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| **Brochure Criteria** |
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| **Job description** | Job duties |
| Skills and Qualifications |
| Salary |
| **Education** | Where in North Carolina, when and for how long |
| Courses taken, program overview |
| Degree earned |
| **Profession** | Credential (licensure exam) |
| Places of employment |
| Job outlook |

**Brochure Presentation**

For this activity, you will be creating a brochure about a career selection. Follow the criteria to be included in your brochure.

**Directions for Microsoft Word tri-fold brochure:**

Set up the brochure:

1. On the tool bar choose **Format,** then **Columns.**
2. Under **Presets** click on **Three,** margins will automatically set up for you. Click **OK.**
3. On the tool bar choose **File,** then **Page Setup.**
4. Choose the **Paper Size** tab, then choose **Landscape.**
5. Choose the **Margins** tab, type in 0.5” for **Top, Bottom, Left, and Right.** Leave the **Gutter** at 0”.
6. On the tool bar choose **Format,** then **Tabs.**
7. Change the **Default** tab stops to 0.2”.

Typing information into the brochure

1. Begin the layout of your brochure by folding a plain piece of paper into thirds.
2. Plan out the information you plan to place on each column of the brochures. You will have a total of 6 columns with which to work.
3. Start typing on Page 1, Column 1.
4. Use size 12 or size 14 font but you may want to try some visual enhancements such as boldface, bullets, different fonts, etc.

Insert a picture:

1. Be sure the picture you want is accessible. Make certain your cursor is approximately at the spot in the tri-fold where you want the picture.
2. Choose **Insert** from the tool bar, then **Picture.**
3. Select the picture from your file and insert.
4. Resize or move the picture by clicking and dragging.

Before printing:

1. Check the placement of your data and pictures by looking at print preview.
2. Is the data in the appropriate columns?