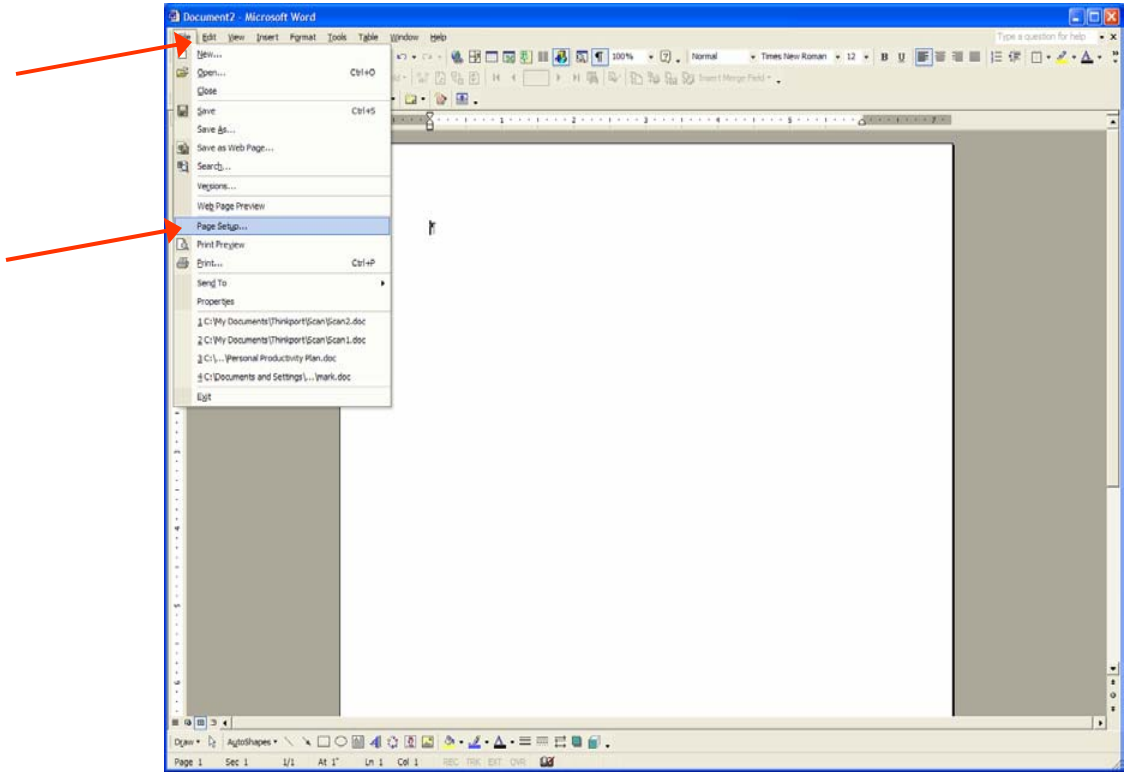
Thinkport
Transforming Teaching Through Technology

How to…

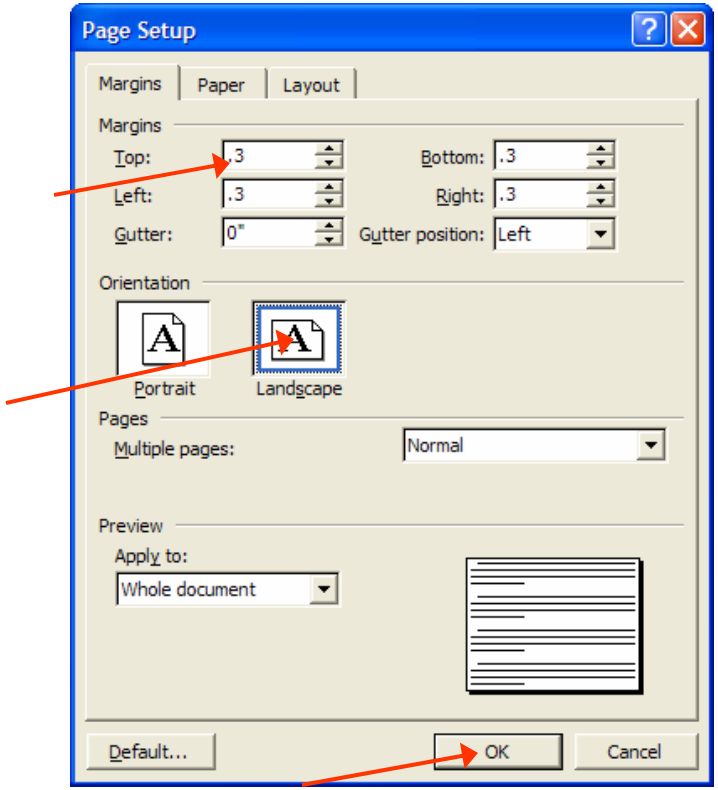
create a three–fold brochure layout using Microsoft Word

Three–fold Layout



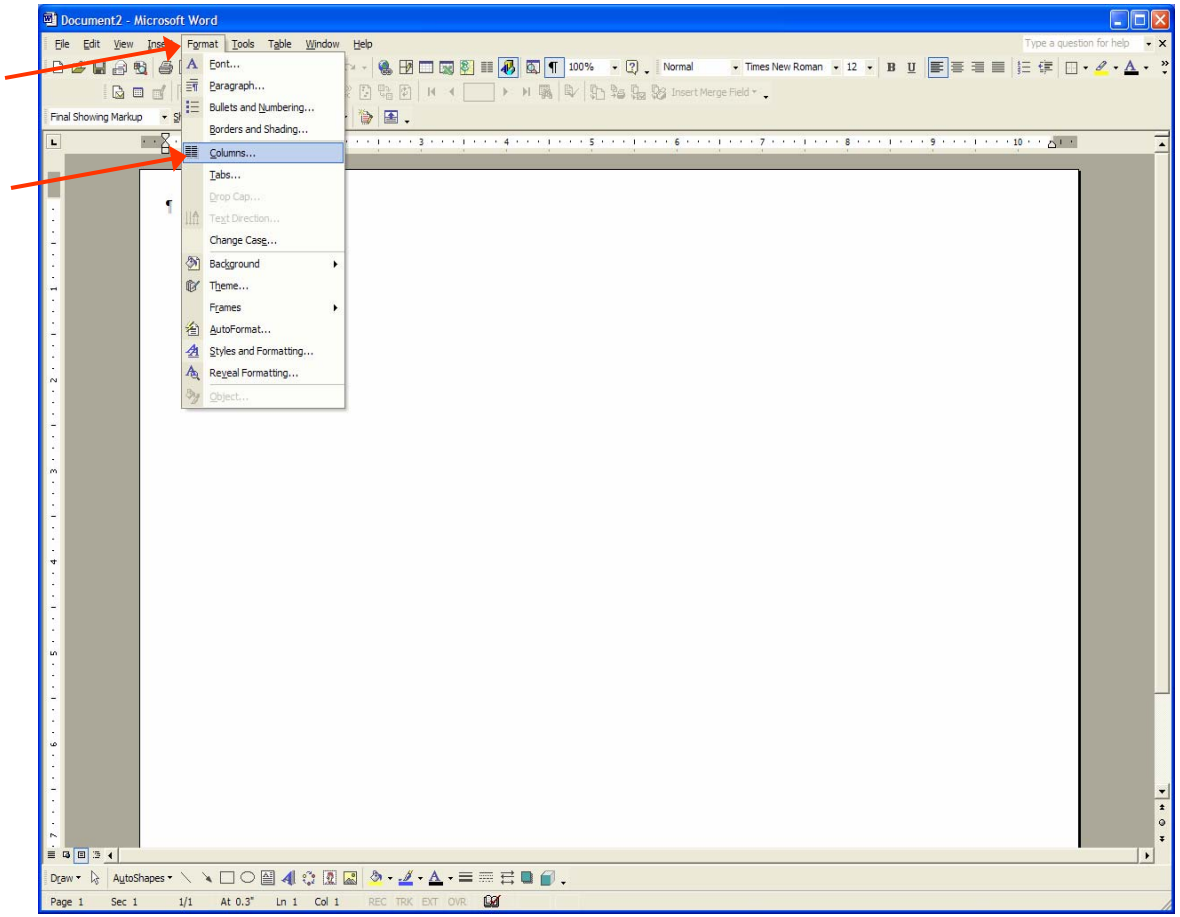
- open Microsoft Word
- click File
- click Page Setup

Three–fold Layout



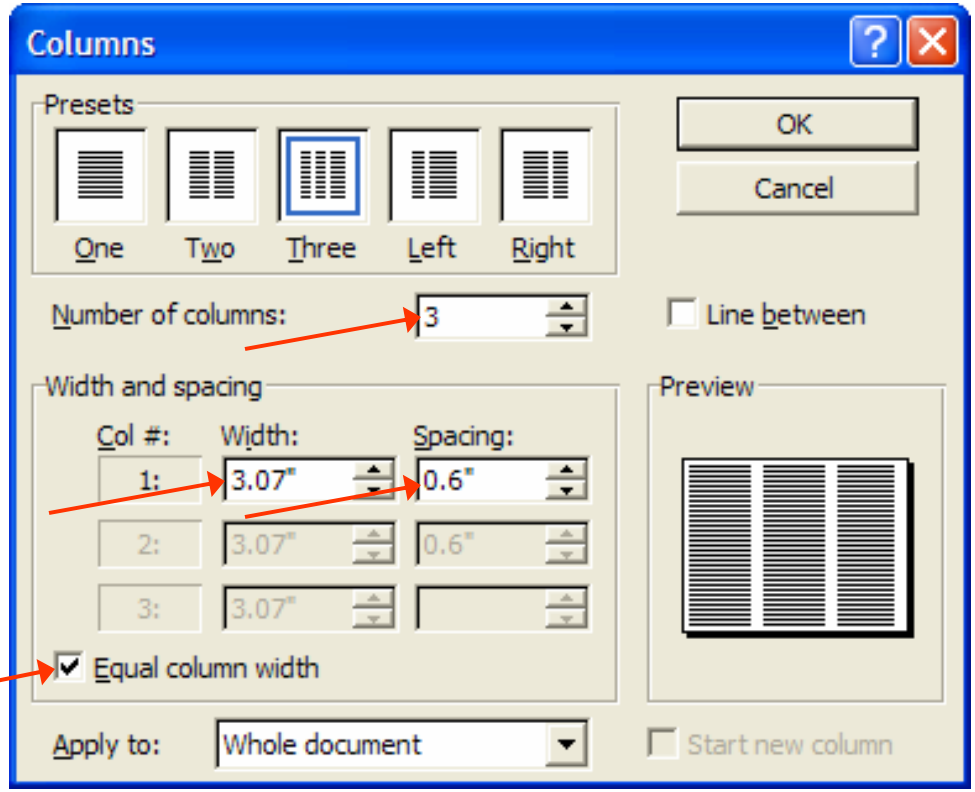
- set all Margins to .3
- set Orientation to Landscape
- press OK

Three–fold Layout



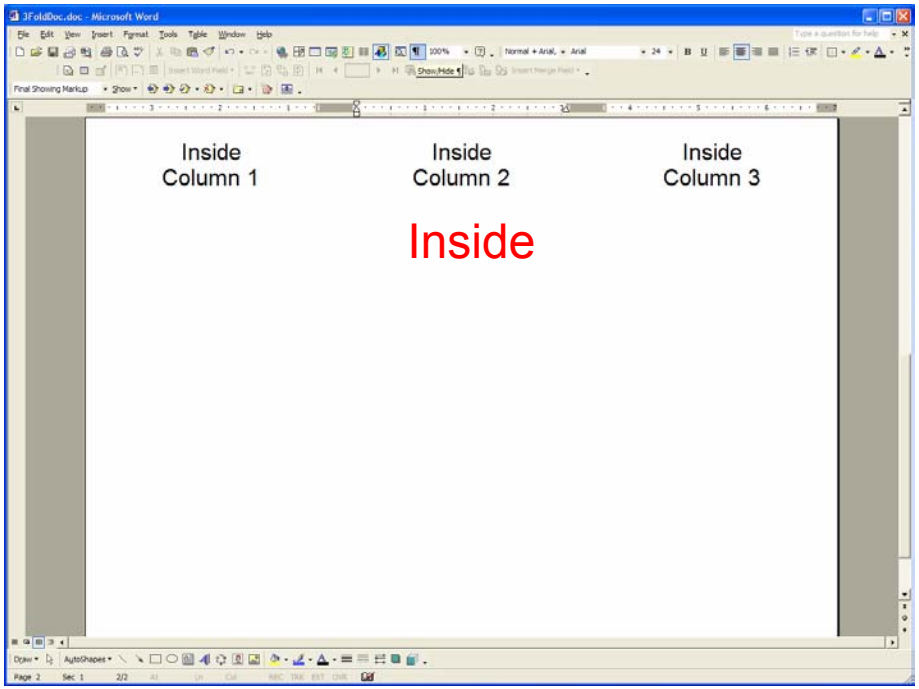
- click Format
- click Columns…

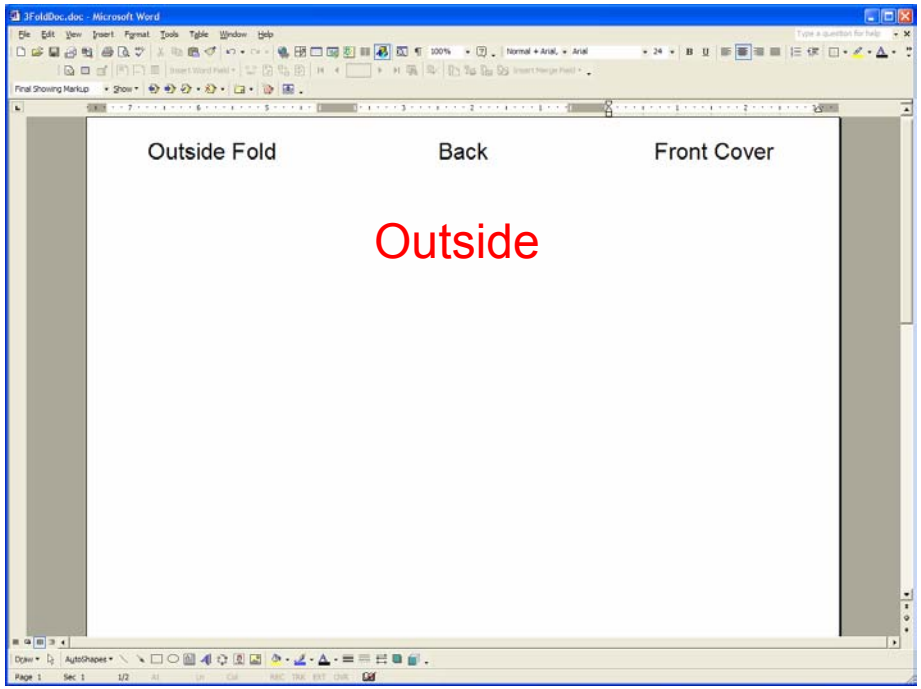
Three–fold Layout



- Number of columns to 3
- set Width 3.07 and Spacing 0.6
- check Equal column width

Three–fold Layout





- notice the design of the inside layout
- notice the design of the outside layout
- insert your text and graphics