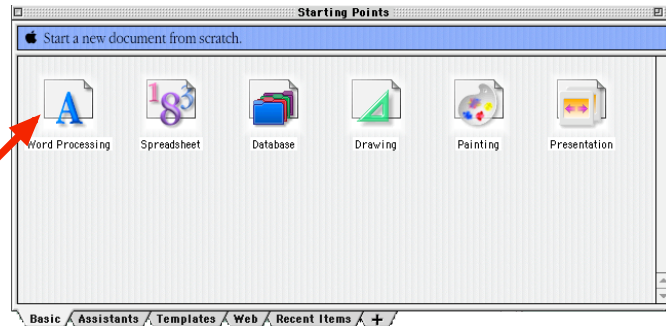


THREE-FOLD BROCHURE DIRECTIONS APPLEWORKS 6

1. Open Appleworks:  on the dock

2. Click on **Word Processing** in **Starting Points** window ...

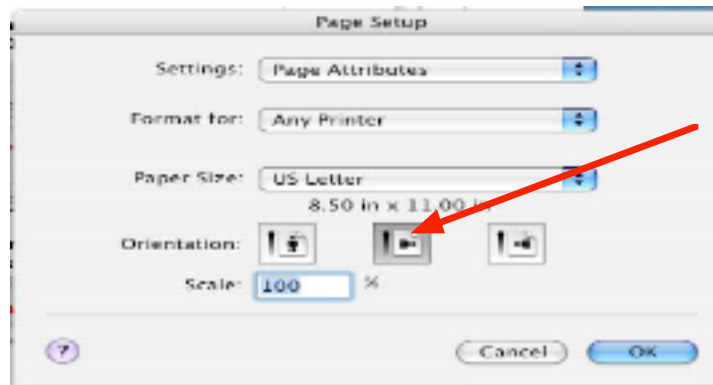


... or on the **Button Bar**

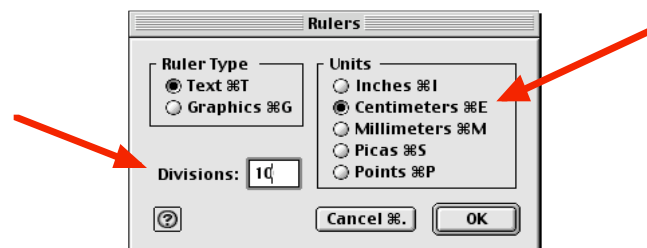


3. Go to **File > Page Setup...**

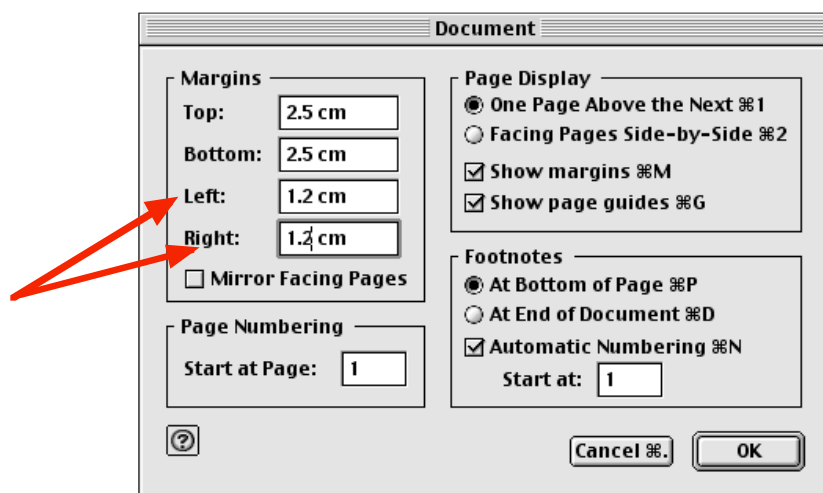
Look at the **Orientation** icon and change the **Portrait** icon (up and down) to the **Landscape** icon (sideways). Click **OK**



4. **Create Ruler Settings.** Go to **Format > Rulers > Ruler Settings ...**
Change **Divisions** to **10**. Change **Units** to **centimeters**. Click **OK**




5. **Set Margins. Go to Format > Document...**
Change Left and Right Margins to 1.2 cm. Click OK



You should now see a blank document with a ruler at the top. To divide the page into three columns, go to the **column indicator** and click twice on the right icon, changing the number from 1 to 3.



6. **Set the margins for the columns.** The space between columns is called the **gutter**. To change the size of this space, put the cursor on one of the gray lines on the gutter's edge. Hold down the **Option** key, and the cursor will change to something like this:  You can now adjust the size of the gutters, which is the same thing as setting your inside column margins. Your column margins should be dragged to these locations on the ruler: **First gutter: 8.6 and 10.2 Second gutter: 17.7 and 19.3**

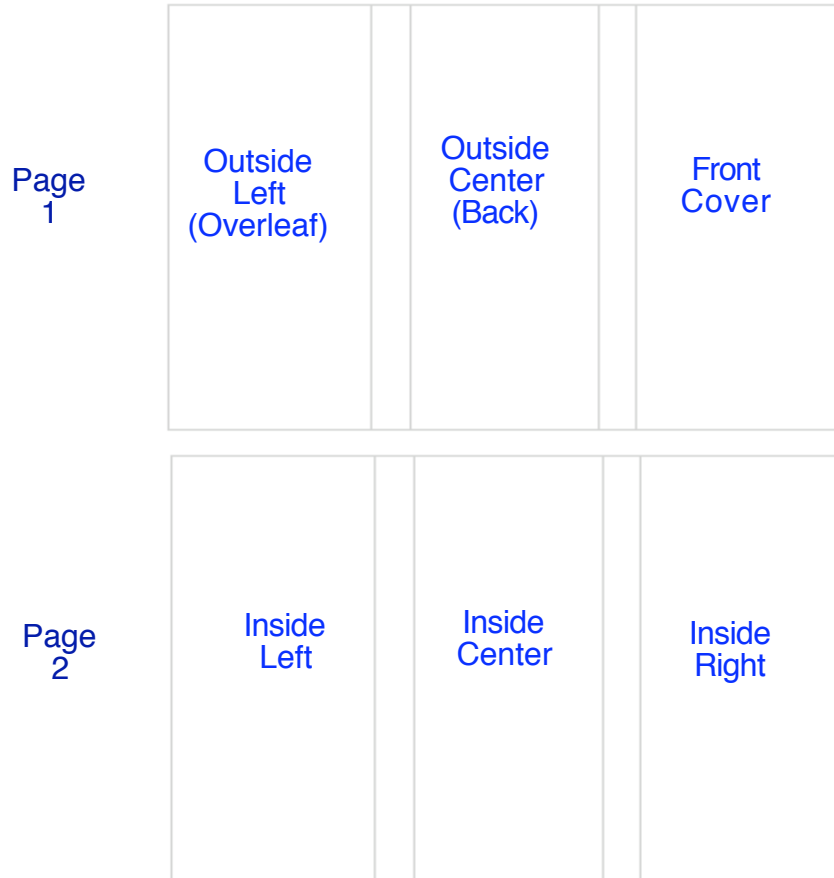
7. **Insert column breaks.** With the cursor in the far lefthand corner of the first column, go to **Format > Insert Column Break**. The cursor will jump to the lefthand corner of the middle column. Repeat the last step, and the cursor will end up in the last column.

You are now ready to start creating your three-fold brochure.

BROCHURE TIPS

Document Set-up

When you look at your brochure on the screen, remember that it will be folded and printed on both sides. That means that the first column is NOT the first page of the brochure, but actually the outside left page, or overleaf. Here is how you should set up your document:

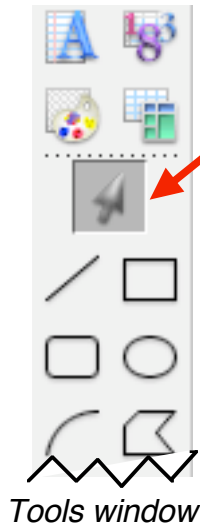


Inserting Graphics

Before inserting any graphic (clipping, scanned image, etc.), you must be able to see the tools window. Click on the toolbox at the bottom left of the screen to show the tools window:



Before you insert an image, the arrow pointer must be selected.



Note:
If the arrow pointer is NOT selected, whatever you insert will be imported as **text**. You will not be able to move it around, your text will jump all over the place, and you'll see a big, flashing cursor. If this happens, just re-paste your image, this time with the arrow pointer selected.

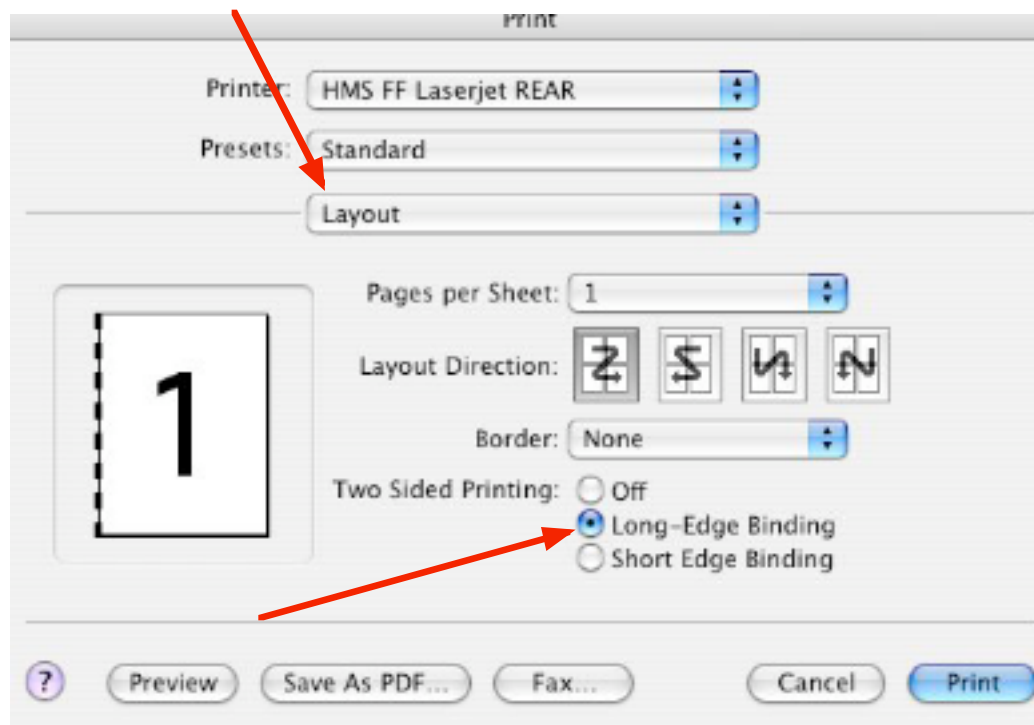
In Appleworks 6, “clip art” is “clippings.” To view clippings, go to **File > Show Clippings**. Appleworks will connect to the Internet to search for images in the category you specify.



When you find the image you want, double click on it (***making sure the arrow pointer is selected in the tools window***). The image will appear in your document, and you can now resize it to fit your brochure.

Double-sided Printing

When you are ready to print your brochure, you have to change some settings to print on both sides of the page. To do this, go to **File > Print...** In the printer options box, change “General” to “Layout.”



Then, click on the checkbox so the printer will “**Long-Edge Binding**” Hit “**Print.**”

ALWAYS, ALWAYS, ALWAYS remember to
SAVE
your work at least every 5 minutes! Do this by
going to **File > Save**
-- OR --
hitting “**⌘ + S**”