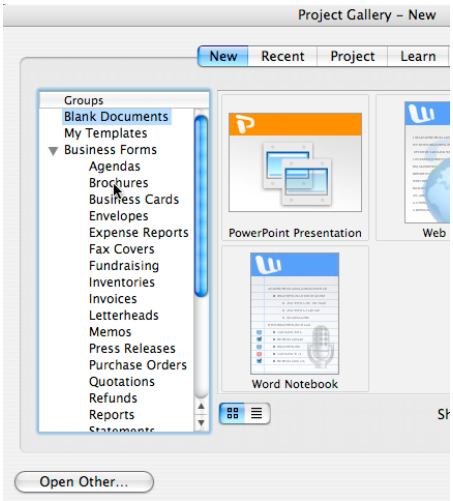
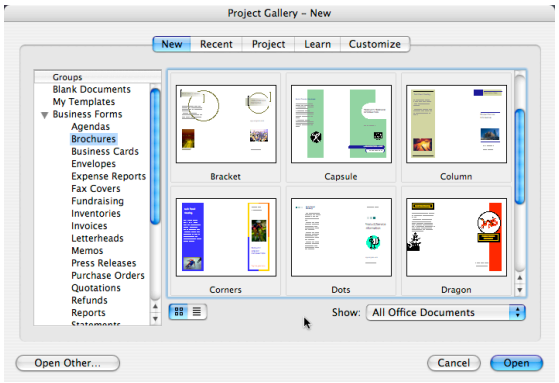
iCan Make a Brochure
(or newsletter, poster, etc.)

1.

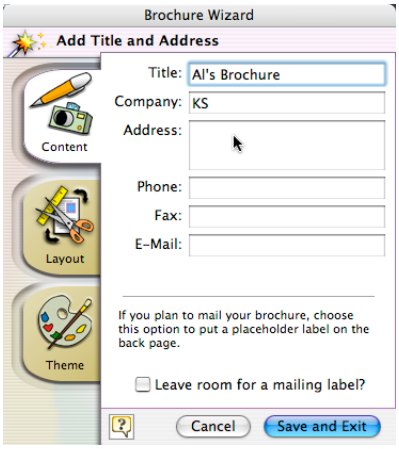
Open Microsoft Word.



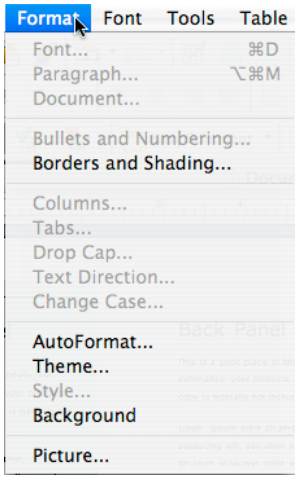
2. In the project gallery, select “business forms” and “brochures.”

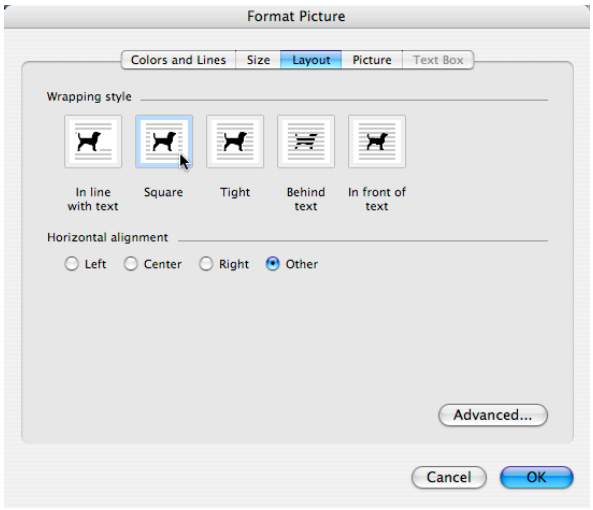
3. 

Choose your template.

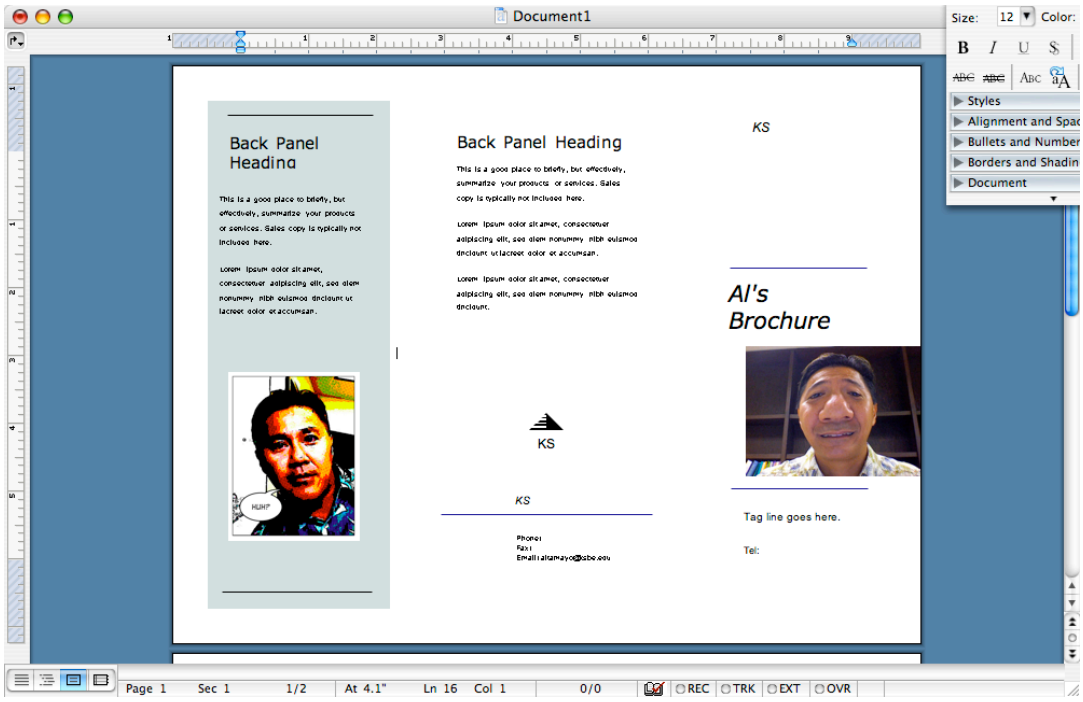
4. Use the wizard to type in information and select colors. 

5. To change the pictures in the template, simply delete the existing pictures. Then, drag and drop your photo into the brochure template. Resize by grabbing the corners of the photo.

6. To reposition, go to the "format" pull down menu. 
 Select "picture."

7. 

Select “square” or “tight.”

8. 

Here is your brochure. You may edit the text by highlighting and deleting. You may also copy and paste text from another document.

Pau.