

To make a brochure in Microsoft Word

Creating a brochure in Microsoft Word is easy to do and can look just as professional as those created in more advanced programs such as **InDesign** and **Publisher**.

1. Choose File- Project Gallery.
2. Under Business Forms in the left column, choose Brochure.
3. Now you can choose what kind of brochure template you would like to use.
4. Select your template. The Brochure Wizard will pop up.
5. Go through all of the options listed in Brochure Wizard and edit them how you want. When you are finished, choose Save and Exit. You can still edit your brochure after that.
6. You can edit your brochure now just like you would a Microsoft Word Document.

To Print your brochure

You will want your two pages back to back. **The ETC color printer and the Black and White 4650 allow you to print DUPLEX, meaning front and back.** These directions look good. The next step is to test the duplex printing and to give the directions for the brochure to someone who has never done a brochure before and see if they succeed.

1. Go to File- Print.
2. Choose From: 1 to 1. Then Print.
3. Reinsert your paper correctly. Choose File- Print.
4. Chose From: 2 to 2. Print.