

Formatted for printing and folding

Handouts available in The Writing Center

How to Customize Your Brochure

You'll probably want to customize your brochure with attractive typefaces, clip art, headlines, borders, and photos.

At any place you want such enhancements, click your cursor then choose Insert...Picture...then choose:

Clip Art to select graphics which are part of Microsoft Publisher or Microsoft Word, or graphics from the Microsoft.com website. Once graphics are inserted, you can resize them with the sizing handles. Graphics files include not only pictures, but also stylized letters as well as colorful and interesting borders

From File to select photographs you have stored on your hard drive or downloaded from the internet.

Word Art to set up headlines in colorful and unique styles

There is a great deal of free clip art and graphics on the internet. Look in Microsoft.com or Google.com for additional graphics.

SAVE your Word document or Publisher document

Choose Save As from the File menu. By default the brochure will be saved as a document (.doc) in Word or publication (.pub) in Publisher). You may want to save the brochure as a template. Choose Document Template or Publication Template.

If you save your document or publication as a template, you may reopen it and make changes for republication. Save the new document or publication in the default save mode. The original template will remain unchanged.

Lake Zurich High School Writing Center

Creating Trifold Brochures



There are two programs installed on computers in the Writing Center which will enable you to create attractive brochures. Each of these programs contains templates.

Instructions are listed below:

1. Microsoft Publisher©

From the Desktop icon or Start-All Programs, open Publisher©. Along the left side of the screen you will see a New Publication Column. Click Brochure, and you will see a number of examples of brochures. These examples have colorful graphics and text. Click one example and the first side of a tri fold brochure will be displayed.

You may replace the existing text with new text and add or delete the pictures or graphics as you see fit.

Note at the bottom of the screen the tabs marked 1 and 2. Tab 1 shows the back panel on the left, the back cover in the center, and the front cover on the right. Clicking on the 2 tab shows the inside of the brochure.

Microsoft Publisher© (continued)

When you have completed editing your brochure, click on File...Print Preview (or the Print Preview button on the toolbar) to see how your brochure will look for printing. In Print Preview you may have to click the button to the left of the zoom window to display two pages.

To print your brochure back-to-back, select File...Print...select CLJ 4600 (color laser jet) printer...select Properties in the Print window...and put a checkmark in Print on Both Sides...Print. The first side will print and paper will be ejected, and after a short pause for ink drying, the paper will be drawn back into the printer and the other side will be printed.

2. Microsoft Word©

Below is an example and directions using the brochure template in Word©. If you want pictures, graphics, or colors you will have to insert these into the file before saving and printing.

TO ACCESS THE BROCHURE TEMPLATE IN WORD©

Click File...New...

In the New Document panel on the right, click General Templates

With the Templates screen open, click the Publication tab. With the Publication tab open, double-click Brochure and the template will open. Columns will be set up. Replace text with new text, insert pictures and clip art as you desire.

To print...click File...Print...choose CLJ4600 printer...click Properties...choose Print Both Sides...click Print