To print these brochure instructions, choose Print from the File menu. Press Enter to print the brochure.

USING THIS TEMPLATE

Using this template, you can create a professional brochure. Here’s how:

1. Insert your company information in place of the sample text.
2. Print pages 1 and 2 back-to-back onto sturdy, letter size paper. Consider printing your brochure on quality, heavy-weight paper like *HP Brochure and Flyer Paper*.
3. Fold the paper like a letter to create a three-fold brochure (positioning the panel with the large picture on the front.)

TO CHANGE PARAGRAPH STYLES

To change the Style of any paragraph, select the text by positioning your cursor anywhere in the paragraph. With your cursor blinking in the paragraph, select a Style from the drop-down Style list at the top-left of your screen.

**Your Company**

123 Main Street, Suite 100

Any City, ST 12345-6789

Phone (123) 555-0000

Fax (123) 555-0000

www.yourcompanyname.com

Your Company Statement Here

**YOUR CO. HERE**

Adding “Pictures”

**SERVICE YOUR COMPANY PROVIDES**

1. Insert your company logo into the template or use one of the industry logos on the CD. Click on the “Place Logo Here” icon to select it. On the *Insert* menu, select *Picture*, then click *Clip Art* or *From File*. Find the art or file you want to use and double-click it. Industry logos are located on the CD in the folder named *Logos*.

2. If you have Office 97 or 2000, right-click the picture and click *Format Picture*. Click the *Position* tab and make sure *the Float over text* box is checked. Next, click the *Wrapping* tab and click *None*.

3. To resize art, drag the corner handles in or out while holding the *Ctrl* key. Depending on the size of your artwork, you may need to add or delete carriage returns to bring the template to its original format.

SAMPLE TEXT

Sample text. Sample text. Sample text. Sample text. Sample text. Sample text. Sample text. Sample text.

Sample text. Sample text. Sample text. Sample text. Sample text. Sample text. Sample text. Sample text.

HOW TO WORK WITH BREAKS

Breaks in a word document appear as labeled dotted lines on the screen. Using the Break command, you can insert manual page breaks, column breaks, and section breaks.

To insert a break, choose Break from the Insert menu. Select one option. Click on OK to accept your choice.

HOW TO WORK WITH SPACING

To reduce the spacing between, for example, body text paragraphs, click your cursor in this paragraph, and choose Paragraph from the Format menu. Reduce the Spacing After to 6 points, making additional adjustments as needed.

To save your Style changes, (assuming your cursor is blinking in the changed paragraph), click on the Style in the drop-down Style list at the top-left of your screen. Press Enter to save the changes, and update all similar Styles.

To adjust character spacing, select the text to be modified, and choose Font from the Format menu. Click Character Spacing and enter a new value.

OTHER TIPS

**To change a font size,** choose font from the Format menu. Adjust the size as needed, and click OK or Cancel to exit.

**To change the shading** of shaded paragraphs, choose Borders and Shading from the Format menu. Select a new shade or pattern, and choose OK. Experiment to achieve the best shade for your printer.

**To remove a character style,** select the text and press Ctrl-Spacebar. You can also choose Default Paragraph Font from the Style drop-down.

SAMPLE TEXT

Sample text. Sample text. Sample text. Sample text. Sample text. Sample text. Sample text. Sample text.

Sample text. Sample text. Sample text. Sample text. Sample text. Sample text. Sample text. Sample text.

#### CALL (000) 555-0000