

# MICROSOFT® WORD TRAINING BROCHURE TEMPLATE BASIC EDITION USER GUIDE

Revision 1.0

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## DESIGNED FOR

This **Basic Edition** of Training Brochure Template was specifically designed for the following users:

- **Small or Start-up training companies** that are particular in the consistency of their course content structure and would like to standardize and enforce it for better quality control.
- **Professional freelance trainers** who want to improve the quality and consistency of their course content authoring process.
- **Training providers or freelance trainers** who just want a clean and simple training brochure to be presented to their clients as some clients do not want to consume too much of their ink and printer cartridges when hardcopy printing is necessary.

## PREREQUISITES

This training brochure template and its user guide require the users to have the following prerequisites:

- Some basic experience on Microsoft® Word.
- Know how to apply basic styles and formatting on Microsoft® Word.

## INTRODUCTION

For over 8 years of experience in the training marketplace, we encountered many **course content quality issues** from many training providers. One of the major problems is the **inconsistent and badly structured course content**, which could hinder their clients' evaluation and decision making process. Of course, you can add-on those missing contents later on upon client request but at that moment, your **professional image** and **customer service efficiency** are already out, which **could fail you in your client shortlisting process**.

We believe the above issue could be due to one or more of the following reasons:

1. Many local training providers are still unable to see the **value and importance of high quality course content** in contribution to their sales performance – they still lack of such sensitivity.
2. Different trainers have different styles of writing and hence different ways of structuring their course content. Some even have **missing target audience and course objectives** while others also have their course introduction being written as course objectives and vice versa.
3. **Lack of tools and well-defined business process** to enforce the quality standard of their course content.

This **Basic Edition of Microsoft® Word Training Brochure** was specially designed by MalaysiaTraining.net to provide training providers with a proper tool that **helps enforcing and standardizing their course content structure**. Once having their corporate information properly defined on this template, it can then be distributed to their fellow trainers or employees to further fill up the details of the course contents according to the predefined structure. Upon completion, it can then be sent back to the training provider for final approval and **convert it to read-only PDF format**, readily to be presented to their clients upon request.

## OBJECTIVES

This user guide was designed based on the **same Microsoft® Word Training Brochure Template Basic Edition** for the purpose of evaluation as well. After completing this guide, users should be able to:

- Have a clear picture on how the final look-and-feel of their training brochure would look like.
- Predict and estimate how easy it would be to create and customize their training brochures using this template.
- Understand the **scope of service, usage, and support** covered by the purchase of this template.
- Learn how to manipulate each template field and element safely. Users will also learn how to **restore the default template back to normal** when everything has been messed up or corrupted.
- Learn how to change this template according to their preferred **theme colour**.
- Learn how to change the photo image of the Trainer Profile.
- Learn how to **convert to PDF file format** when everything has been completely done.

# GETTING STARTED

## 1. UNDERSTANDING THE SCOPE OF SERVICE, USAGE & SUPPORT

### Scope of Service

This template product was designed as is. Users are advised to evaluate the product carefully before buying through the help of this user guide. This user guide can be downloaded separately free of charge at any time from **MalaysiaTraining.net Web Store**. OTK Web Solutions does not provide any additional and/or on-demand customization services to the users. Users are encouraged to read and study this guide carefully and learn how to self-serve their needs through the customization tutorials offered by this guide. Also note that goods sold are not refundable.

### Usage Limitation of this License

Upon purchase of this product, users agree to the following usage limitations:

1. The usage of this product is only limited to the **buyer's name printed on the payment receipt only**, namely, if the buyer is an individual, it is limited to an individual only; if the buyer is an organisation, it is limited to that specific organisation only. The license cannot be transferred to or shared with any individuals or groups other than the purchaser's name as printed on the payment receipt.
2. Owners of this product (individuals or organisations) are allowed to repeatedly use and customize this template for unlimited training courses legally owned by their business name.
3. As any default photo images on this template are changeable and customisable by the users, product owners shall responsible for any copyright protected photo images and use them at their own risk. OTK Web Solutions will not responsible for any copyright issues caused by this template and its contents.

### Scope of Support

This product has the following scope of support:

1. This template product was designed based on **Microsoft® Word 2010**, any compatibility issues caused by any version of Microsoft Word other than Microsoft Word 2010 will not be supported.

2. This user guide defines all the supported usage of this template. Any issues caused by any uses beyond the scope of this user guide will not be supported. When this happens, users are advised to search on internet or contact Microsoft for solution.
3. In the event when the downloaded installation file is corrupted or failed to be downloaded upon purchase, a new installer or ZIP file will be emailed to the buyer provided:
  - a. The requester's name and email address are **identical** to the name and email address stated by the purchaser during the payment process.
  - b. The original payment receipt sent by PayPal to the buyer need to be forwarded to our technical support for verification. Only the requester who passes the verification process will be compensated with a new product installer or ZIP file of the same product edition and version.
4. All in-scope support requests shall be sent to [support@malaysiatraining.net](mailto:support@malaysiatraining.net). Any support requests that are being sent to email address other than [support@malaysiatraining.net](mailto:support@malaysiatraining.net), even though on the same MalaysiaTraining.net domain, will not be responded.

## 2. HOW TO INSTALL & OPEN THE TEMPLATE

After successfully purchased and downloaded the installer from the MalaysiaTraining.net Web Store, you can now follow the simple steps below to install and start using your training brochure template:

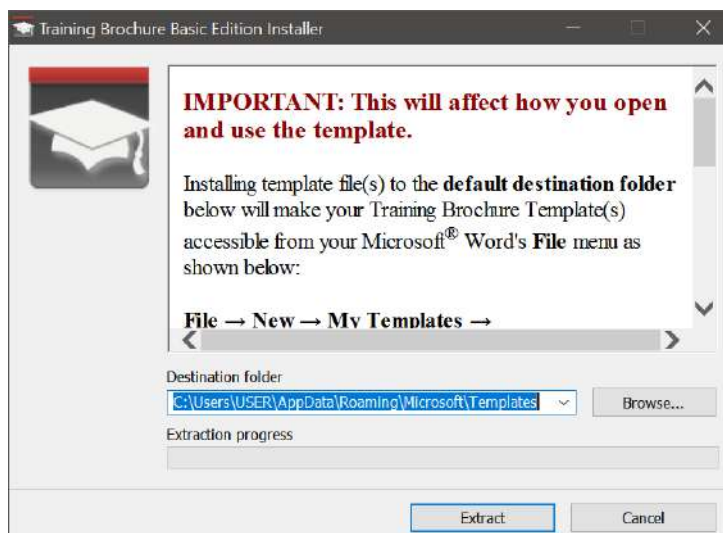
1. Locate your downloaded **Training Brochure Basic Edition Installer.exe** file with **Windows Explorer**.
2. Double-click to run your installer and read the **License Agreement** as shown below:

Figure 1 - Read the License Agreement on the installer and click the 'Accept' button to proceed.



3. Click the **Accept** button to proceed.
4. After clicking the **Accept** button, the **Training Brochure Basic Edition Installer** dialog box will appear as shown below:

Figure 2 - The Training Brochure Template Installer dialog box showing the default destination folder to be installed.

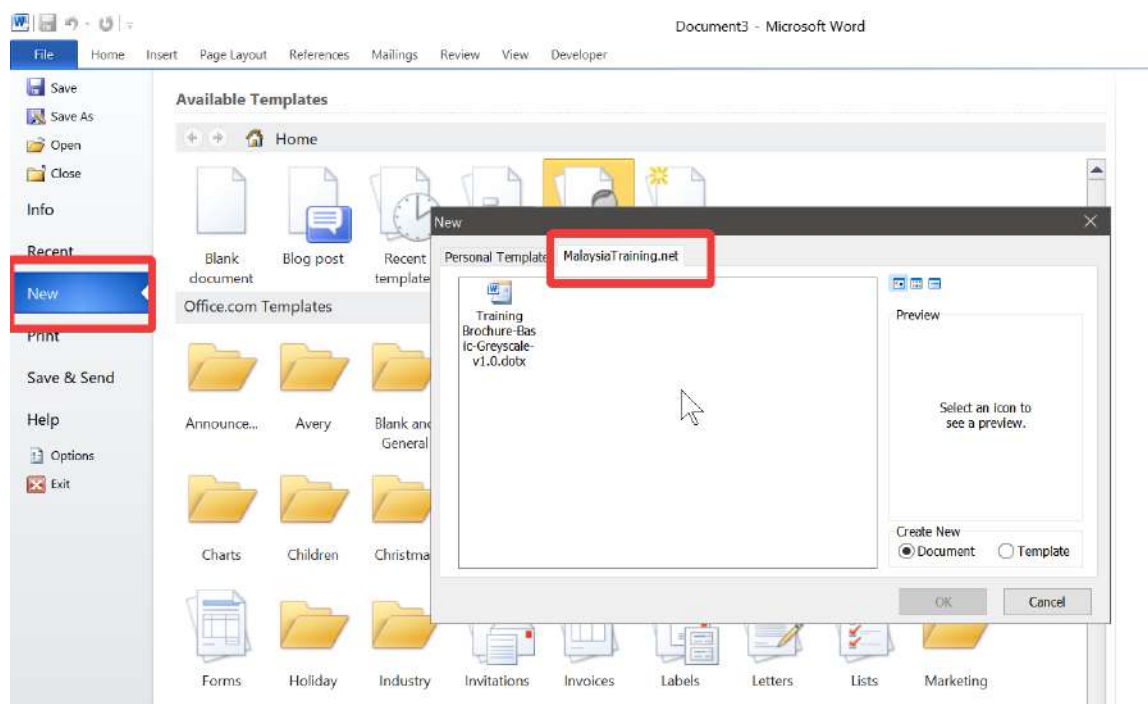


5. By default, the installer will install the templates into the following folder so that you can easily access them from within the Microsoft Word **File** menu ▶ **New** ▶ **My Templates** ▶ **MalaysiaTraining.net** tab:  
**C:\Users\USER\AppData\Roaming\Microsoft\Templates**

If you change the **Destination folder** to a different folder, you'll have to remember where you store the template files and double-click the template file (.dotx) each time you want to use the template. Also note that your **User Guide** will also be installed on this folder. After the installation, you can copy the User Guide to whichever folder convenient to you.

6. After finish reading the instructions, click **Extract** and you will be prompted for password. Paste the password that you just copied from the Web Store after a successful purchase. If you lost your password, see **Item #3, Scope of Support**, on how to get help.
7. After entering a valid password, click **OK** and you're done!
8. Now launch your Microsoft Word and go to **File** menu ▶ **New** ▶ **My Templates** ▶ **MalaysiaTraining.net**, you should be able to see the templates that you have just installed (see **Figure 3**):

**Figure 3 - The My Templates folder showing the MalaysiaTraining.net tab with its corresponding templates after a successful installation.**



### 3. RESTORING ACCIDENTLY DELETED TEMPLATE ELEMENT

Although some of the removable elements are optional to the context of a training brochure, for some reasons, some users might want to preserve them, such as the cover page's Horizontal Rule and the MalaysiaTraining.net's Designed By Logo. There are three ways to restore such template elements in the event when any of them has been accidentally deleted, order by the weight of our recommendation:

#### 1. UNDO deletion by pressing Ctrl + Z

If you just recently deleted a specific element a few seconds or minutes ago and not much work has been made since the last deletion, it is recommended that you press **Ctrl + Z** to restore back the element. By using this method, not only the element can be restored, all its default styles and position will also be restored. This is the most recommended method to restore the unintentionally deleted template elements.

#### 2. Recreate in a normal conventional way

If too much work has been done before regretting about the deletion, we suggest that you recreate your own ones in a normal conventional way without restoring the original template element again. You can still type, insert object, and apply the formatting in a normal way on Microsoft Word, as though you're not using any pre-built template.

#### 3. Restart all over again with the template

If you insist want to restore back the original settings of the deleted template element despite lots of work has been done after the deletion, or you're not skilful enough to recreate it, especially for the element like Horizontal Rule, then we suggest that you start a new document with the same template again. Although copying the latest content to the new document may not be difficult, pasting them can be risky as you may also paste the formatting from the source file that could possibly corrupt the template elements again. Therefore, the first method is the safest, followed by the second method, without losing so much of your work and effort.



# WORKING WITH TEMPLATE FIELDS

## 1. ENTERING TEXT IN TEXT FIELDS

Examples of text fields are like Company Phone, Course Title, and Duration. To start filling up data in text field, simply click on the text field and start typing. Most text fields on this template will not go missing or disappear even when you're deleting text within it, but in case it doesn't behave as expected, just **UNDO** it or press **Ctrl + Z** on your keyboard.

## 2. CHANGING STYLES OF TEXT FIELDS

If you do not like the default formatting of the text field, you can still change it according to your own preference. There are two ways you can change the styles of the text fields:

### I. Modify the predefined template styles from Styles toolbar on the Home ribbon menu



Figure 4 - Style toolbar on Home ribbon menu.

**Pros:** If multiple text fields are using the same predefined template style, then you only need to change it once and the rest of the text fields will automatically apply the latest styles.

**Cons:** It can be hard for you restore back the default template styles except pressing the **Ctrl + Z** to undo them.

### II. Change individual style the conventional way



Figure 5 - Change style individually the conventional way.

**Pros:** Easier to restore back the predefined template styles by clicking on the style name of the **Styles** toolbar as shown on **Figure 4**. But this will only be true provided you have not modified any of the predefined styles that shipped with it.

**Cons:** Changing one style will not apply to the rest that were originally assigned with the same style name.

### 3. USING THE IMAGE FIELD – THE COMPANY LOGO

Not all default images available on this template are **Image Field** – they are just ordinary images inserted into the template as they are known to the designer beforehand. However, unlike company logo, it is **NOT KNOWN** to the designer, so it has to be delivered as a **variable**. The second reason for the company logo to be implemented as image field is that, it is a **mandatory element** and it is part of the core layout of the template. By implementing it as an image field, its position can be **locked and protected** by the designer. The Company Logo image field is located at the upper-right of the cover page with the following appearance:

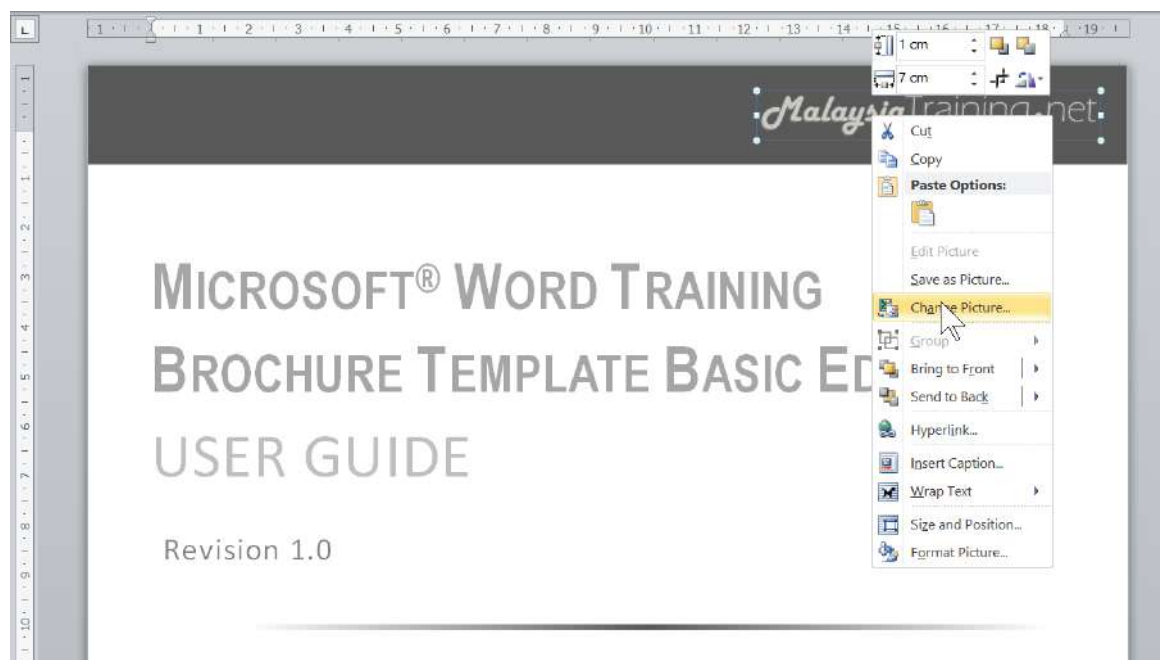


Figure 6 - Company Logo Image Field on the upper-right of the cover page.

Before inserting your company logo to this template, it is recommended that you get ready your logo image file, approximately **300x100 (width x height) pixel resolution**, in a **.PNG format with transparent background** for best appearance.

4. To start inserting your company logo, on the upper-right of the cover page, click on the image icon as shown in **Figure 6** and you will be able to select the image file of your company logo from your hard drive. Note that after selecting an image file, the image icon will disappear. To change to different image file, right-click on the image and select **Change Picture** (see **Figure 7** below).

Figure 7 - To change to different image, right-click on the image and select Change Picture.



## CUSTOMIZING THEME COLOUR

Changing the theme colour is an **ART**. First of all, you need to identify a set of template elements that **share the common colour tone or darkness**. Essentially, by simply changing the following dark colour elements to your preferred colour, that should be enough to transform your training brochure into a different colour theme while retaining the professional look of it:

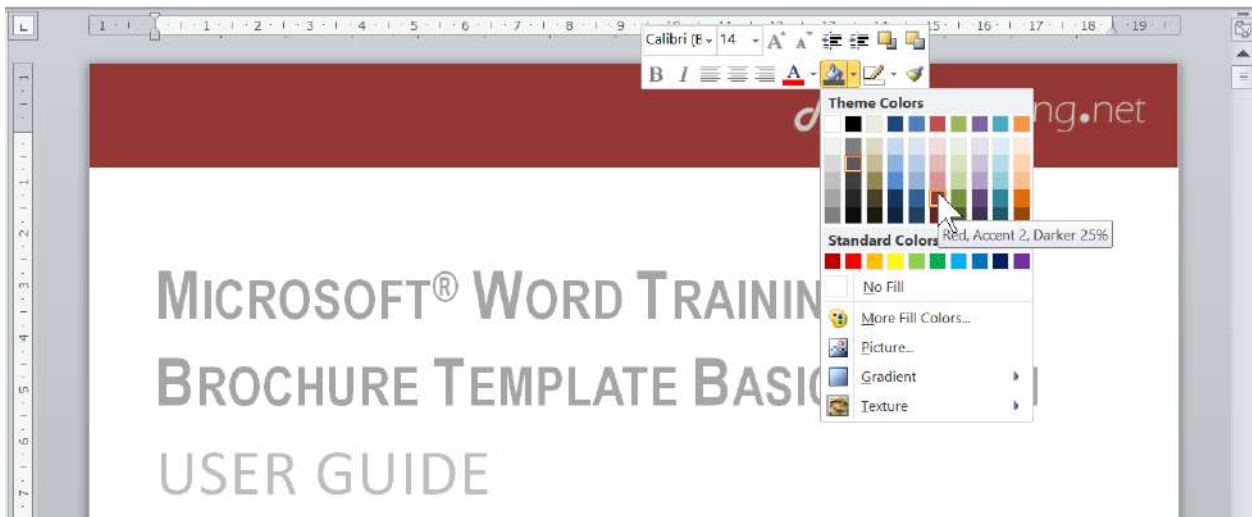
1. Cover Page Top Bar
2. Company Logo
3. Cover Page Horizontal Rule
4. Section Header Sidebar

The sections below show you how to change the colour of each of these template elements stated above:

### 1. COVER PAGE TOP BAR

To change the colour of the cover page Top Bar, right-click at the middle of the Top Bar and click on the **Shading** button to change its colour (see screenshot below).

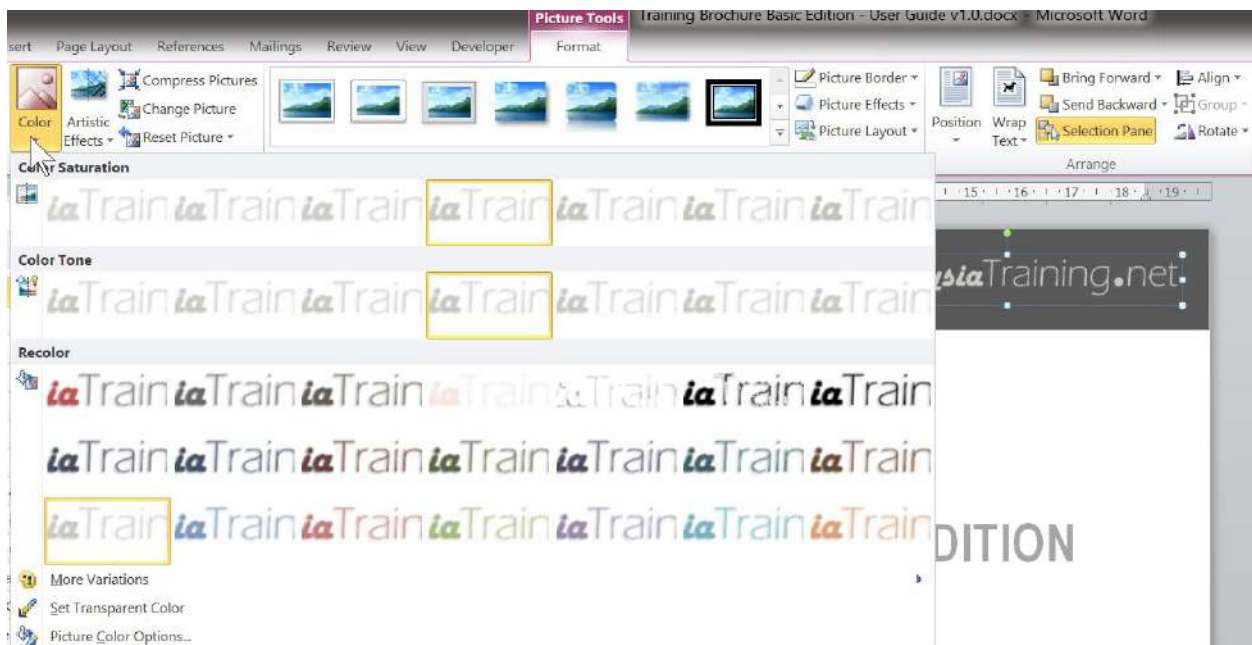
Figure 8 - Changing the colour of the Cover Page Top Bar.



## 2. COMPANY LOGO

After changing the Top Bar colour, you might want to change the colour tone of your company logo if it no longer looks stand out. To change the tone of your logo colours, select your logo image and click the **Picture Tools** ► **Format** ribbon menu. Now click the **Color** button and choose the colour tone that makes your company logo looks best on the new Top Bar background colour (see screenshot below).

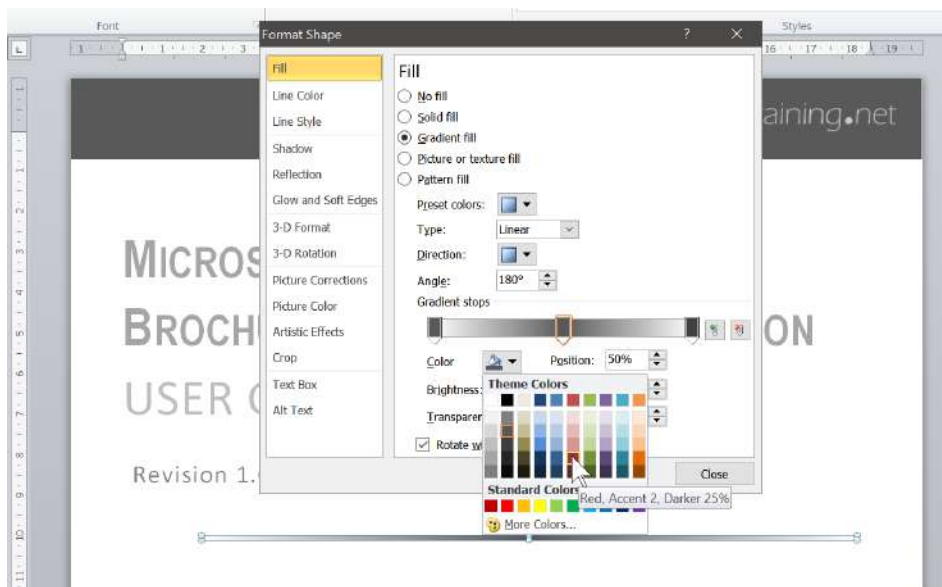
Figure 9 - Changing the colour tone of your Company Logo.



## 3. COVER PAGE HORIZONTAL RULE

To change of the colour of the cover page's Horizontal Rule, right-click on the Horizontal Rule and select **Format Shape**, the **Format Shape** dialog box will appear. On the left pane, click **Fill** as shown below:

Figure 10 - The Format Shape dialog box of the Horizontal Rule.

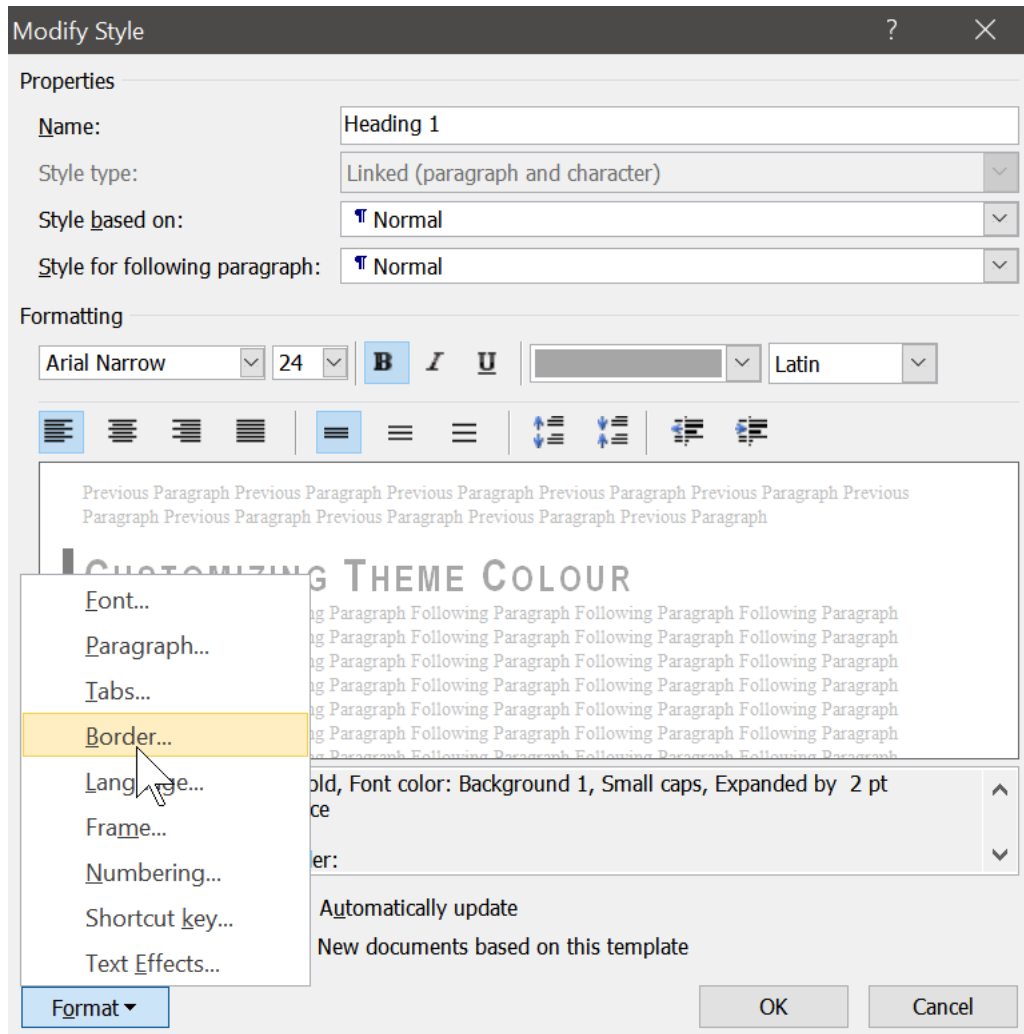


By default, the **Gradient Fill** option will be selected. Under the **Gradient stops**, click on the **middle stop button** and click on the **Color** palette to change its colour, then click **OK**.

#### 4. SECTION HEADER SIDEBAR

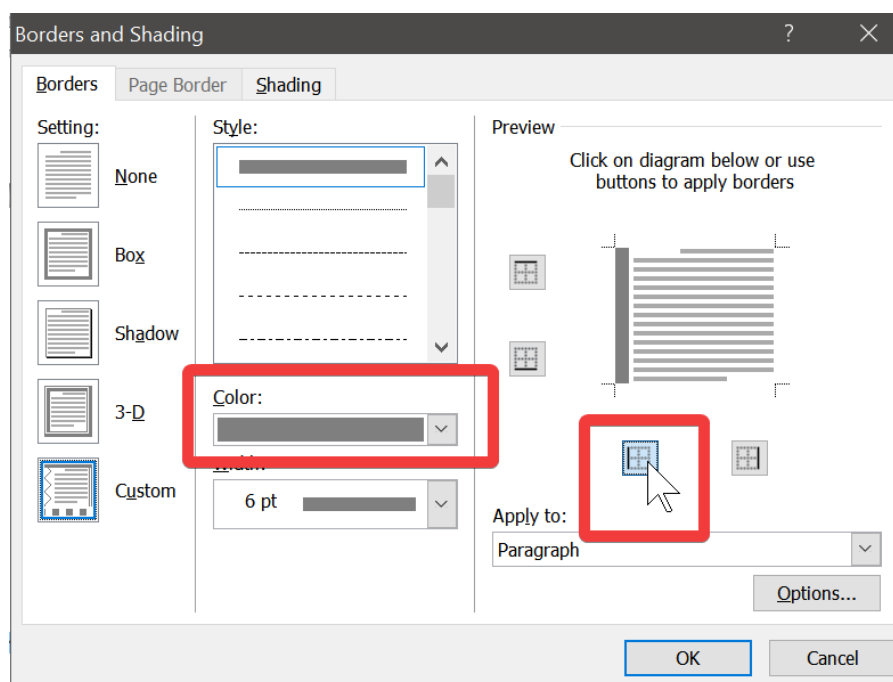
To change the Section Header Sidebar colour, click on any Section Header, you will see **Heading 1** selected with yellow borders on the **Styles** toolbar under the **Home** ribbon menu. Right-click on **Heading 1** and select **Modify**, the **Modify Style** dialog box will appear. At the bottom-left, click the **Format** button and choose **Border** as shown in the screenshot below:

Figure 11 - The Modify Style dialog box of Heading 1.



On the **Borders and Shading** dialog box, click on the **left border button** to turn it off (see **Figure 12**). On the **Color** dropdown palette, choose your preferred colour and turn on the **left border button** again (see screenshot below), then click **OK** to close the **Borders and Shading** dialog box and click **OK** again on the **Modify Style** dialog box to take effect on the new settings.

Figure 12 - Changing the left-border colour of the Section Header.



Now you have successfully changed theme colour of the Basic Edition of your training brochure to your preferred colour scheme.

## CHANGING TRAINER PROFILE PHOTO

With this training brochure template, changing the trainer photo is super easy. To change the trainer photo, just right-click on the default trainer photo and select **Change Picture** (see **Figure 7** for example). If you do not want to show the trainer photo on your training brochure, just select the trainer photo and press the **DELETE** button on your keyboard. You can simply leave the space empty or add something else, such as the favourite quote of the trainer or the list of his/her qualifications and achievements.

## CONVERTING TO PDF

Once everything has been done, the final production is to convert the training brochure of your specific training program to **Adobe® PDF** format and distribute it to your sales team. To convert your training brochure to PDF, go to the **File** menu and select **Save As**; a **Save As** dialog box will appear as shown below:

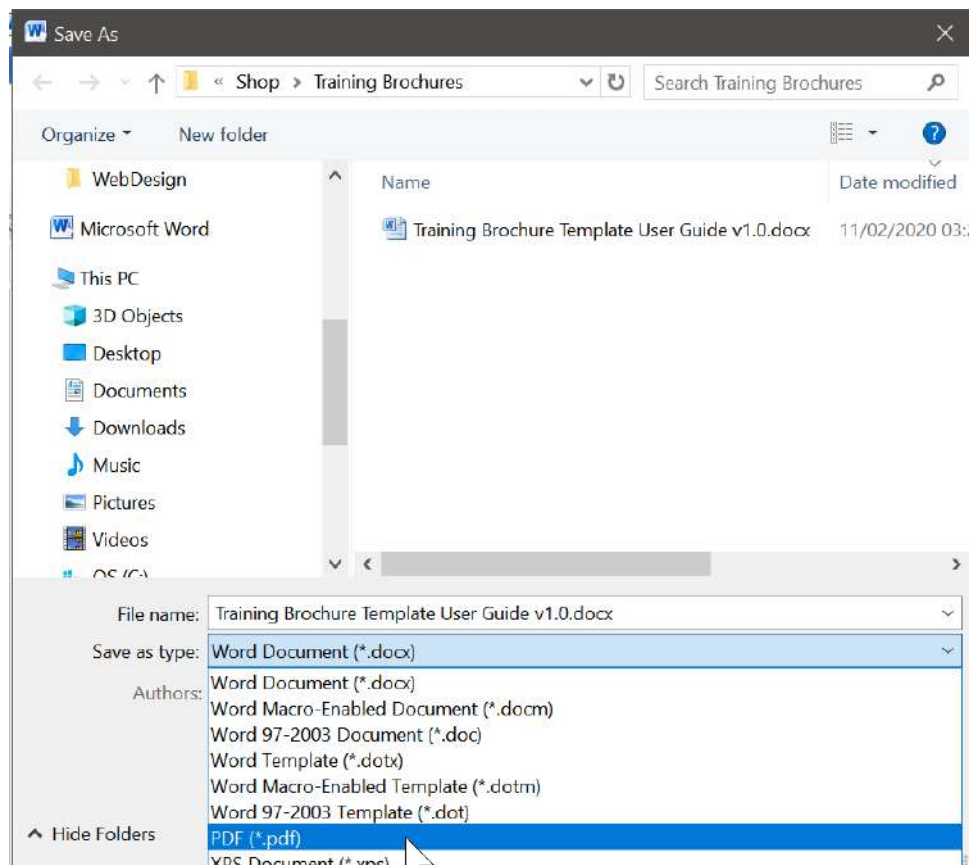


Figure 13 - Saving the final production of your training brochure to PDF file.

On the **Save as type** dropdown list, select **PDF (\*.pdf)**. If necessary, change to your preferred target folder and click **Save** – Congratulations! You are now having a professional looking training brochure in PDF file, readily to be sent to your clients!

For more advanced edition of our template products, be sure to visit [MalaysiaTraining.net](http://MalaysiaTraining.net) regularly or **follow our Facebook Page** for future updates.



## ABOUT AUTHOR



### ANTONIO OOI

Owner & Founder Of MalaysiaTraining.Net

*BSc. (Hons) in Computing, University of Bolton, United Kingdom • Microsoft Certified Trainer • Microsoft Certified Solution Developer • Microsoft Certified Technology Specialist • Microsoft Certified Professional*

Antonio is the owner and founder of OTK Web Solutions, a company that owns MalaysiaTraining.net and its brand name. He is also the designer and architect of the MalaysiaTraining.net website and its business model.

He was the former software architect and senior technical consultant of many public listed and multi-national companies, including Hicom Network Services (subsidiary of DRB-HICOM), Datacom Southeast Asia (one of the outsourced companies of Microsoft Malaysia), TRW, and CMS I-System. His last job before MalaysiaTraining.net was a Microsoft Trainer at Iversion Associates – that was the moment he obtained his Microsoft Certified Trainer (MCT) certificate. Long before MCT, he also obtained numerous certificates from Microsoft, such as Microsoft Certified Solutions Developer (MCSD), Microsoft Certified Technology Specialist (MCTS), and Microsoft Certified Professional (MCP). He graduated from University of Bolton U.K. through distance learning and he was the only student in his batch that achieved *First Class Honours* in BSc. (Hons) in Computing.

He has a strong personal belief that **people development** is the key to turn the country of Malaysia into an advanced country – provided *those who teach have the passion to teach, and those who learn have the heart and right attitude to learn*. He also believes that all training companies have no difference from schools and

universities, while professional trainers also have no difference from school teachers and lecturers – they need to demonstrate a good *walk-the-talk* **role model** for their clients to **respect** about, **admire** about, and **learn** about. This is one of the reasons that lead him to strive helping the training providers to craft their professional image via the design of MalaysiaTraining.net and its services, which eventually also leads to the opening of its online webstore that offers the quality improvement tools through its documentation template product series. He attempts to incorporate all the **industrial best practices** and **course content quality guidelines** that known to him into his template product series, by hoping to boost the quality standard of the training industry in Malaysia and drive learning needs.