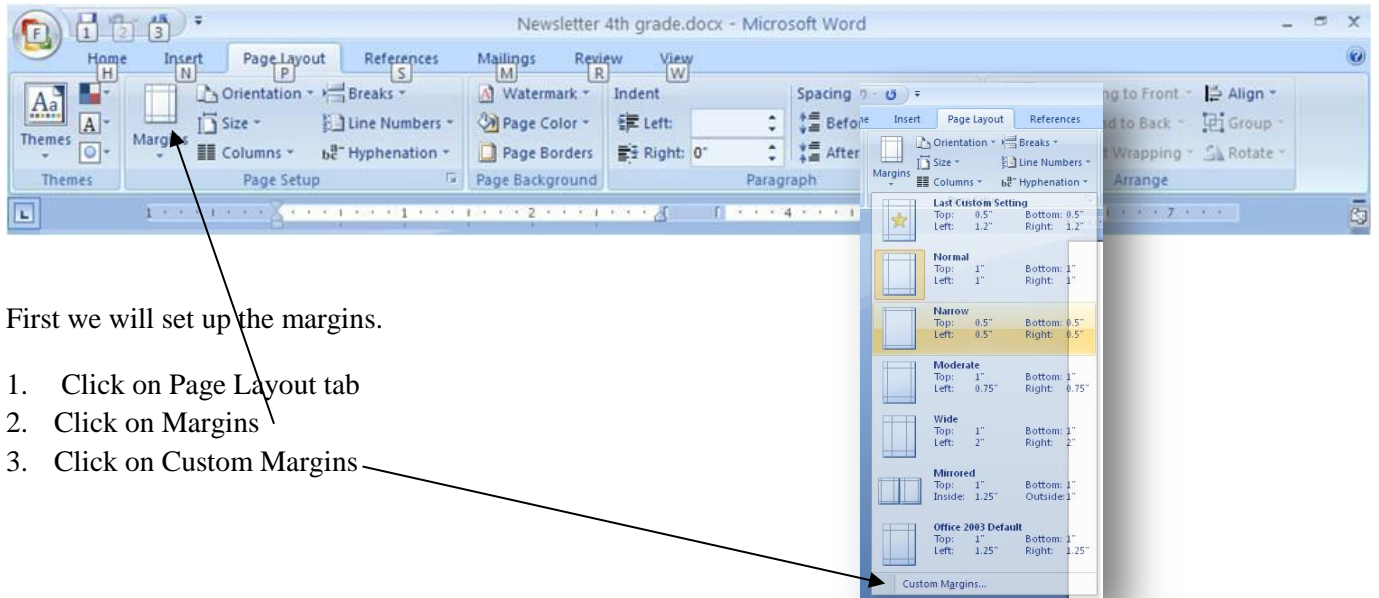


1. Margins



First we will set up the margins.

1. Click on Page Layout tab
2. Click on Margins
3. Click on Custom Margins

4. Set the Left margins to .5" and the Right margin to 3". If your paper is 8.5" wide and you have a 6" paper for your brochure, you will want 5" of text leaving .5" on both sides. So setting up .5" on the left and 3" on the right gives you a total of 3.5" of margin leaving 5" of text on an 8.5" paper.

