

Table of Contents

Overview of Programs.....1

Getting Started.....2

 What to Include2

 Focus on What You Do Best2

Don't Forget the Mission.....3

Make It Your Own.....4

 Customize in Almost No Time.....4

 Make It Picture Perfect.....4

Our Products and Services5

Our Organic Products

Product 1



Wondering why the page number on this page is 5? This is the inside back cover.

This booklet is setup to make it easy to print a two-sided, eight-page booklet. The tips on this page will help you get that done.

Product 2



The bottom of inside pages is setup for you to manually add page numbers, so it's easy to adjust numbering for your printing preferences. The table of contents at left is also setup for manual editing, so you can easily update page numbers.

Product 3



To print this booklet two-sided, click File and then click Print. Under the option that defaults to Print One Sided, select a two-sided print setting. This booklet is setup to flip on the short side of the page.

Make It Your Own

If you think a document that looks this good has to be difficult to format, think again!

We've created styles that let you match the formatting in this brochure with just a click. On the Home tab of the ribbon, check out the Styles gallery.

This is the Quote style. It's great for calling out a few very important points.

Customize in Almost No Time

To try out other looks for this brochure, on the Design tab of the ribbon, check out the Themes, Colors, and Fonts galleries.

Have your own company fonts or colors? No problem! Those galleries give you the option to add your own.

Make It Picture Perfect

To replace any photo with your own, just right-click it and then click Change Picture.

If your photo is not a flawless fit for the space, you can crop it to fit in almost no time. Just select the picture and then, on the Picture Tools Format tab, click Crop.

Overview of Programs

Program 1



To replace any placeholder text, such as this, just click it and type.

Some pages in this template don't use placeholders, so that you can easily customize the formatting and layout as needed.

Program 2



Add your text here.

Program 3



Add your text here.

Getting Started

What to Include?

We know you could go on for hours about how great your business is. (And we don't blame you—you're amazing!) But since you need to keep it short and sweet, here are a few suggestions ...

"Your company is the greatest. I can't imagine anyone living without you." — Very smart customer

Focus on What You Do Best

If you're using this booklet for a company brochure, these middle pages are a good place for a summary of competitive benefits or some of those glowing testimonials, like the one above.

You might also want to mention a few of your most impressive clients here:

- Big, important company
- Really well-known company
- Very impressive company

Additionally, you could include a bulleted list of products, services, or major benefits of working with your company. Or just summarize your finer points in a few concise paragraphs.

If your business doesn't lend itself to photos as easily as the beautiful culinary examples shown in this template, have no fear. You can just select and delete a page of photos and replace it with text using the styles provided.

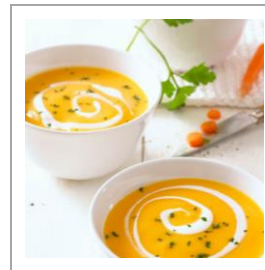
A picture is worth 10,000 words, but only if it's the right one. In marketing materials, remember that any image you use—good or bad—makes a statement about your business.

Don't Forget the Mission

This is a great spot for a mission statement



Add your text here.



Add a picture caption here.