



# Create A Brochure

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Microsoft Word XP

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Using **Microsoft Word**, you can create brochures in a variety of formats and styles. You can use text boxes and images to create your own customized look, or you can start from a predefined template. By the time you complete this guide, you will be able to design a brochure from scratch, and find templates to help make the process easier.



### Tip!

If you plan to print your brochures on paper other than 8.5" x 11", be sure to go to the **Paper** tab and change the paper size as well.



### Check It Out!

For more information on working in Microsoft Word, refer to the *Create a Memo (Word Basics)* guide.



### Tip!

You need 2 pages to print both sides of your brochure.

## Get Started

1. Open Word.
2. Go to the **File** menu, to Page Setup.
3. Click the **Margins** tab.
4. Type "0" in each margin box.
5. Click **Landscape**.
6. Click **OK**.
7. If prompted that the margins outside the printable area, click **Ignore**.
8. Go to the **Insert** menu, to Break.
9. Select Page Break, then click **OK**.
10. Save the file as *Brochure*.

