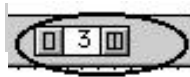
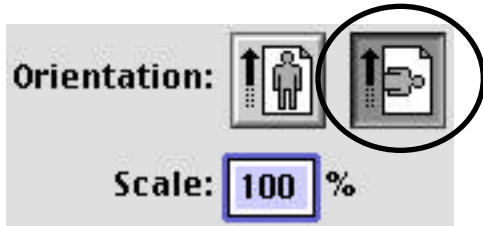
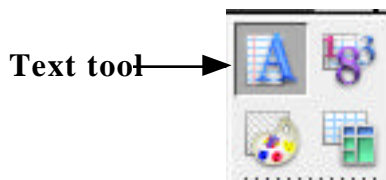


Creating a Brochure with AppleWorks



Insert Page Break 



Show Clippings 



Paper Source:  All pages from: Tray 1 (Manual) 

Format the Brochure

1. Open an Appleworks word processing file.
2. Go to **File** and go down to **Page Setup**.
3. Choose **landscape** orientation

Set the Columns

1. Click on the double column button to increase the columns to three.
2. Go to the **Format** menu, then to **Document**. Then change the top and bottom margins to .5 in. & the right and left margins to .3 in. Click on OK.

Add a Second Page

1. Go to **Format** and choose **Insert Page Break**. This gives you the back page for your brochure.

Add Your Text

1. Click to select the **text tool** from the tool box.
2. Hold the **option** key and drag a text box where you want to type.
3. To format the text, highlight the text you want to change the go to **Text** to change the font, size, style, and alignment.

Add Your Graphics(using clip art)

1. Make sure the **Arrow** tool is selected in the tool box.
2. Go to **File** and pull down to **Show Clippings**. Find the clip art file you want to use and drag it where you want it on the document.
3. Click and drag on the center of the graphic to move it.
4. Click and drag the **handle-point** of the graphic to resize it.

Finishing

1. **Print** 1st side, then place the same paper in the manual print tray printed side down and print the other side.

