

To print (and preserve) these brochure instructions, choose Print from the File menu. Press Enter to print the brochure.

HOW TO CREATE A BROCHURE

Using this template, you can create a professional brochure. Here's how:

- 1 . Insert your words** in place of these words, using and/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. With your cursor blinking in the paragraph, select a Style from the drop-down Style list at the top-left of your screen.

To change the picture, first click on it. Then, point to Picture on the Insert menu and choose From File. Uncheck the Float over Text checkbox. Select a new picture, and click Insert..



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SREB Leadership Initiative

[HTTP://WWW.SREB.ORG/MAIN/LEADERSHIP/UNIVLEAD/UNIVLEADINDEX.ASP](http://www.sreb.org/main/leadership/univlead/univleadindex.asp)

Jackson State University
(Mississippi) JSU/SREB



Universities invited to participate in SREB's

University Leadership Development Network

[Appalachian State University](#) (North Carolina)
[Auburn University](#) (Alabama)
[Clemson University](#) (South Carolina)
[East Tennessee State University](#)
[Jackson State University](#) (Mississippi)
[Jacksonville State University](#) (Alabama)
[Oklahoma State University](#)
[Old Dominion University](#) (Virginia)
[Towson University](#) (Maryland)
[University of Louisiana at Lafayette](#)
[University of North Texas](#)
[Western Kentucky University](#)

For further information, please contact Dr. Betty Fry at betty.fry@sreb.org.

SCHOOL DISTRICTS ARE READY TO TAP LEADERS FOR SUMMER 2003

The Yazoo City School District and the Canton School District are ready to send teachers to this leadership program Summer 2003.

Yazoo City Municipal School District
(Yazoo County)
Dr. Daniel Watkins, Superintendent
PO Box 127, 1133 Calhoun Avenue
Yazoo City, MS 39194
(662) 746-2125
FAX: (662) 746-5062
dwatkins@mde.k12.ms.us

Canton Public School District (Madison County)
Mr. Reuben Myers, Superintendent
403 E. Lincoln Street
Canton, MS 39046
(601) 859-4110
FAX: (601) 859-4023
rmyers@mde.k12.ms.us

Jackson Public School District local school board has not approved the memorandum of understanding due to issue with funding support. Dr. Watkins, Supt. JPS is a participant for the JSU/SREB Leadership Development Network advisory board and does support this leadership program with the approval of JPS school board.

Jackson Public School District (Hinds County)
Dr. Earl Watkins, Superintendent
PO Box 2338
Jackson, MS 39225-2338
(601) 960-8725
FAX: (601) 960-8713
ewatkins@mde.k12.ms.us

University Leadership Development Network design team members have obtained a approved course of study for Master of Science Degree (M.S.Ed.) in Educational Administration and Supervision. The total required credits for completion is 39. Cost is \$201.00 per hour.

Governor you spoke with Dr. LaVern Allen and shared that you are willing to help with funding this program. Dr. LaVerne Allen is asking for assistance in funding this program. The first cohort candidates will begin Summer 2003 at Jackson State University.

The three initial school districts are not using the Mississippi School Administrator Sabbatical program. Yazoo City School District and Canton Public School District will try to use Title funds to support the candidate while they are still working in the district. The Jackson Public School District board attorney has some legal reservation to offer gift of tuition to any candidate.

editing and re-saving your templates would make creating future documents easier. To customize this brochure, select File New to re-open this template as a document.

1. Insert your company information in place of the sample text.

2. Choose Save As from the File menu. Choose Document Template in the Save as Type: box (the filename extensions should change from .doc to .dot). Save the file under a new name to protect the original, or use the same name to replace the existing version.

3. To create a document, choose File New to re-open your template as a document. Your information should appear in place.

ABOUT THE "PICTURES"

The "pictures" in this brochure are Wingdings typeface symbols. To insert a new symbol, highlight the symbol character and choose Symbol from the Insert menu—select a new symbol from the map, click Insert, and Close.

HOW TO WORK WITH BREAKS

Breaks in a Word document appear as labeled dotted lines on the screen. Using the Break command, you can insert manual page breaks, column breaks, and section breaks.

To insert a break, choose Break from the Insert menu. Select one option. Click on OK to accept your choice.

HOW TO WORK WITH SPACING

To reduce the spacing between, for example, body text paragraphs, click your cursor in *this* paragraph, and choose Paragraph from the Format menu. Reduce the Spacing After to 6 points, making additional adjustments as needed.

To save your Style changes, (assuming your cursor is blinking in the changed paragraph), click on the

Style in the drop-down Style list at the top-left of your screen. Press Enter to save the changes, and update all similar Styles.



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To adjust character spacing, select the text to be modified, and choose Font from the Format menu. Click Character Spacing and enter a new value.

OTHER BROCHURE TIPS

To change a font size, choose Font from the Format menu. Adjust the size as needed, and click OK or Cancel to exit.

To change the shading of shaded paragraphs, choose Borders and Shading from the Format menu. Select a new shade or pattern, and choose OK. Experiment to achieve the best shade for your printer.

To remove a character style, select the text and press Ctrl-Spacebar. You can also choose Default Paragraph Font from the Style drop-down.

BROCHURE IDEAS

“Picture” fonts, like Wingdings, are gaining popularity. Consider using other symbol fonts to create highly customized “Icons.”

Consider printing your brochure on colorful, preprinted brochure paper—available from many paper suppliers.

AT FEES YOU CAN AFFORD

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