

"Step Sheet: How To Build a Panel Brochure"

1. Open Microsoft Word.
2. Select New Blank Document from the File menu.
3. You will get a blank page. From the File menu choose Page Setup.
4. In the dialog box that opens, select "landscape" or the icon that shows a page going across.
5. From the Format menu, choose Columns.
6. The Columns dialog box allows you to select icons for various column configurations, or you can specify the number of columns in the field. Select 3 or 4 for now (you can always go back and change this).
7. The column width default will give you equal column widths. This is usually what you want, but you can always change this to variable width if you want for graphic reasons.
8. In the same dialog box, you can manipulate the space width between columns. Be careful: if you have the spacing too narrow then it will be hard to fold accurately. Leave it at 0.5" if you're not sure.
9. Now you're ready to compose your brochure.

Specifying Font Size and Style

1. For section headings, from the Format menu choose Style. Select bold or *italics* or **larger size** of the same font. Changing fonts clutters up the brochure visually.
2. In a brochure, you can use smaller font than in a typical document (try 8 or 9 point text). From the Format menu choose Font.

Inserting Art and Screen Captures

1. For images or clip art, use the Insert pull down menu and click and drag across the Picture selection to select Clip Art or From File. You will then be given a selection of clip art or you will need to designate the location of your file.
2. To capture a screen image, press the Apple-Shift-4 keys at the same time (or, for Windows, press Alt-Print Screen). Then click and drag from the upper left to the lower right of the portion of the screen or window you want to select. When you let go, an image will be placed in your hard drive as Picture 1 (for Mac) or in the Clipboard (Windows). For the Mac, you need to insert the image as with any other image. For Windows, you can just click Paste to insert the image directly.

3. You can crop or resize the image as needed after inserting it.

Inserting Word Art

1. In the Draw menu, there's an icon that looks like a 3-D A in blue. Click this icon to activate the Word Art dialog box
2. Or from the Insert menu, choose Picture, then Word Art.
3. The dialog box for Word Art will let you select from among a series of styles. Double-click on the style you want, another dialog box will allow you to enter the text and select the size.
4. When you click OK it will place the image of the Word Art on your document, you can grab it and move it or resize as needed.

Adding Background and Highlighting Text

You may want to add a cool background to your overall brochure.

1. From the Format drop down menu select Background. Then you can select among colors or fill effects, including patterns and pictures.
2. Highlight the text you want to change.
3. Make sure you can view the Formatting toolbar or the Draw toolbar.
4. The two icons on the right side of the toolbar show a diagonal pen and a letter A with a color underneath. The default color should be black for the text, and white for the pen.
5. With the text you want to change highlighted, click the arrow next to either icon and you can change text or box color.
6. For example, if I highlight this sentence and change the pen to black and the text to white, **you get a nice reversed style**.
7. Save your work regularly and remember where you save it!