

Making a tri-fold brochure with Microsoft Word

1. Open a new document in Word.
2. Page Setup: File → Page Setup → Margins tab →
 - a. Landscape (instead of portrait)
 - b. Margins: 0.25 for top, bottom, left, right
 - c. Apply to Whole document
3. Insert table; this keeps your text where you want it to be
Table → Insert → Table → Columns = 3, Rows = 2 → Fixed column width, Auto → OK
4. Set table properties: With cursor in table, Table → Table Properties
 - a. Table tab
 - i. Check Preferred width, enter 10.5", choose Inches
 - ii. Alignment = Center
 - iii. Text wrapping = None → OK
 - iv. Borders & shading → Borders = None → OK
 - v. Options → Default cell margins = 0.35 for all → do not check allow spacing between cells → uncheck automatically resize to fit contents → OK
 - b. Row tab
 - i. Specify height as 8" → change row height to be "exactly" → Uncheck options → click Next Row and make same settings for row 2 → OK
 - c. Cell tab (you may have to go to Table → Table Properties → Cell tab)
 - i. Options → Cell margins same as whole table → Wrap text → OK
5. Set view in window: View → Zoom → Page width
6. Choose basic font: Edit → Select All → Format → Font → Arial → Regular → 12 → OK
You can change the font size and color, and even the style to add emphasis and interest to your brochure. Plan to print this on the color printer, so consider good colors to use.
7. Additional information - for an unknown reason, your document will probably have 3 pages. Don't use the 3rd page!!! It's just a blank. Also, the cell heights are rigid - be sure that all text that is entered can be seen. If you can't see it, it won't print.

8. Enter information into brochure; examples below are from a patient education brochure used in NSG 2220.

| | | | |
|-----------------------|--|---|--|
| Page 1 on your screen | <p style="text-align: center;">Inside</p> <p style="text-align: center;"><u>Professional Resources</u></p> <p style="text-align: center;">Journal citation WITHOUT reference to the electronic database, and a short paragraph about what each article offers.</p> | <p style="text-align: center;">Back of Brochure</p> <p style="text-align: center;"><u>Web Resources</u></p> <p style="text-align: center;">Web site title, URL, and paragraph describing what each site offers</p> <p style="text-align: center;">Put your name & contact info here</p> | <p style="text-align: center;">Front of Brochure</p> <p style="text-align: center;">Topic & Image</p> |
| Page 2 on your screen | <p style="text-align: center;">Inside</p> <p style="text-align: center;">Name of Topic Description of disease, procedure, or whatever suits your topic</p> | <p style="text-align: center;">Inside</p> <p style="text-align: center;">Information about symptoms</p> | <p style="text-align: center;">Inside</p> <p style="text-align: center;">Information about treatment</p> |

9. Print the brochure using both sides of a single sheet of paper, making sure that you don't get one side "upside down."

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Rev. 5/22/07