How to Make a Pamphlet on Google Docs

Among the dozens of traditional print materials, pamphlets and brochures are perhaps one of the most common and widely used. Both are used to advertise products, services, and even events. Not only are pamphlets versatile and applicable in a lot of industries, but they also come in a variety of sizes too. You have your standard tri fold pamphlet, double-sided brochures, and half-fold pamphlets. The guide below will walk you through a series of steps in creating a simple yet effective promotional pamphlet using Google Docs.

SUMMARY

- To create a pamphlet using templates on Google Docs: Select **Template Gallery** found in the Google Docs homepage *or* select **File**, then **New** followed by **From Template** on the editor page. Choose a template that best suits your needs and preference.
- To create a trifold pamphlet: Select **Blank** on the Google Docs homepage. Insert a **Table** with three columns. Customize it by adding text, images, and other media. Adjust the margins, spacing, and page layout accordingly.

# How to Make Pamphlets Using Templates in Google Docs

Similar to Microsoft Word, Google Docs uses time-saving templates to help you create your documents in a fast and efficient way. Follow the instructions below to make a basic pamphlet using templates found on Google Docs.

1. On the Google Docs homepage, click **Template Gallery** to see the complete selection of available templates.
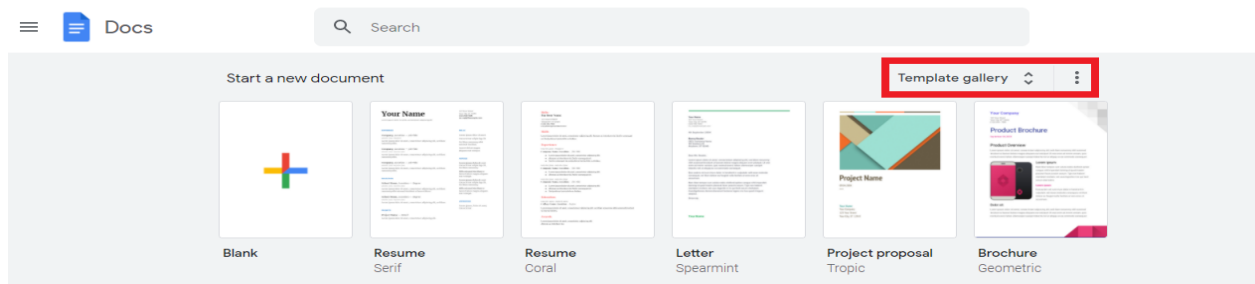
Note: A Google account is necessary to login and edit Google Docs.

2. There are no specific pamphlet templates in the gallery, but the closest template you can use are the two versions of **Brochure**, as seen below. You can use either one, whichever is best suited to your needs.
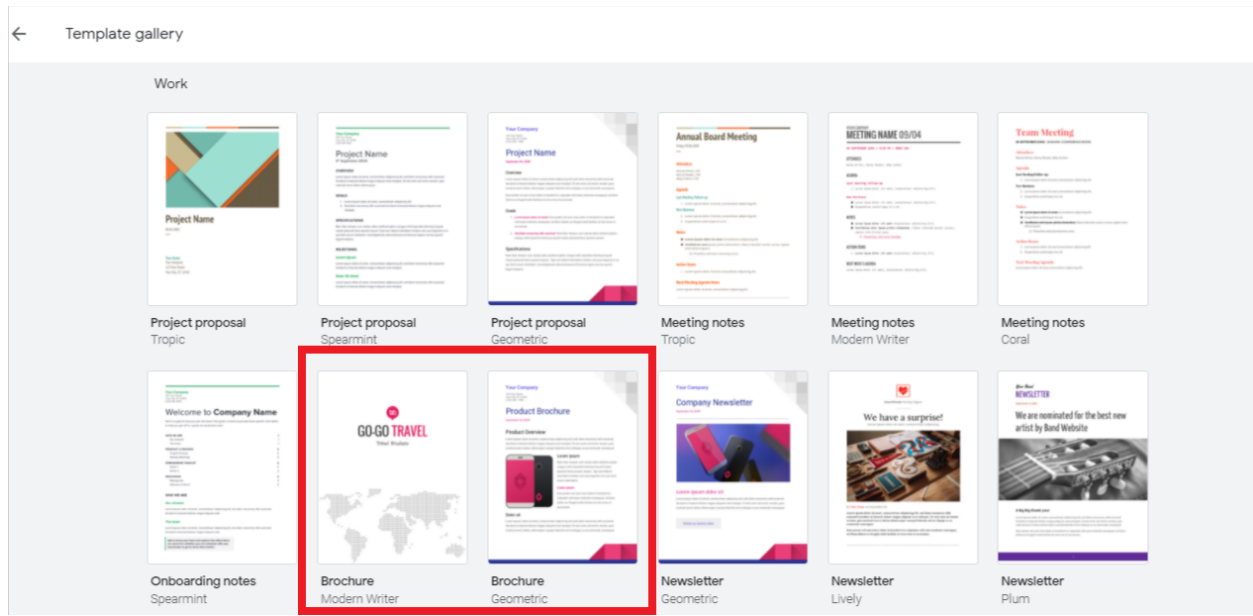
3. Highlight the words to edit the text. Change the color palette, remove, or add images to further personalize your pamphlet.
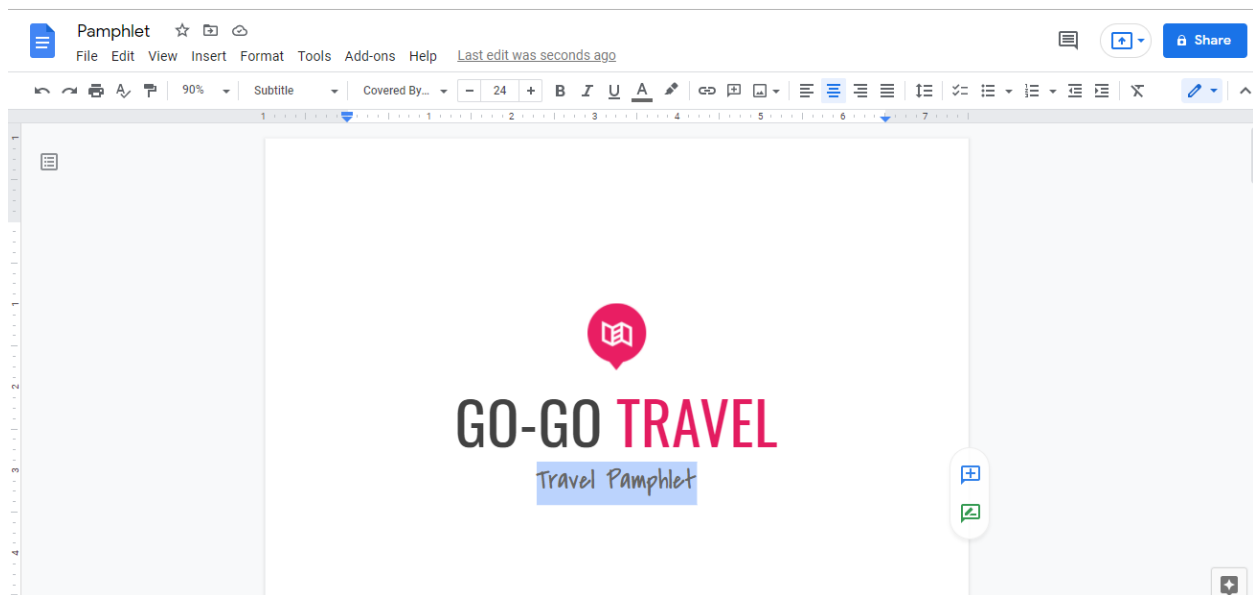
4. Give your document a name by editing the text bar on the upper left corner. You can save the file, download it, print it, or share it to other people.

Note: If you are looking for a wider selection of pamphlet designs, Template.net has dozens of editable pamphlet templates that you can easily download.

## How to Create a Trifold Pamphlet Using Google Docs

One of the most common types of pamphlet is the tri fold pamphlet. This requires some slight tweaking in the format using Google Docs. Follow the step-by-step guide below to get started.

1. Open a new blank Google Docs document. On the menu bar, click **Insert** then add a **Table**. Hold and select 3 x 1.
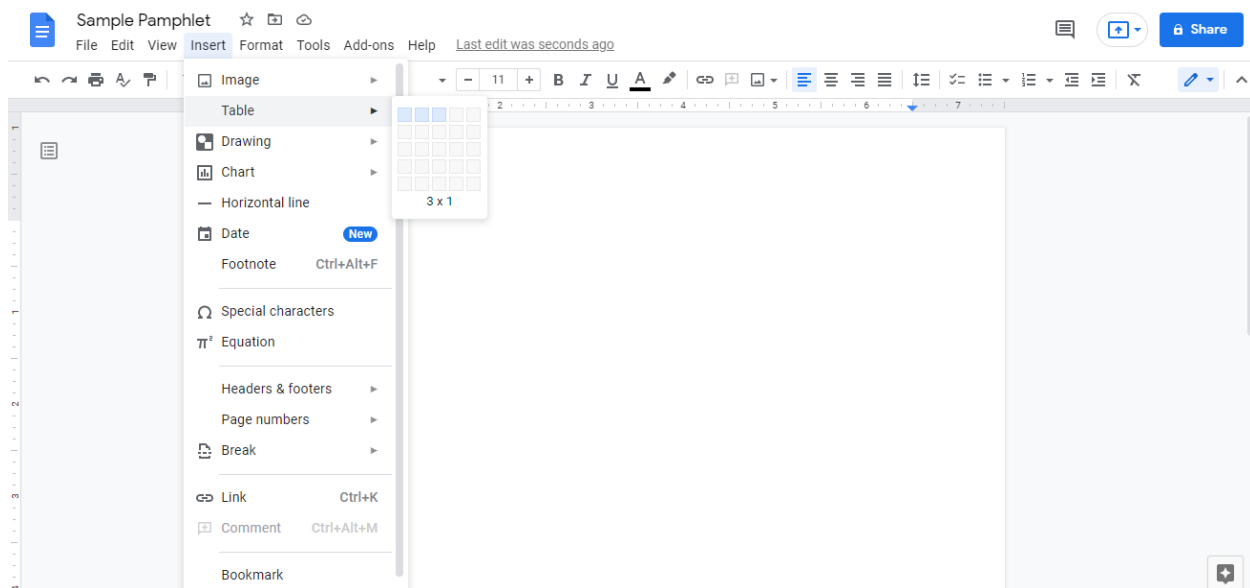

Note: You can change the page layout to landscape for a wider orientation. Simply click the **File** tab on the menu and select **Page Setup**.

2. Hold and drag the bottom line of the table to lengthen it. Insert text and other media in the three columns to make a trifold pamphlet.
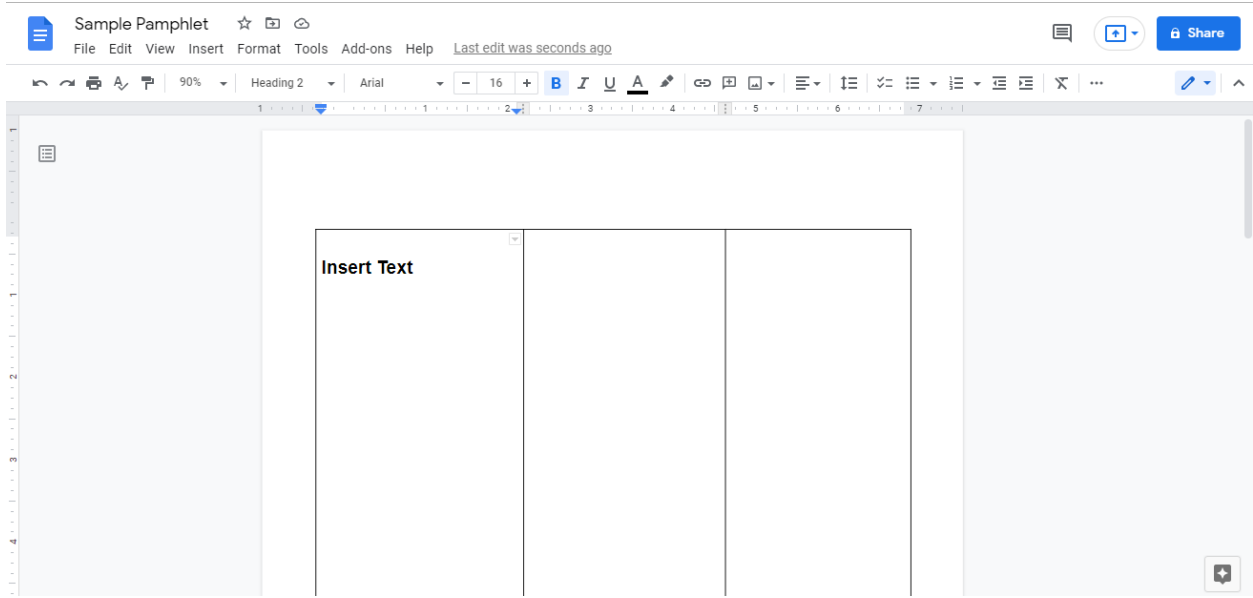
3. To add images, select **Insert** on the menu, then click **Image**. You have the option to upload photos from your computer or search for images online. If you opt to do the latter, you'll find a search bar on the upper right corner of your screen. Simply type in a keyword, select a photo, and click **Insert**. Add as many photos as you like.
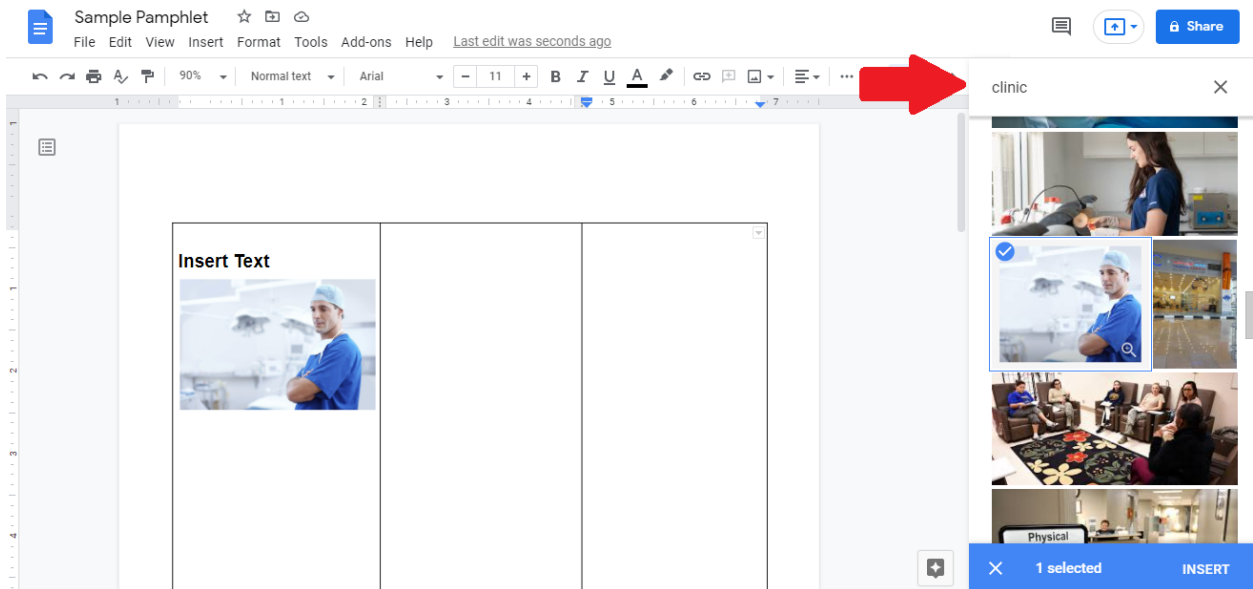
4. If you wish to customize your pamphlet's borders and background colors, simply highlight the table or column and right-click. Select **Table Properties** and adjust the settings accordingly.
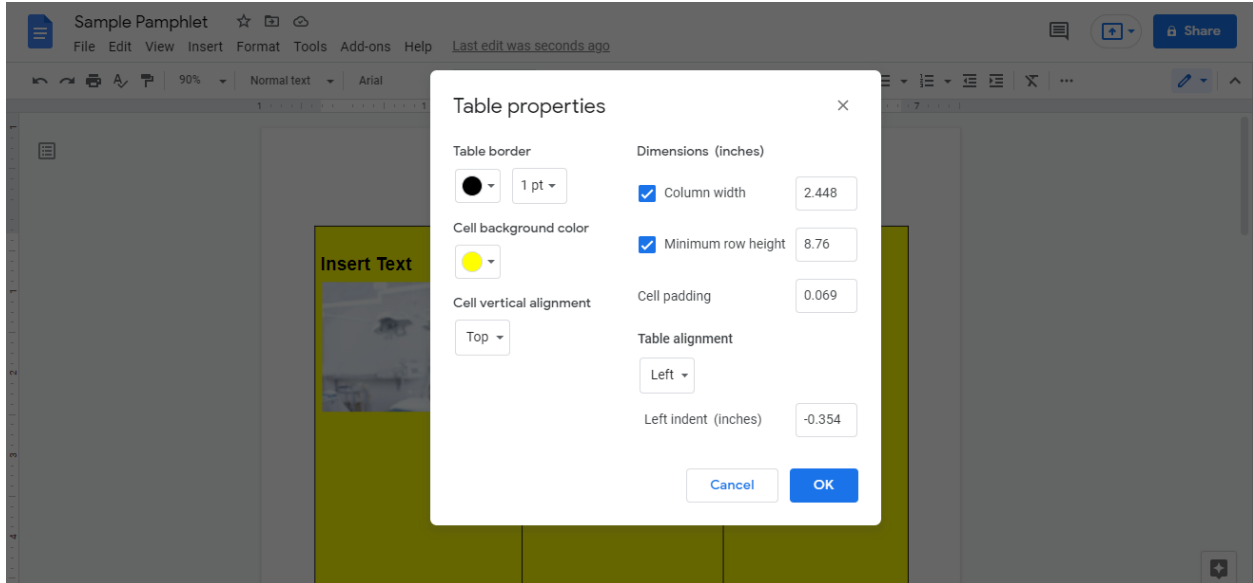
5. After editing, you can download a copy in your preferred format on your computer. Otherwise, your document is automatically saved to your Google Drive.