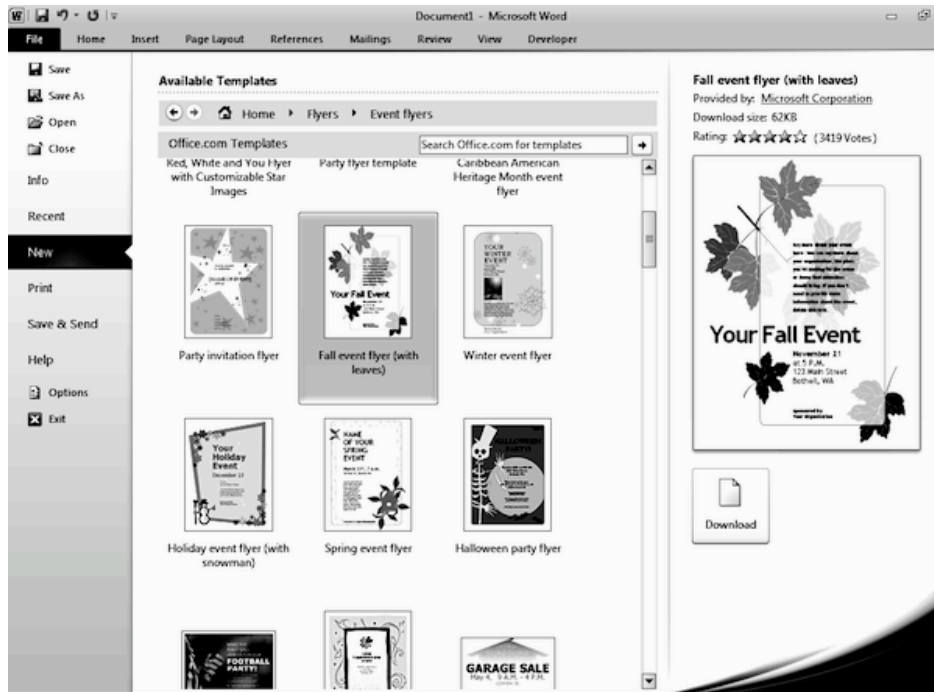## Using a Template to Make a Flyer

There are many reasons why you would like to make a poster or a flyer. You might want to advertise an event for an organization you belong to, or post a notice on a bulletin board about a garage sale. Or you might want to help a friend find a lost pet.

Making a Flyer the Quick Way with a Template

From the **File** tab, select **New**, and then select **Flyer**, from the office.com templates. Here you have a large group of flyers from which to choose. After you select the flyer you want, click on the **Download** button. Your flyer will be downloaded from the Microsoft Web site, the same way all online templates are.

When you save this flyer template to your computer, you can use it as it is, or you can make changes to the document. The amount of changes
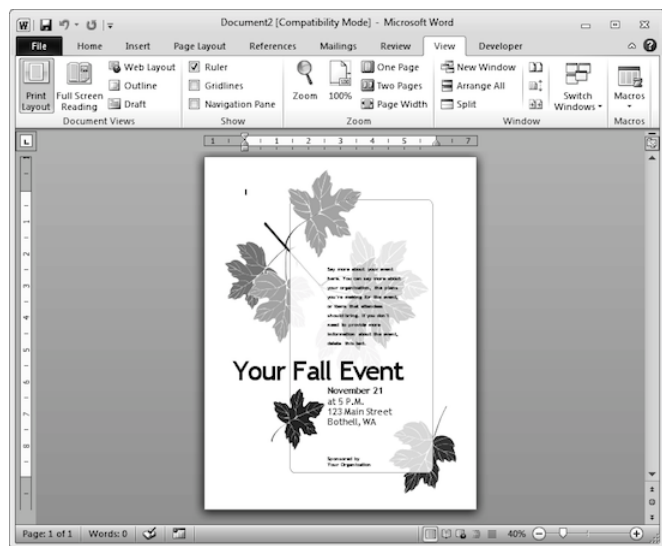
you can make will depend upon the template. In the case of this one, you will only be able to change the text. In others you can also change the graphics.

Making a Flyer from Scratch

Set up a flyer the same way you would any other document: go to the **File** tab and select **New**, then **Blank document**. Set up your margins by selecting the **Page Layout** Tab, clicking on the **Margins** section and choosing a set of preset margins, or set your own.
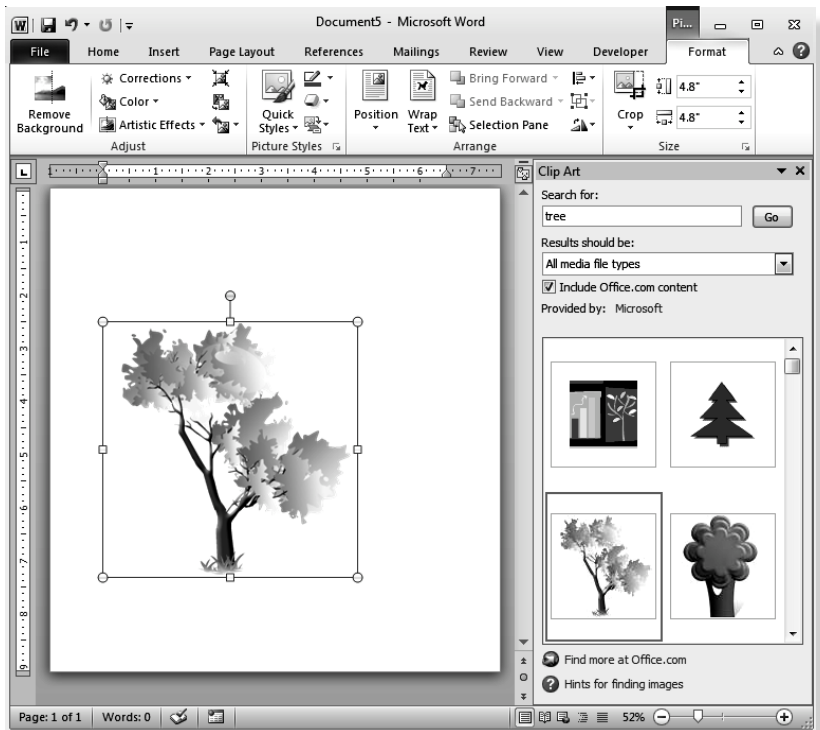
Putting a Picture in Your Flyer
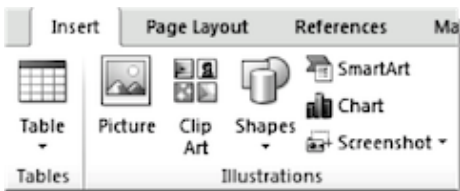
Find the **Illustrations** group in the **Insert** Tab. Here's where you can begin inserting all kinds of pictures.

Inserting Clip Art

You'll probably want your flyer to include a picture. One option is to add clip art. Word software comes with a collection of clip art. To see what's available, click on the **Insert** tab on the **Ribbon**, and select the **Clip Art** button in the **Illustrations** group. You can search by subject to find a piece of clip art or you can look through all the categories. When you see a picture you want, either double-click it or click the **Insert** button. When you do, the picture will appear where you have placed your cursor.

http://www.youtube.com/watch?v=wUotChm6AAA

Inserting a Picture from Your Computer

You may have a picture on your computer that you'd like to use in the flyer. Browse to the Pictures section of Libraries and select a photograph.

Formatting Pictures

When the picture first appears on the page, there's a chance it may not be the right size. To resize your clip art or a photograph you choose from your computer, select it.
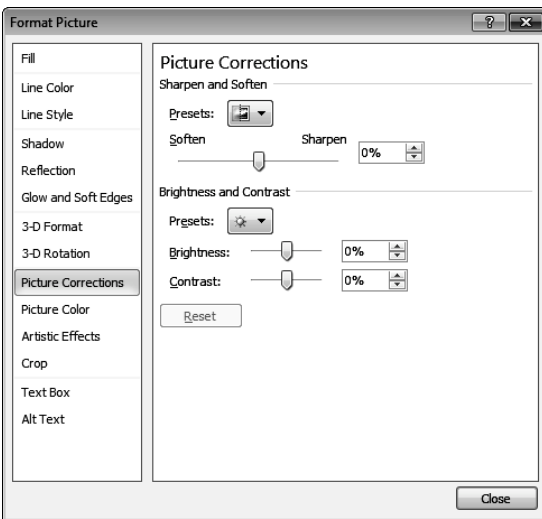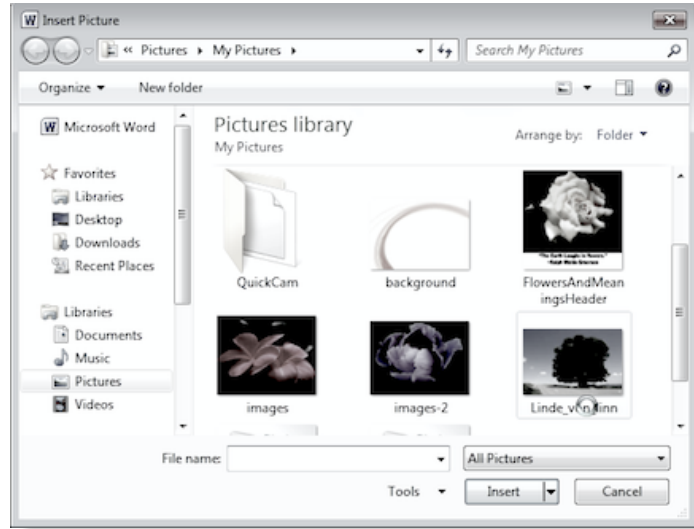
When you select your picture, a **Picture Tools** ribbon will appear. Here you'll see groups of formatting tools. The first is **Adjust**, where you can change the way the picture looks, by changing brightness, contrast and color. The second is **Picture Styles**, which add borders, shadows and reflections to your picture.
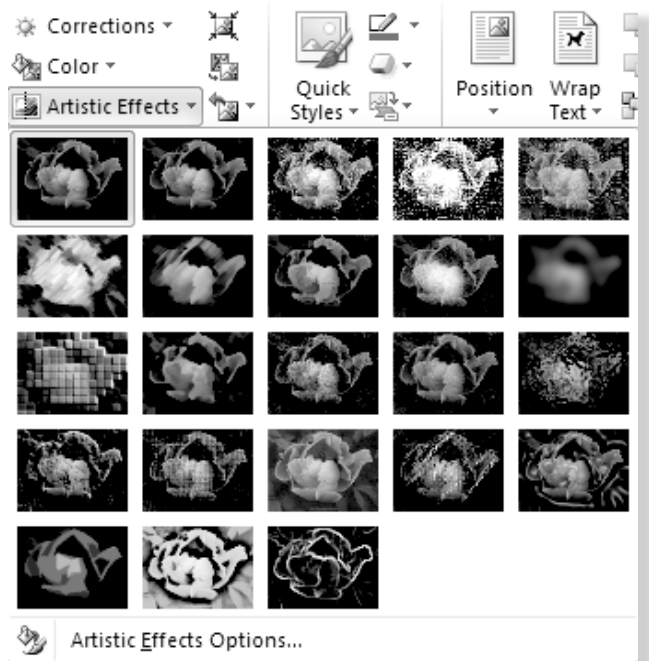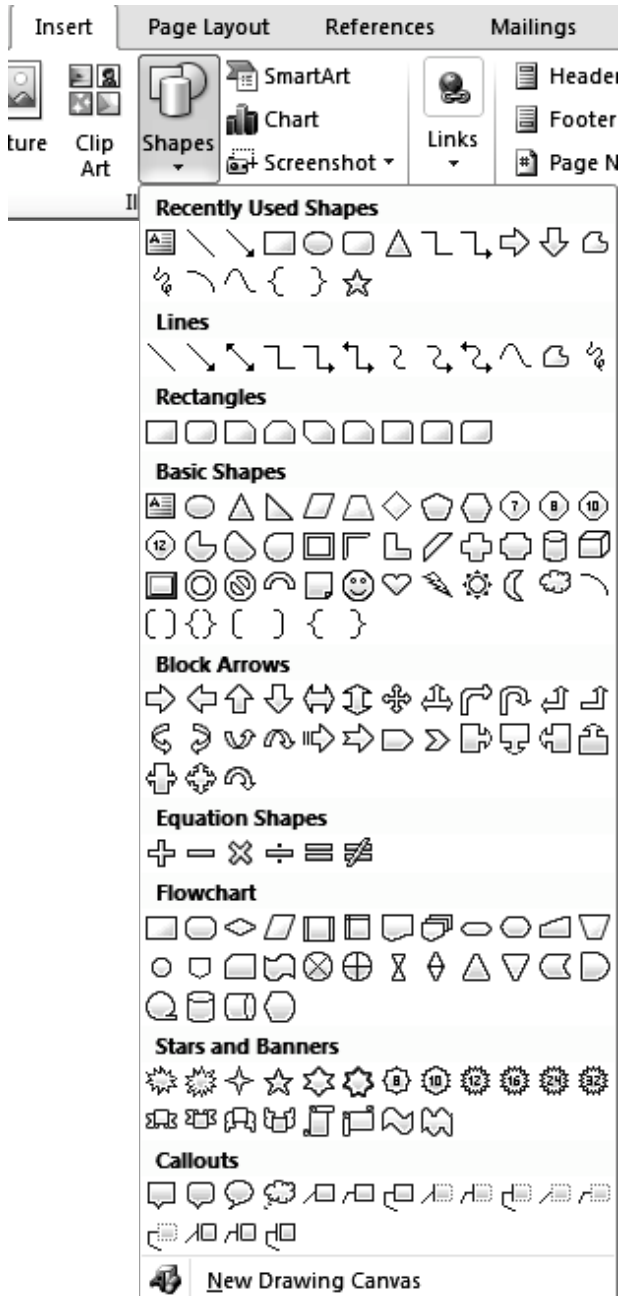
Picture **Size** is another group, which includes a cropping tool. Cropping comes in handy if you want to include part, instead of all of a picture. Hint: If you don't like your cropped picture after all, double-click on it and to get the Format **Picture** button.

http://www.gcflearnfree.org/word2010/17.2
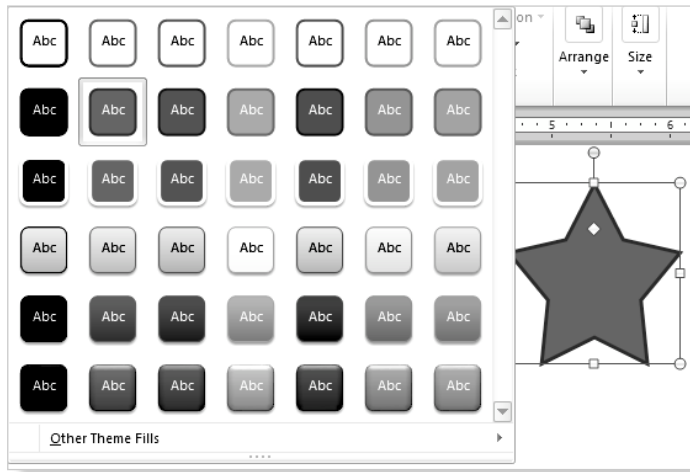
Drawing Tools Contextual Menu

Insert a Shape

In the **Illustrations** group of the **Insert** tab, you'll see **Shapes** with a little triangle under it. Click on the triangle to get these choices:

• Click on the shape you want.

• Then click on the page where you want your shape to be (Notice that the cursor has changed into a cross.)

• Click and drag across the page and you'll see the shape get bigger.

• To draw a proportional shape, hold down the shift key and drag.

• Once your shape is drawn, and when you click on it to make it active, you'll see the shape has handles, which you can use to make the shape bigger or smaller. You can copy and paste a shape, just the way you would a word or a sentence. Or, you can move a shape to a new location.

• You can rotate a shape by dragging the green handle.

• If your shape has a yellow handle in it, you can edit the shape itself.

• You can even add text to a shape by right clicking on the shape, selecting **Edit Text**, and inserting your text.

Modify a Shape's Style

When you select your shape, a contextual ribbon (Drawing Tools) will appear. Click the **Format** tab. Now you'll see the **Shapes Styles** group. Click the **More** drop-down arrow for all the choices. Hover your cursor over the styles for a preview, and then make a selection.

To change the shape's color, click on the **Format** tab, then the **Shape** Fill command to see your choices.

http://www.youtube.com/watch?v=71AEdMCSsf0

Ways to Put Text on Your Flyer

Type Directly on Your Document

If you want only a few lines of text in your flyer, just type them into your document. However, if you want to make a caption for your photograph, or position text on only one part of your flyer, you should make a text box.

Making a Text Box

Select the **Insert** tab, go to **Text** group and click the **Text Box** button. When the menu appears, you will have a choice of a variety of preformatted or built-in text boxes. Hover the cursor over the options and you will see what your text box would look like using each one. Click on a text box. It will appear where you have put the cursor on the page. If the text box isn't the right size, you can make it either bigger or smaller by grabbing one of the text box corners and dragging it so it is right. Notice that you can also draw a simple text box. When you click on that icon, you will see a cross. Click it your document and drag to draw a text box.

http://www.youtube.com/watch?v=6Fc2gMSKDPw

Select a Font

Click on the **Home** tab to see the **Font** group. You can pull down the font list to see all the font options. Or instead, you can right-click on your document and you will see a menu that includes fonts. Here's where you set the font size. Because you want people to notice your document, you will probably want to make the type size fairly large. Experiment with different fonts and see which ones are the most readable or the most appropriate for your flyer.
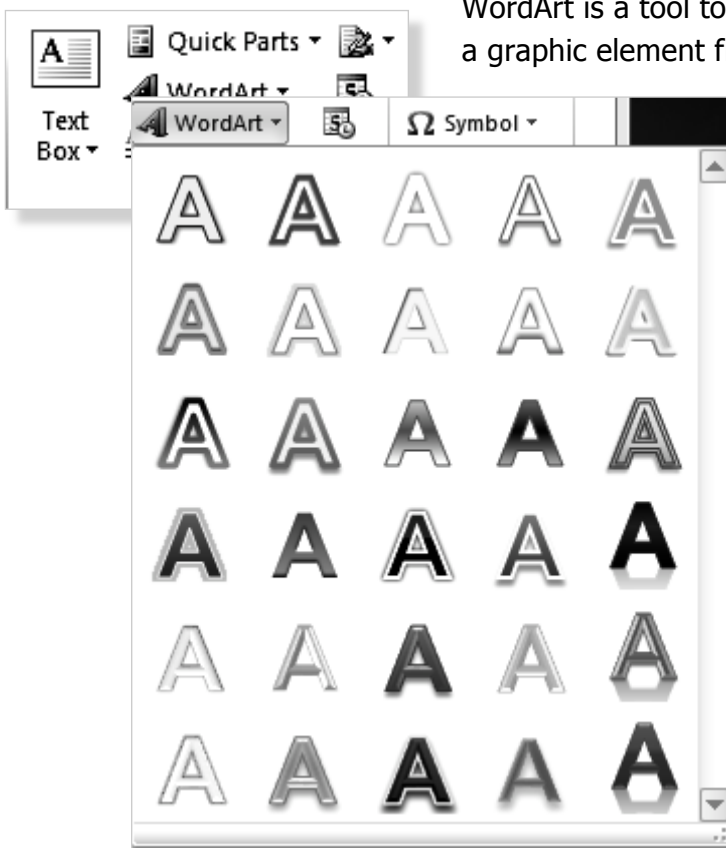
Format Text in a Text Box

The text in your text box can be formatted the same way you format any other text in your document.

Making a Caption for Your Picture

Follow the same steps you took to make a text box. Drag it under your picture.

Adding WordArt

WordArt is a tool to make a decorative headline to make a graphic element from one to several words. Select a text headline or a few other words of text. In the **Text** section of the **Insert** tab, click WordArt.

You'll see the **Quick Styles** dropdown menu. Make your selection and click **OK**. A text box will appear around your text. You can resize your WordArt by dragging diagonally on the handles. Once you've made a selection, notice that your ribbon will change to the **Format** tab of WordArt Tools, where you can modify your selection. When you select **Text Effects** in the WordArt Styles group, you'll see a drop-down menu, which you can hover over to get a preview of what your word or words will look like.

WordArt Effects Options
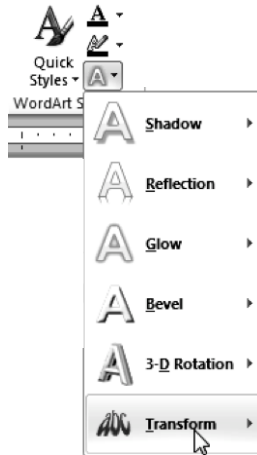
For each of these effects, click the triangle to see the full menu of options. As you hover over each one, you will see what it would look applied to your WordArt. In addition, each set of options has additional menu choices, which you can see when you click on Options at the bottom of the menu.

In the Transform effect, when you click on an object, you will see several purple diamonds, which you can grab to manipulate the shape.
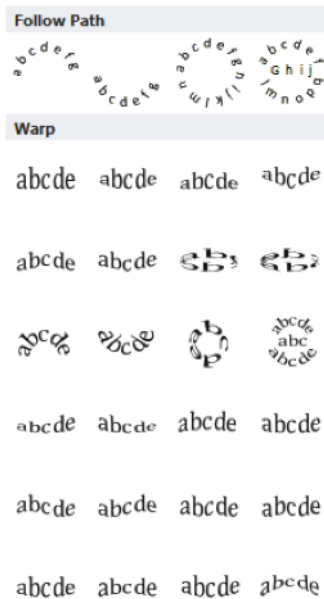
Exercises

Make a Simple Flyer

1. Open a blank document. Click on the **Office Button**, and select **New**.
2. Save and name your new document.
3. Click on the **View** tab, and look for the **Zoom** group. Select **One Page**.
4. In the **Margins** section of the **Page Layout Tab,** select one of the margin options. Click OK.
5. Click on the **Home** tab. Select center text from the **Paragraph** group.
6. Type: Missing!
7. In the **Insert** tab, go to the Illustrations group and click on the **Clip Art** icon.
8. Explore the choices, and then select a picture in the Animal category. Click **Insert**. Notice that the picture will appear where you have placed your cursor. You also can select a picture and drag it into your document.
9. Type: Have you seen this beloved family pet? Big reward for safe return. No questions asked. Call 562-555-1212.
10. Select all your text and make it the appropriate size and style for your flyer. You can make your font choices either by going to the **Font** group on the **Home** tab, or by right-clicking when you're in your document.
11. Save.

Create Letter to a Friend

1. Tell your friend something about the Port of Long Beach. Look in the Word 2007 folder for the Word document about the port and a picture file.
2. Set your margins.
3. Select the font.
4. Include at least two pictures.