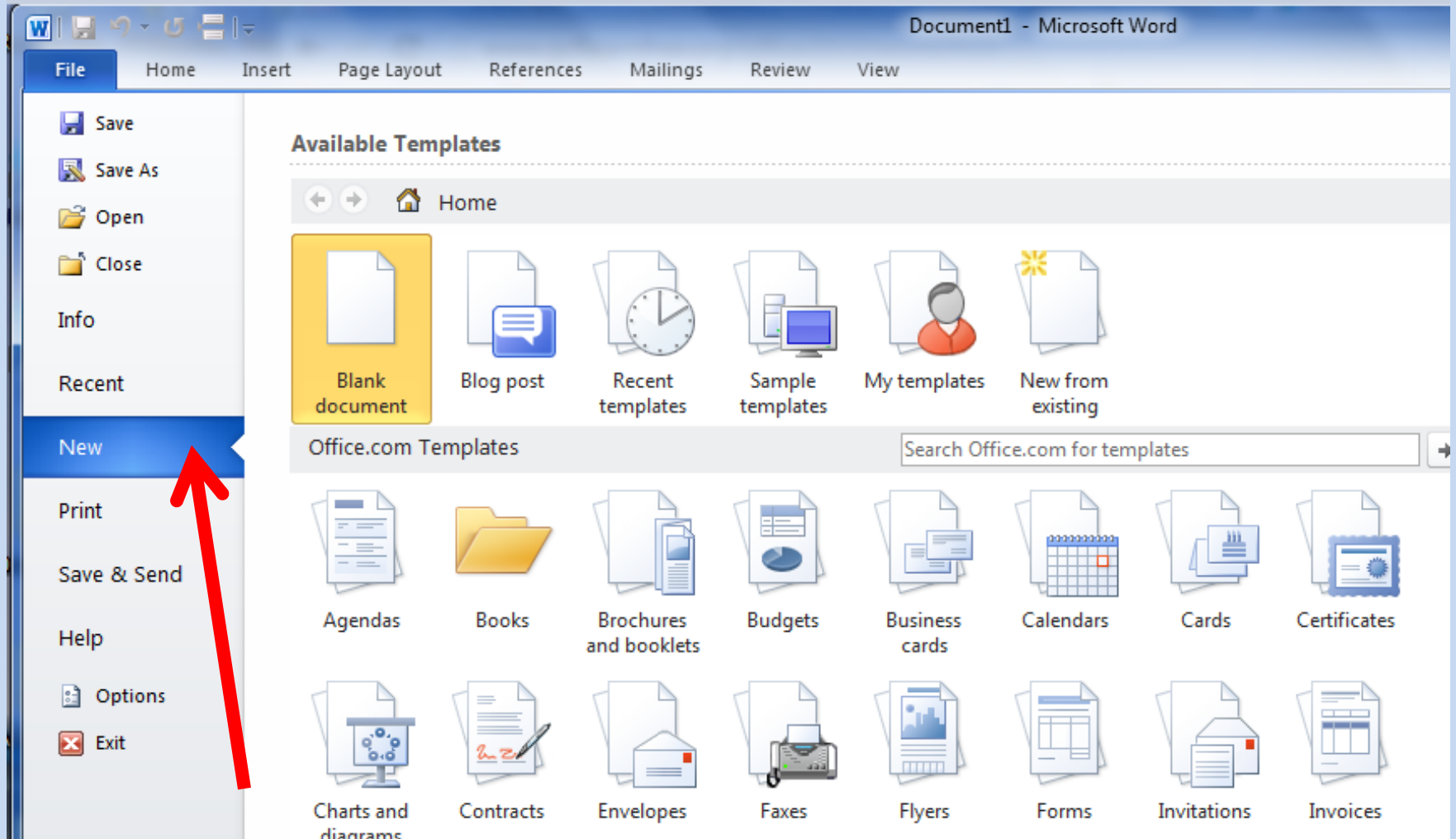


How To Make A Brochure in MS Word

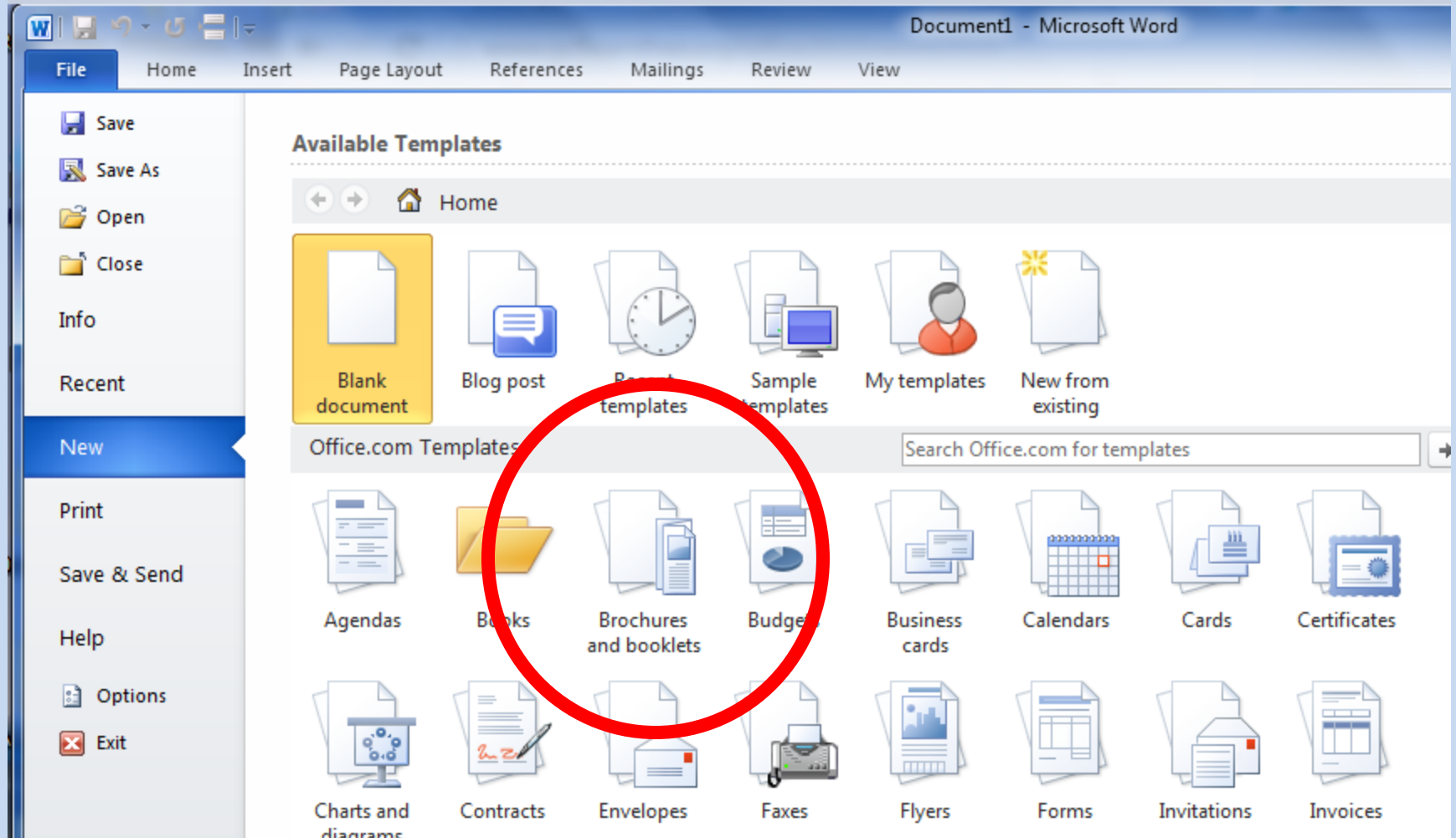
PCI Library, 2014



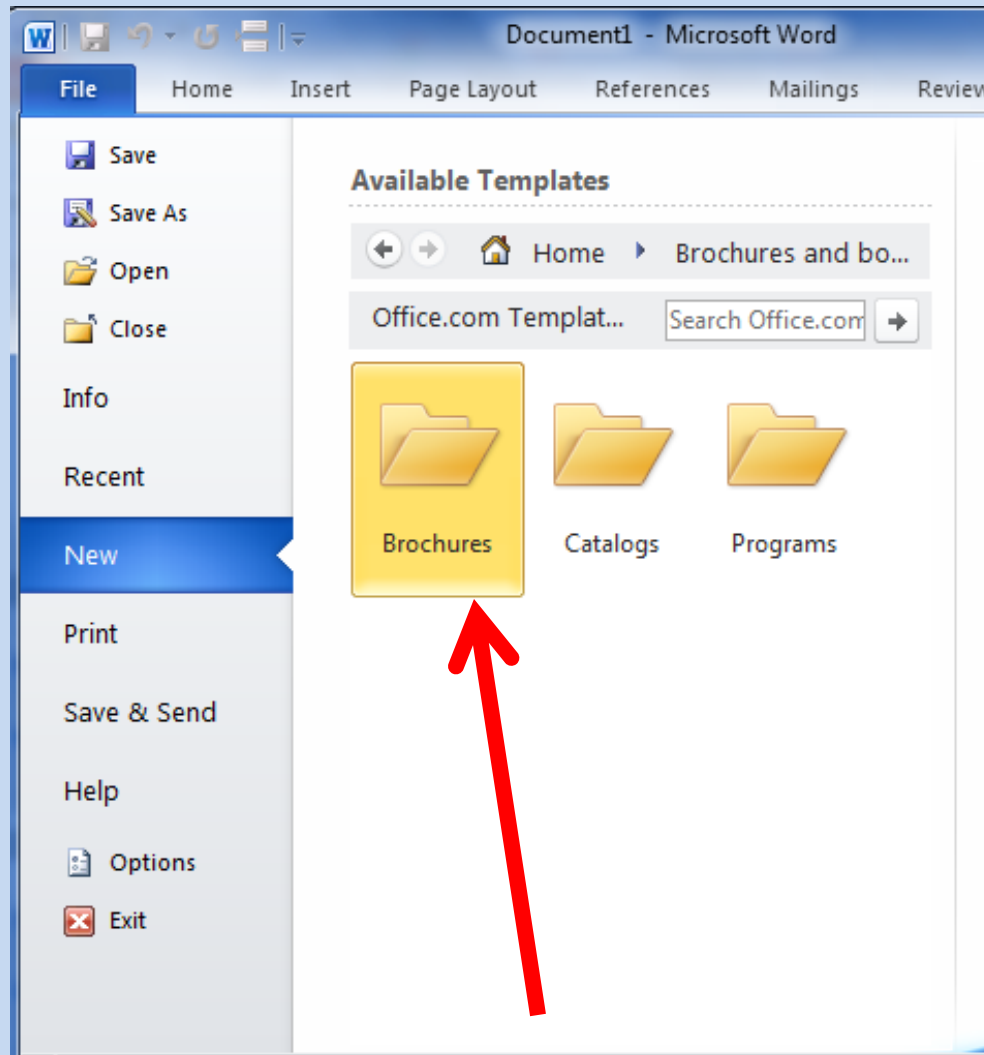
Open A Word Doc >> File >> NEW



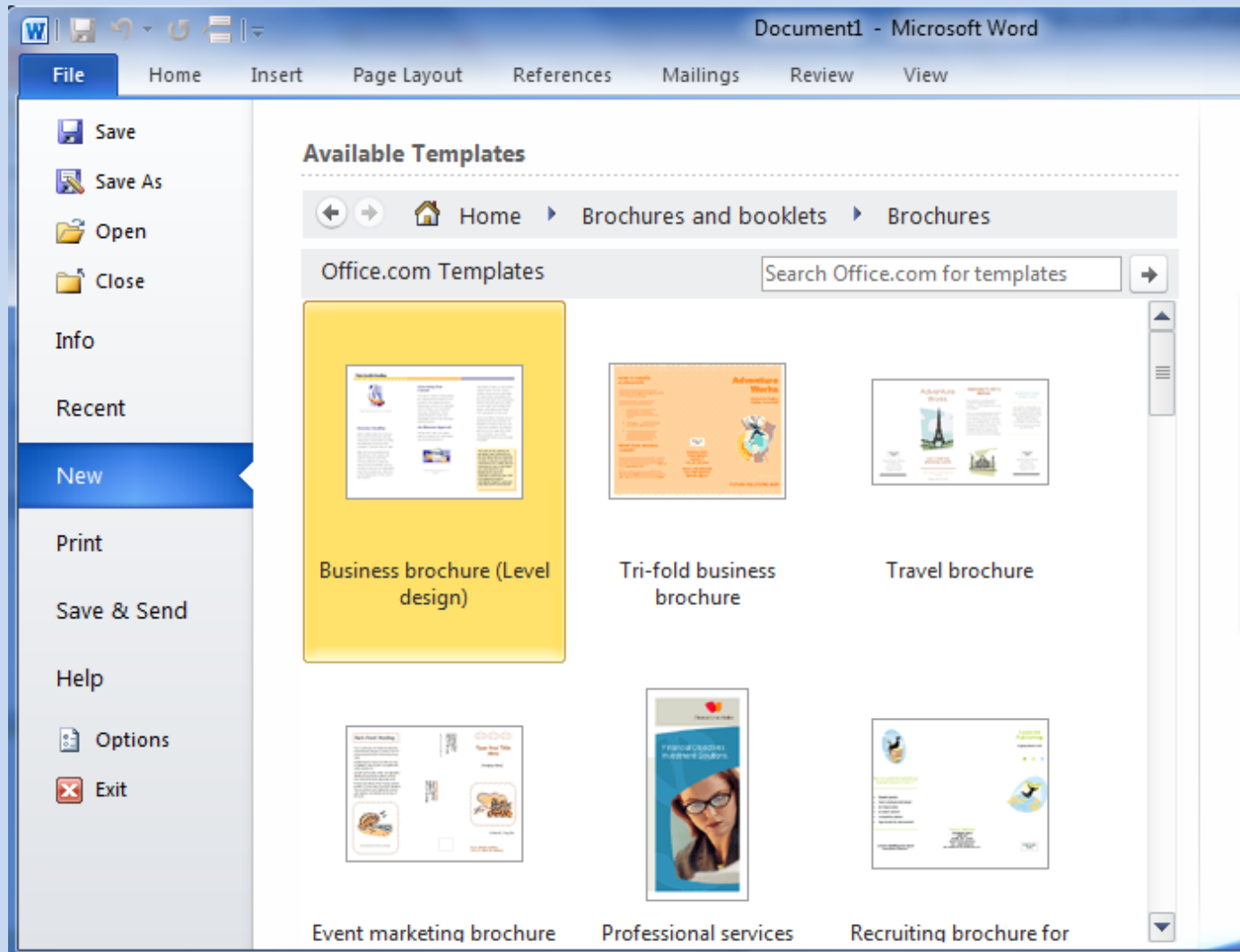
Choose Brochure & Booklet



Choose Brochures

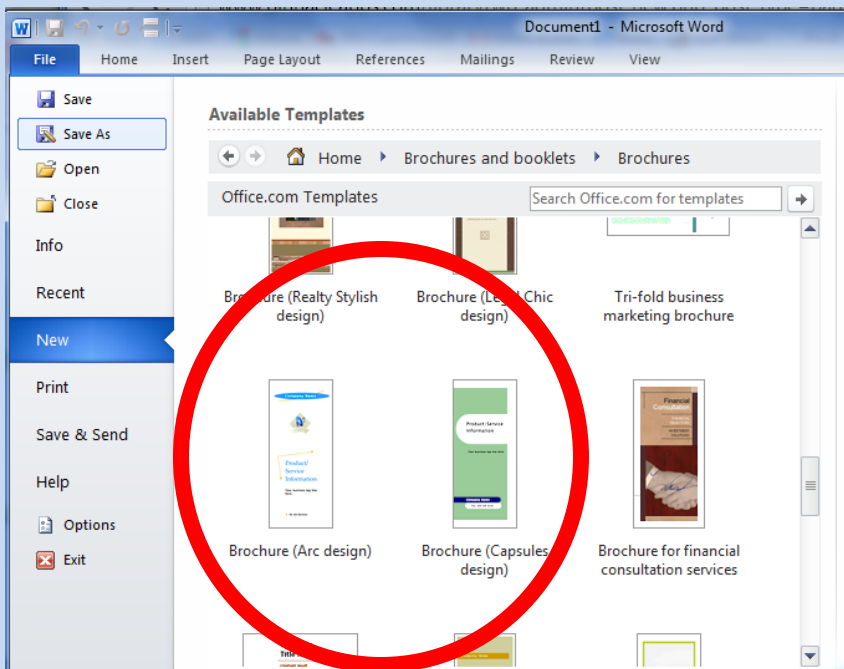


Scroll Down and choose a template

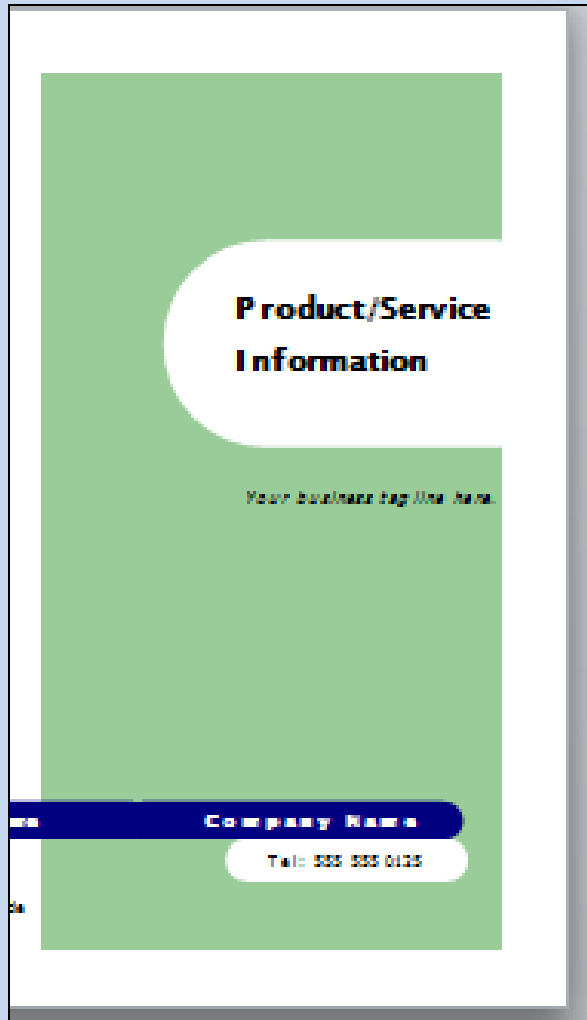


Here are two suggestions:

- Brochure (Arc Design)
- Brochure (Capsules Design)
- Simple designs, great for a beginner to start with

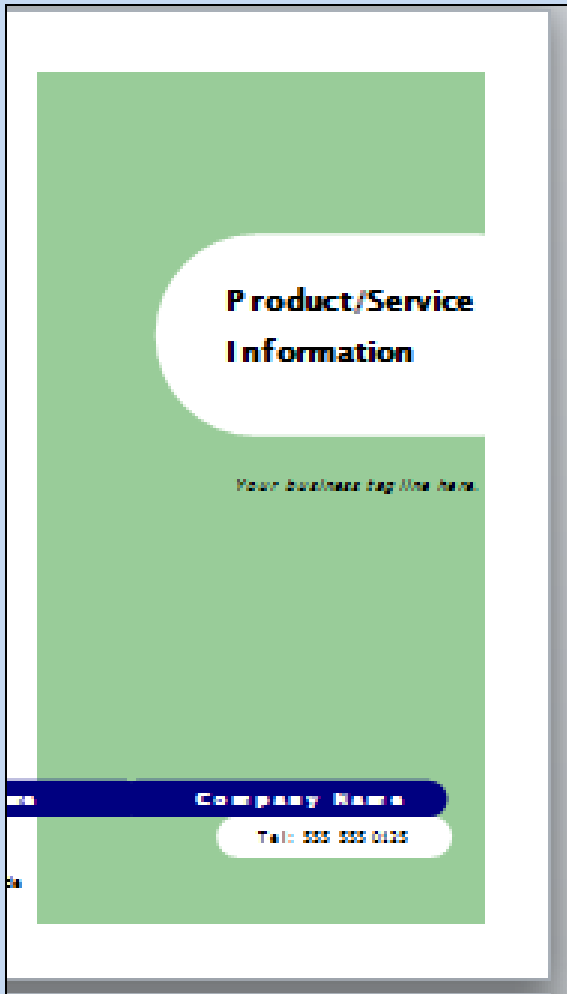


Tips for Creating a Brochure



- Double click on the text and copy/ past your words into place.
- Click & Drag the text boxes to make bigger or smaller.
- Save your changes frequently.

More Tips for Creating a Brochure



- Test it out/ play – add words, headlines and pictures just to see how the brochure works.
- Be Patient – may be slower than Word.
- Don't forget to do the "inside" as well as the outside
- Make one to practice, then make one for class.

Need Help?



- Try a google or You Tube Search for Brochure help
- Zip me an email anytime!