

EDM 310
Dr. John Strange
Tri-Fold Brochure Instructions

1. EVERYTHING (except WordArt) MUST be in text boxes. This includes pictures and text. Make a separate text box for each “unit” of text or picture.
2. Each “page” of your brochure MUST be a separate document. Consequently, you MUST turn in 2 documents!
3. REMEMBER, we will print the final version in color. Use font and colors where appropriate.
4. Most brochures are Landscape orientation. In Page Setup, set the paper size to Landscape. Set the left, right, top and bottom margins to .5 inches each. DO NOT change the gutter!
5. The “address” panel MUST be the center panel of one page (document). Only put in a return address and a “stamp” design on that page.
6. DO NOT USE TOO MUCH TEXT!
7. 7. Trying to color the entire background of a page is unwise. Use a white background with appropriate color accents. If you want your entire background to be a certain color, you would print on color paper stock.
8. Print drafts on two separate pieces of paper and match them up. In the final printing we will print on one piece of paper.
9. Have your draft reviewed by two other students. Correct. Then have your draft reviewed by me. Then remove lines and lines around text boxes and the boxes (text) around pictures. Print a draft again.
10. The tri-fold brochure MUST be done in Microsoft Word. No exceptions!