

Directions:

Print off the brochure, by clicking on the format you want.

There are two formats: Microsoft Word & Adobe PDF. Information about what each will allow you do is listed here.

Clicking on “#188 Microsoft Word” will allow you to write in the name of your mental health center on the front cover. If you do decide to write in the name of the mental health center or CRO on the front cover, you will have 3 lines below the sentence “Community Support Services Program” to write in personalized information. Keep in mind that you must keep a blank page after the cover page. If you somehow do not have a blank page after the cover page, make sure you take an blank sheet of paper and insert it before making copies.

Clicking on “#188 Adobe PDF” will allow you to print out the brochure and then make copies, even if you do not have Microsoft Word.

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DIRECTIONS FOR COPYING & MAKING INTO BROCHURE FORMAT:

Once you have printed off the file, you will have 8 pages in total.

To make photocopies so it becomes a brochure, you will need to place the pages in the following manner:

1st page: cover page

2nd page: blank sheet

3rd page: Page 12 (left side), page 1 (right side)

4th page: turn this page upside down: so that page 11 is on the left side, and page 2 is on the right side

5th page: page 10 (left side), page 3 (right side)

6th page: turn this page upside down: so that page 9 is on the left side, and page 4 is on the right side

7th page: page 8 (left side), page 5 (right side)

8th page: turn this page upside down: so that page 7 is on the left side, and page 6 is on the right side

Place the pages into the copier, and click on the option “1 sided to 2 sides per page” (you must do this on a copier that has that as an option).

Once the copier makes the copies place the pages in order so that the pages follow in the right order – pages 1 through 12.