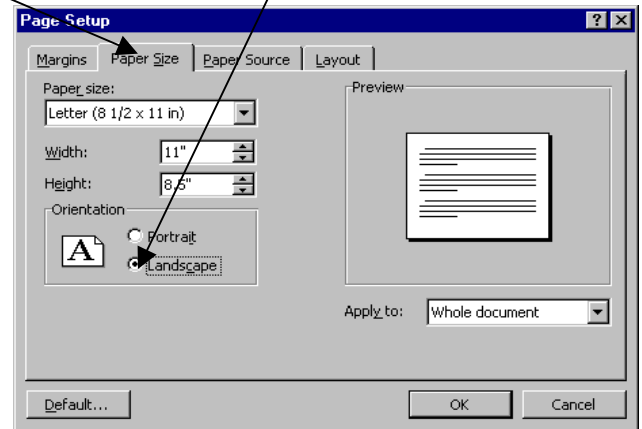


Creating a Triple-Fold Brochure Using Word

To create the cover/back page:

1. Click on the FILE menu.
2. Select PAGE SETUP.
3. Choose the PAPER SIZE tab and click the LANDSCAPE orientation. Then click OK.
4. Click on the FORMAT menu.
5. Select COLUMNS.
6. Click the button for THREE COLUMNS and click OK.



The **LEFT** column will be the **INSIDE FOLD** of your brochure.
The **MIDDLE** column will be the **BACK COVER** of your brochure.
The **RIGHT** column will be the **FRONT COVER** of your brochure.

Type in whatever information you need on the inside fold (left column) and insert any pictures if necessary.

You will not be able to enter any information in the next column until you have moved your cursor down enough (by pressing enter or typing in text) on the previous column.

You may find it easier to work on the brochure if you can see the whole page at once on your screen. To do this, change your "zoom" from 100% to 66% (type in the number 66 and press enter).



Save this page as "brochure cover".

To create the inside pages:

1. Start a NEW Word document.
2. Follow the same directions to create the inside pages as you did for the cover and back page.
3. Save this page as "brochure inside".

It is easier for printing to save the brochure as two separate documents. This way you can print the cover first, put it in the printer the correct way, and then print the inside.

You will need to test this on your printer to see which way the paper should go in. A good way to do this is to open the paper drawer and put an "X" on one of the corners of the top sheet of paper. Then print a page to see how the paper comes out.

Once the brochure is printed back-to-back, fold in thirds.