

# HOW TO MAKE A TRI-FOLD PAMPHLET

A tri-fold pamphlet is an effective way of communicating information in an attractive manner. Pictures, text, and other tools come together in a nice compilation that is easy to read, easy to pass out, and easy to print and produce.

As long as you have enough material to cover the size, which is not more than one regular sheet of paper, folded, you're set. Here's how to make one:

Steps to make a simple tri-fold pamphlet:

1. Set the page / document orientation to Landscape. Go to FILE → PAGE SETUP and set the orientation to LANDSCAPE.
2. Click on the Columns button on the toolbar, or go to FORMAT → COLUMNS. Set up your page to have three columns. You now have columns on your page.
3. Begin adding text and pictures to the columns. Keep in mind that when you fold the pamphlet will fold, and you may have to adjust what is on what page.
4. Make a second page using three columns – this will be the backside of the pamphlet.
5. Print the pamphlet, and make sure it folds correctly using both sides.
6. Make sure to use the same paper so that you print back on front.
7. If you need any additional help, click on the HELP menu and search for COLUMNS.

Some programs like MS Publisher have pamphlets build in. You may be able to use these resources as well. In addition, you may be able to locate a TEMPLATE that uses a tri-fold design in Word. Look in FILE - NEW - PROJECT GALLERY...