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| **HOW TO CREATE**  **A BROCHURE**  To print (and preserve) these brochure instructions, click Print on the File menu. Press ENTER to print the brochure.  Using this template, you can create a professional brochure. Here’s how:   1. Insert your words in place of these words, using or re-arranging the preset paragraph styles. 2. Print pages 1 and 2 back-to-back onto sturdy, letter size paper. 3. Fold the paper like a letter to create a three-fold brochure (positioning the panel with the large picture on the front).   **WHAT ELSE SHOULD**  **I KNOW?**  To change the style of any paragraph, select the text by positioning your cursor anywhere in the paragraph. Then, select a style from the Style list on the Formatting toolbar.  To change the picture, click it to select it. Click Picture on the Insert menu, and then click From File. Select a new picture, and then click Insert. |  |  | Club Name  Street Address  Address 2  City, ST ZIP Code  Phone (704) 555-0125  Fax (704) 555-0145  Web site address |  |  | **Insert title here**  **Date of publicationv**  Insert copy here. |
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