

Developing a Trifold Brochure in *Publisher* or *Word*

- First, do the research.
- Identify the subject matter that you want to put in each section.
- Write the narratives in your own words, citing only information that is available exclusively in only one source.
- Develop the title of your brochure and the subtitles.
- After you have done the research and developed the content, choose the program to create the brochure (see below).
- Be sure to print as you proceed to ensure that your brochure looks the way you intended. This is particularly important if you do *not* use a template because, every time that you add something, the entire contents will move through the columns exactly the way it would if you pasted something into the middle of a one page document. It is also important for checking margins, etc.
- Leave yourself time to arrange, re-arrange, revise, and/or rewrite for the best presentation.
- Do not forget that you have a minimum word requirement. (This may become an issue if you use a template.)

Word (using a template)

1. Open the program. Use the Office Button to select *New*.
2. The new screen will show a list of templates at the left. Select *brochure*.
3. The next screen will show a number of templates.
4. Look for a template that best serves your purpose.
5. Then cut and paste your content in sections that create the most attractive brochure, making adjustments to fonts, sizes, styles, color, etc.

Word (The following directions are intended for those who prefer independent control of the process.)

1. Open a Word document; go to *Page Layout*
2. Select *orientation*, then select *landscape*.
3. Select *margins*, then select *narrow*.
4. Select *columns*, then select *3 columns*.
5. Your pasted document will fill the columns left to right on the first page, then left to right on the second page.
6. Remember that the third column on the second page will be your cover/title page
7. After you cut and paste, insert the titles. Make adjustments to fonts, sizes, styles, color, etc.
8. *Note: You must select the color printer in the library or you will get a black and white copy.*

Publisher (using a template)

1. Open the program.
2. When you select *Brochures*, the next screen will provide multiple templates.
3. Look for a template that best serves your purposes.
4. Then cut and paste your content in sections that create the most attractive brochure, making adjustments to fonts, sizes, styles, color, etc.

Note: Remember that, if you use a template (*Word* or *Publisher*), you must also send to my e-mail ([bvonnillas@rwu.edu](mailto:bvonvillas@rwu.edu)) all the sections in a simple Word document for the word count. This is easier if you develop all your content in Word first and then copy and paste it into the template.

Trifold Brochure

page 5	page 6 center back	page 1 cover
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page 2	page 3	page 4
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Note: If you use an Intro, it should be placed before the steps.

Also, remember that, while 2 steps can be placed on one panel, no step should carry over to another panel.