

TFT How To Sheet



Creating a Brochure with Word on a PC



You would like to make a brochure for a class assignment. You have all of your report information, but you don't know how to make the brochure.

OPEN WORD

1. Open Microsoft Word.
2. Open a new Word Processing document from the pop-up window or click File>New Blank Document.

SAVE NEWLY MADE FILE

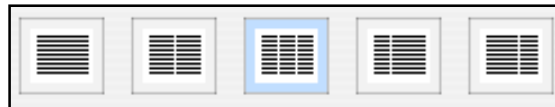
3. Save your file by clicking on: File>Save As...
4. Enter the correct filename.
5. Choose the correct location for your file.
6. Click Save

CHANGE YOUR PAGE LAYOUT

7. Click on File>Page Setup...
8. Click on Paper Size.
9. Choose the Landscape.
10. Click OK.

ADDING COLUMNS

11. Go to Format > Columns
12. Choose Three for the number of columns.
13. Click OK



SAVE YOUR FILE

14. File > Save

ADDING TEXT TO YOUR BROCHURE

15. Click once where you would like to begin typing.
16. Start typing.

ADDING IMAGES TO YOUR BROCHURE

17. Open your Formatting Palette, if it is not already open, by:
 - View > Toolbars > Formatting
18. If you have already copied your image on your computer, click: Edit > Paste
If you have your image saved on your computer, click: Insert > Picture...
 - Find your image file
 - Click Insert

SET YOUR TEXT WRAP SETTINGS

18. Click once on your picture.
19. A small window named "Picture" will pop up.
20. Click and hold the mouse down on the wrapping icon.
21. Select Square from the drop down options.

