

# MICROSOFT® WORD TRAINING BROCHURE TEMPLATE PROFESSIONAL EDITION USER GUIDE

Revision 1.0

## QUICK REFERENCE

- How to install and open the template  
[Go here ▶](#)
- How to restore accidentally deleted template element  
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- How to change theme colour  
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- How to change cover page background photo image  
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- How to get help  
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## DESIGNED FOR

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

- **Small and start-up training companies** who want to reduce their operational costs without compromising their training brochure quality.
- **Freelance trainers** who need to deliver more presentable training brochures to impress both their training partners and clients.
- **Training providers of any sizes** who want to overcome the need of quick delivery of training brochure in urgent circumstances without compromising their professional image and increase their deal closing rate. This is particularly important when new courses have just been acquired at the same time being urgently asked by some clients.
- **Users who need BOTH the Basic and Professional Editions** for various purposes, such as meeting the printer cartridge saving needs requested by some clients as well as for higher quality presentation to some clients with higher expectations. The Professional Edition is also having the Basic Edition template included as part of the package.

## PREREQUISITES

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

- Some basic experience on Microsoft® Word, preferably 2 to 3 years of experience at its minimum.
- Know how to insert and manipulate document header and footer.
- Know how to apply basic styles and formatting on Microsoft® Word.

## INTRODUCTION

Having a **professional image** is vital to the success of all businesses and to the **training business in particular** – as people often choose to **learn from whom they admire the most via the image implanted into their mind**. Unfortunately, professionally designed training brochures can still hardly be found in Malaysia's training marketplace, which in turn, **lowering the quality standard** of training business in the country of Malaysia as a whole. This could be due to one or more of the following reasons:

1. **Hiring an internal marketing material designer can be costly** when the core business is on training and not on advertising. This is particularly true for freelance trainers and small training companies who need to reduce their operational costs while focusing on their training quality and delivery.
2. **Getting a custom made design training brochure can be costly too**. According to one of our I'MTP members, it may go up to **nearly two thousands of Malaysian Ringgit** for a 4 to 6 pages custom made template, ranging from **RM250 to RM350 per page**.
3. The **generic marketing brochure templates** available on both Microsoft Word and online web stores **may not be right for the training business** and its common industrial practice.

In view of the above reasons, based on **our almost 10 years of experience** in the training marketplace, here comes our training brochure template, exclusively designed for the training providers in Malaysia (and even worldwide). This Professional Edition is an affordable and highly customizable training brochure template designed to meet the common needs of most freelance trainers and small training companies while **enough to**

confidently representing their training business without compromising their professional image.

## OBJECTIVES

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

1. Have a clear picture on how the final look-and-feel of their training brochure would look like.
2. Predict and estimate how easy it would be to create and customize their training brochures using this template.
3. Understand the **scope of service, usage, and support** covered by the purchase of this template.
4. Learn how to identify and describe each **template field and element** for easy learning and communication while requesting for technical support.
5. 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.
6. Learn how to change this template according to their preferred **theme colour**.
7. Learn how to change images, such as **company logo, cover page image, and trainer photo**.
8. 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:

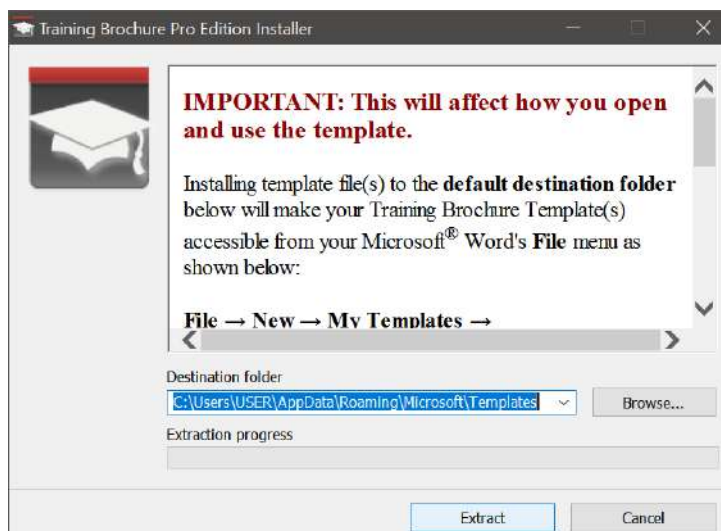
1. Locate your downloaded **Training Brochure Pro Edition Installer.exe** file with **Windows Explorer**.
2. Double-click to run your installer and read the **License Agreement** as shown below:

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 Pro 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.

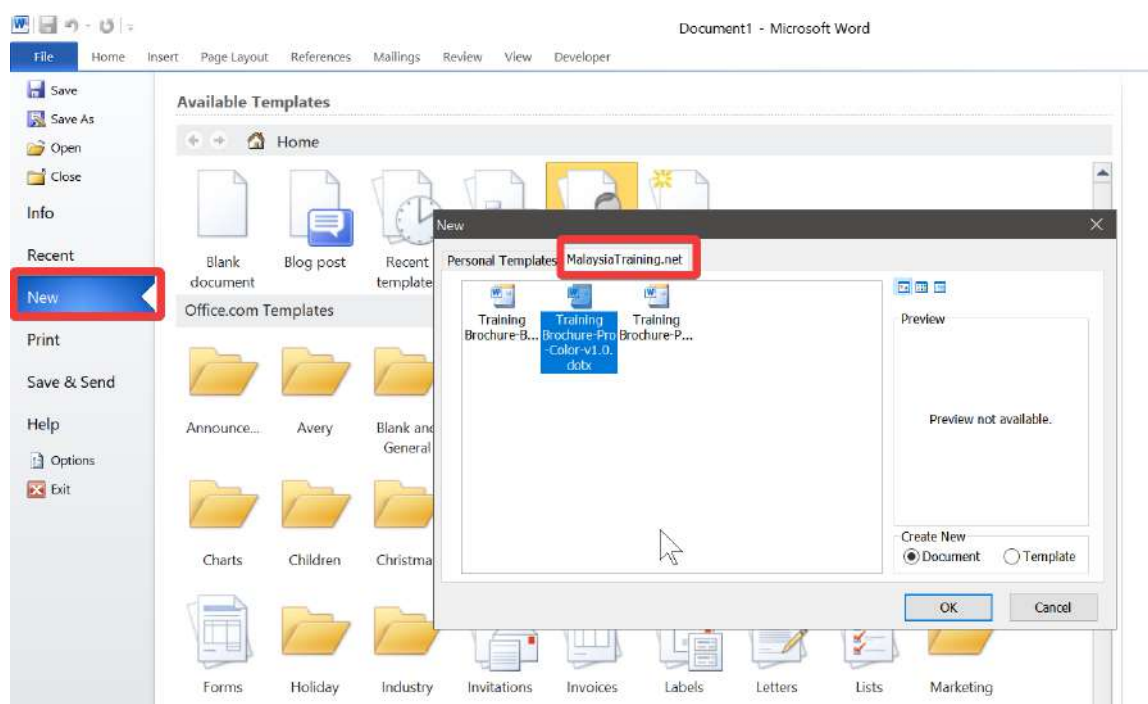


5. By default, the installer will install the templates into the following folder so that you can easily access them from within the Microsoft Word **File** menu ▶ **New** ▶ **My Templates** ▶ **MalaysiaTraining.net** tab:  
C:\Users\USER\AppData\Roaming\Microsoft\Templates

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. UNDERSTANDING TEMPLATE ELEMENTS

**Template Element** is a general term that we use to describe every single object on the template. It may include **Template Fields**, such as Text Field and Image Field. The picture below describes each element name to facilitate explanation, learning, and communication when requesting for technical support:

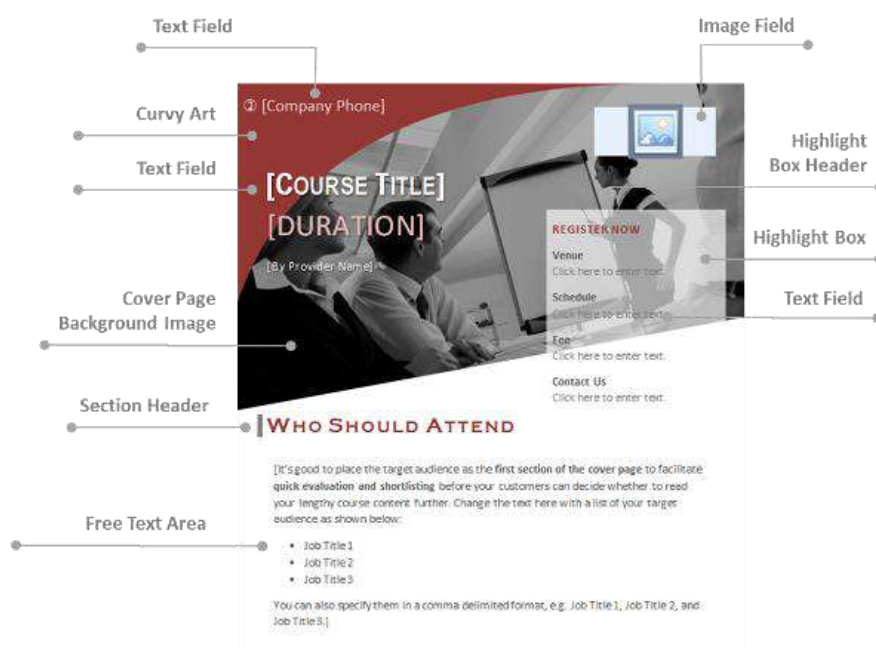


Figure 4 - The picture above shows the type of each template element on the training brochure template.

### 4. UNDERSTANDING TEMPLATE FIELDS

**Template Fields** are variables that can be filled with user defined course attributes, e.g. Course Title, Course Duration, Company Logo etc. For text fields, they often prefilled with guided text enclosed with **square brackets** [ ]. Note that some fields are removable and some are not in order to protect the core layout of the template. For more detailed information about Template Fields, see **Appendix A – Template Fields**. To start filling in the template fields with your own course content, please proceed to the next section: **Working with Template Fields**.



## 5. RESTORING ACCIDENTLY DELETED TEMPLATE ELEMENT

As mentioned in the previous section, some elements are removable and some are not. Although most of the removable elements are not mandatory to the context of a training brochure, for some reasons, some users might want to preserve them, such as the *Curvy Art*, *By Provider Name* text field, and the default public training event text fields. 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 *Curvy Art*, 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

As depicted in **Figure 4** above, 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 5 - 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 6 - 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 5**. 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:

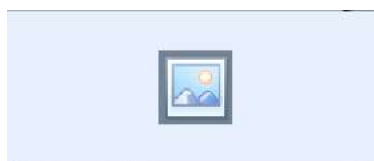
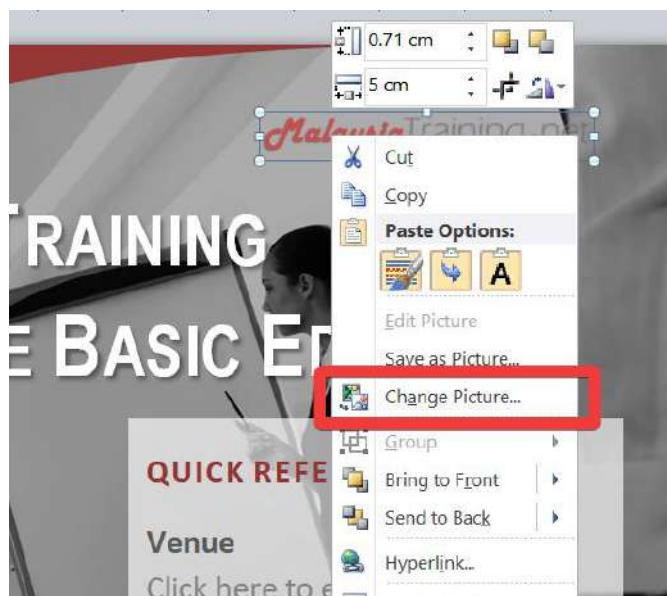


Figure 7 - Company Logo Image Field on the upper-right of the cover page.

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

To start inserting your company logo, on the upper-right of the cover page, click on the image icon as shown in **Figure 7** 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** as shown below:

Figure 8 - To change to different image, right-click on the image and select Change Picture.



## CUSTOMIZING THEME COLOUR

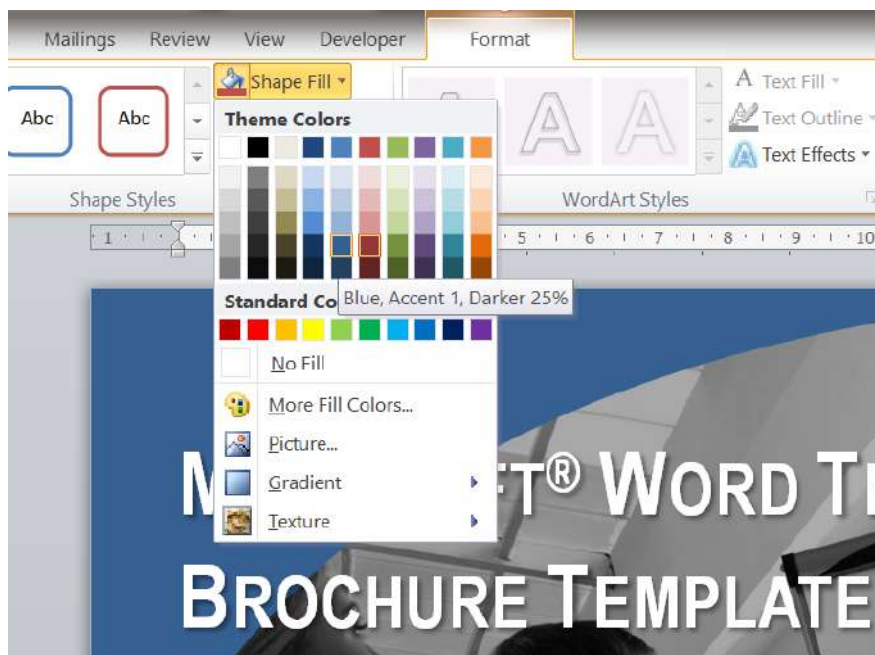
This template was designed by having in mind the balance between **ease of use** and **reliability**. Examples of reliability are like making the Curvy Art automatically available to the newly created page when a page break is inserted and also automatically update the font style of each Section Header when the header style has been changed on the **Style** toolbar. Therefore, changing theme colour on the cover page is slightly different from the rest of the pages.

### 1. CHANGING THEME COLOUR ON COVER PAGE

#### Curvy Art

Changing the colour of Curvy Art on the cover page is so much straight forward. Just click on the red Curvy Art and go to the **Drawing** ribbon menu ▶ **Format** ▶ **Shape Fill** ▶ Select your preferred colour (see picture below).

Figure 9 - Changing the colour of Curvy Art.



### Duration Text Field

Although the **Duration** text field has its own predefined style on the **Style** toolbar, it is much easier to change its colour by simply using the font colour toolbar as shown in **Figure 6**. The reason is because the **Duration** style is unique to its own and does not have multiple template elements that make use of it; therefore you can safely change its colour in a conventional way without worrying about forgetting to update the rest of the elements that make use of its styles. Another advantage of direct changing the font colour of the **Duration** text field is the ease of restoration of its default style. By simply dropdown the **Style** toolbar and select the **Duration** style name, you can immediately restore back the original style of the **Duration** text field.

### Highlight Box Header

The next element's colour that you need to change is the **Highlight Box Header**. Likewise, just use the font colour toolbar to change to your preferred colour.

### Section Header

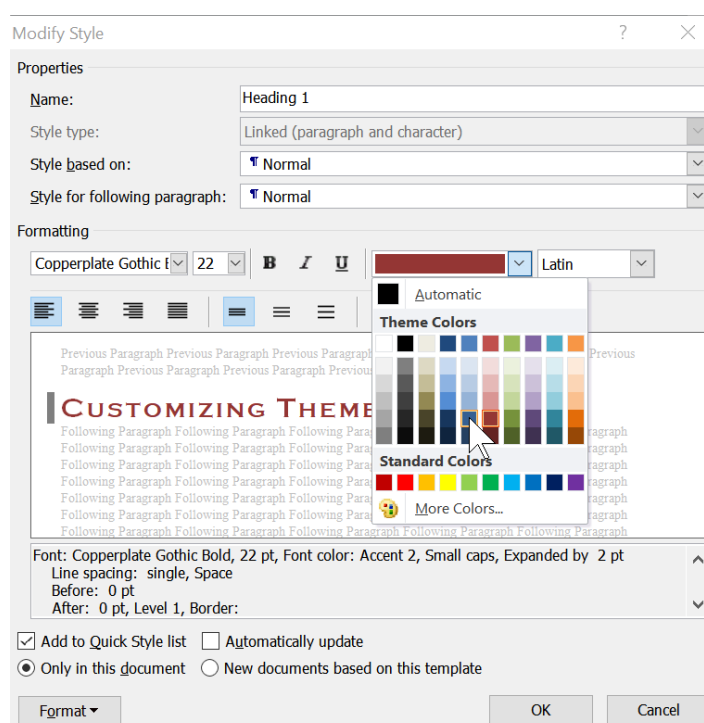
Changing the colour of **Section Header** requires slightly more steps to accomplish as it is repetitive across the entire document. Examples of **Section Header**, as depicted in **Figure 4**, are like **Who Should Attend**, **Introduction**, and **Course**

**Objectives.** To ensure the changes made are consistent to all the Section Headers, it is recommended that any customized formatting being made to the Section Header should involve the use of **Heading 1** on the **Styles** toolbar.

To consistently change the colour of all Section Headers, follow the steps below:

1. Click on any of the Section Headers, e.g. **Who Should Attend**. Notice that **Heading 1** on the **Styles** toolbar is now highlighted with yellow borders.
2. Right-click on **Heading 1** and select **Modify**, the **Modify Style** dialog box as shown below will appear.

Figure 10 - The Modify Style dialog box.



3. Under **Formatting**, dropdown the colour palette and select the colour that you want.
4. Click **OK**.

Notice that once this is done, the rest of the Section Headers will automatically apply the new colour that you selected. If you would like to **undo** what you have done, just press **Ctrl + Z** on your keyboard.

## 2. CHANGING THEME COLOUR ON NON-COVER PAGE

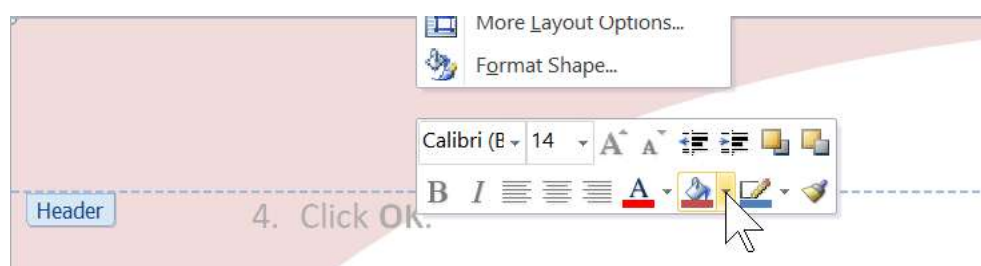
### Curvy Art (Non-Cover Page)

Changing the colour of Curvy Art on non-cover page requires slightly more steps to accomplish as it needs to be placed inside the header of the document in order for it to automatically appear on each new page whenever a new page break is inserted. This also implies that you only need to change its colour once and the rest of the pages will be automatically changed except the one on the Cover Page.

To change the colour of all Curvy Arts on non-cover page, follow the steps below:

1. Double-click on the top margin of any non-cover page; you will be shifted to the header and footer maintenance mode of Microsoft Word. Right-click on the pink colour Curvy Art and select the **Shape Fill** dropdown button as shown below:

Figure 11 - Changing the colour of the non-cover page Curvy Art.



2. Select your preferred colour and you are done!

### Day # and Trainer Name Text Field

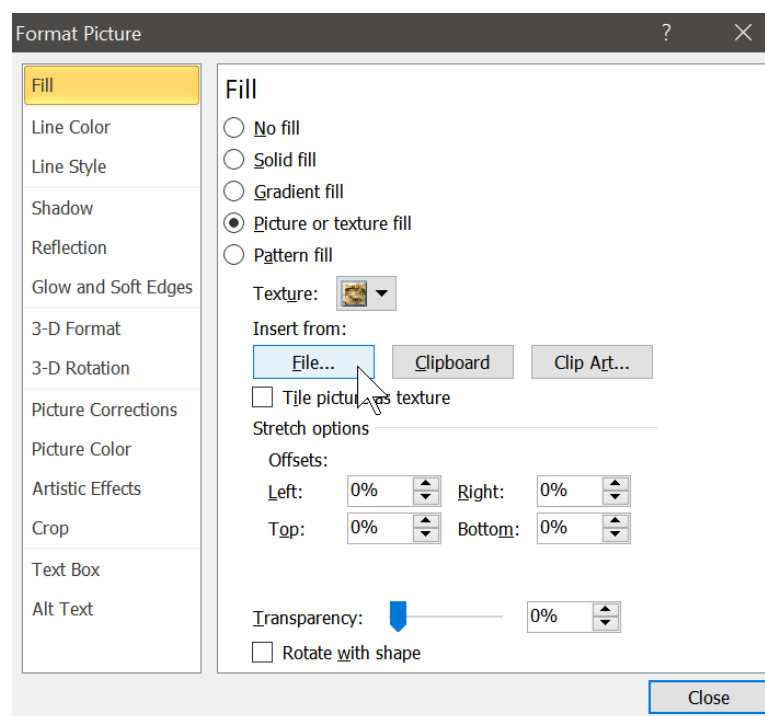
By default, Trainer Name text field and the Day # in the **Course Outline** section are using **Heading 2** as their predefined style. If you want them to be consistent in colour, then you should modify the style of **Heading 2** instead of changing its font colour separately. To modify the colour of **Heading 2**, just follow the same method as described in previous section, **Section Header**.

# CHANGING COVER PAGE BACKGROUND IMAGE

This template shipped with the cover page background image that is suitable for most types of training courses. However, users are free to change the photo image according to their liking. To change the cover page background image of this template, follow the steps below:

1. Right-click on the background image right below the By Provider Name text field and select **Format Shape**.
2. On the left panel of the **Format Picture** dialog box, select **Fill** (see screenshot below). Notice that **Picture or texture fill** is pre-selected by default.

Figure 12 - The Fill section of Format Picture dialog box.



3. Click the **File** button and choose your preferred photo image to replace the existing one. Make sure your image is large enough fill up the entire page width of this template.
4. Click the **Close** button and you are done. If you would like to change the brightness of your photo image, just make sure your background image is still remain selected. On the **Picture Tools** ribbon menu, click **Corrections** and choose your preferred brightness for the photo (see screenshot below). If you want to



change your photo image into greyscale, just right next to the **Corrections** button, click **Colors** and choose the greyscale colour.



Figure 13 - Changing the brightness of your cover page background image.

## CHANGING TRAINER PROFILE PHOTO

With this training brochure template, changing the trainer photo is super easy. You can replace the default photo with your trainer photo without affecting the frame shape of the design. To change the trainer photo, just right-click on the default trainer photo and select **Change Picture** (see **Figure 8** 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:

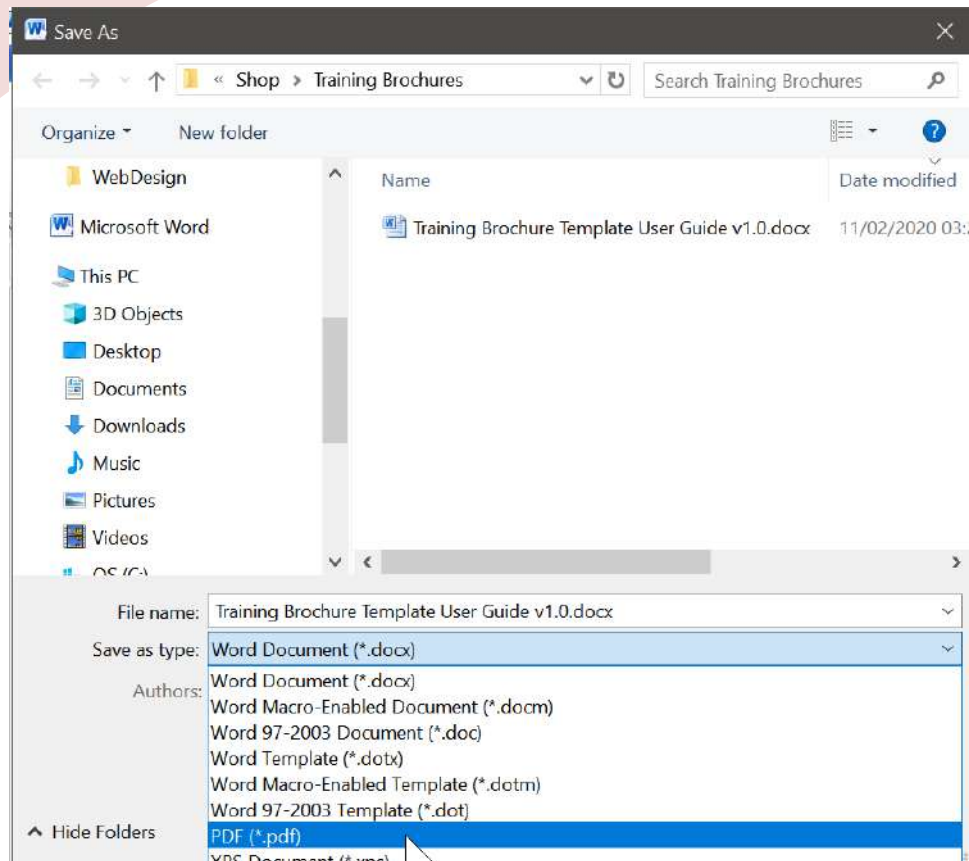


Figure 14 - Saving the final production of your training brochure to PDF file.

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 impress 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



### 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 OOI

*“If we can’t get people to **admire us**, we can’t get people to **learn from us**, and this is when our **professional image** comes into play.” – Antonio Ooi, founder of MalaysiaTraining.net*

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.

## APPENDIX A – TEMPLATE ELEMENTS

This appendix acts as a good reference for the following purposes:

- To find out if a particular template element is **removable**. If it is being specified as removable but still unable to be removed and vice versa, please contact our technical support at [support@malaysiatraining.net](mailto:support@malaysiatraining.net).
- To determine the default style name of a specific template element and facilitate customization or the restoration of its default styles.

The following table describes each type of template elements and its characteristics:

Element Name	Element Type	Removable	Default Style Name
<b>Cover Page</b>			
Background Image	Shape	Yes, but not recommended	None
<b>By Provider Name</b>	<b>Text Field</b>	<b>No</b>	<b>By Provider Name</b>
<b>Duration</b>	<b>Text Field</b>	<b>No</b>	<b>Duration</b>
Company Phone	Text Field	Yes	Normal
<b>Company Logo</b>	<b>Image Field</b>	<b>No</b>	<b>None</b>
<b>Course Title</b>	<b>Text Field</b>	<b>No</b>	<b>Course Title</b>
Curvy Art	Shape	Yes, but not recommended	None
Highlight Box	Shape	Yes, but not recommended	None
Highlight Box Header	Text	Yes	Heading 2
Venue	Text Field	Yes	Normal
Schedule	Text Field	Yes	Normal
Fee	Text Field	Yes	Normal
Contact Us	Text Field	Yes	Normal
Section Header	Text	Yes	Heading 1
Free Text Area (Section Content)	Text	Yes	Normal
<b>Header, Normal Page</b>			
Doc. Control No.	Text Field	Yes	Normal
<b>Footer, Normal Page</b>			

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Designed by	Text	Yes	Normal
MalaysiaTraining.net Logo	Image	Yes	None
<b>Copyright Info</b>	<b>Text Field</b>	<b>No</b>	<b>Normal</b>
Page No.	System Page Number	Yes	Normal
<b>Trainer Profile</b>			
Trainer Photo	Shape	Yes	None
Trainer Qualifications	Text Field	Yes	Normal
Trainer Name	Text Field	No	Heading 2

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