

This tutorial will show you the steps to create this simple Flyer using Corel Draw.

Steps

- 01: Document Setup
- 02: Margins
- 03: Margins Continued
- 04: Add Text
- 05: Format Text
- 06: Edit Text
- 07: Format Text Window
- 08: Line Spacing
- 09: Add More Text
- 10: Uniform Fill Window
- 11: Custom Color - RGB
- 12: Set Text Outline
- 13: Interactive Drop Shadow Tool
- 14: Drop Shadow Presets
- 15: Drop Shadow Settings
- 16: Feathering Direction
- 17: Royalty Free Images
- 18: Place Images
- 19: Arrange Images
- 20: Save File



To View a larger image, follow the link [Easter Egg Hunt Flyer](#)

If there is anything that is unclear to you, or you spot any mistakes, please send email to feedback@flyertutor.com Suggestions are always welcome.

Step 01: Document Setup



After opening Corel Draw on your machine, go to the **Menu Bar** and select **File > New**. A blank document will appear. You will also notice the **Property Bar** above.



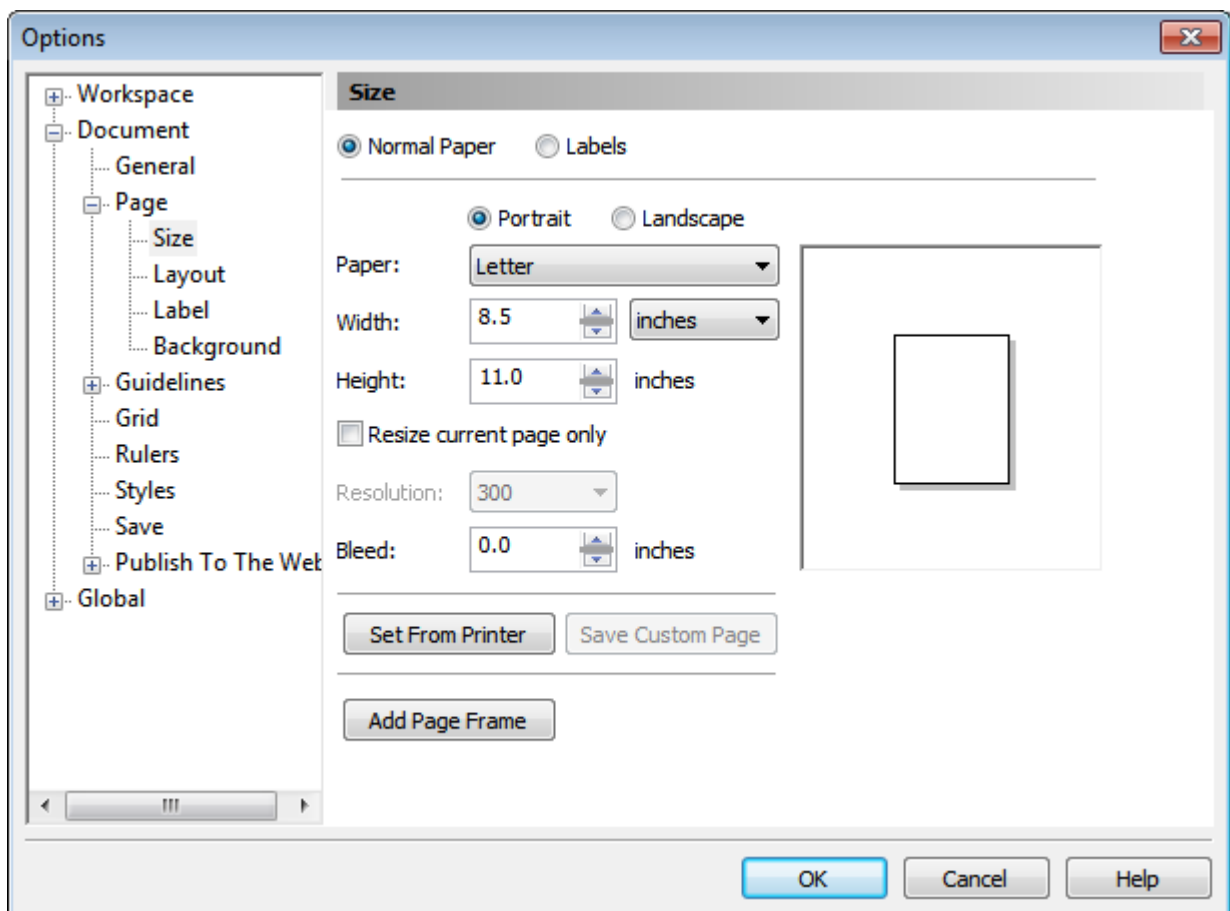
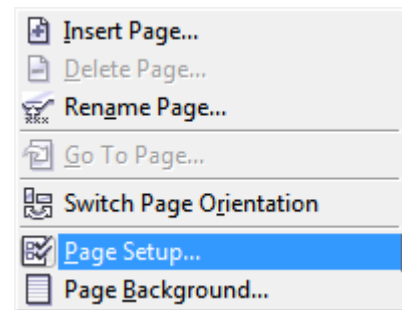
Here you can adjust the **Paper/Size Type** to **Letter 8.5" x 11"** and the **Orientation** to **Portrait**.

Step 02: Margins

To set **Margins**, go to the **Layout Menu > Page Setup**.

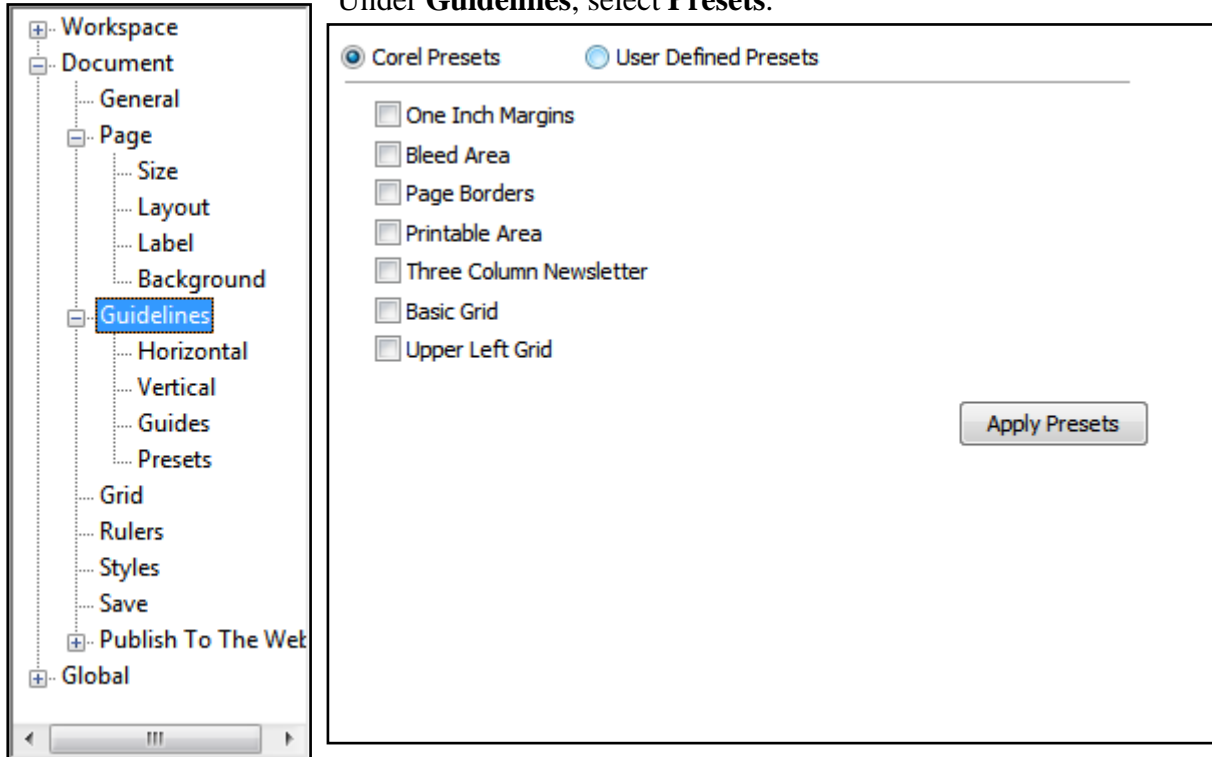
This will open the **Options Window**.

Double click on **Guidelines** to the right.

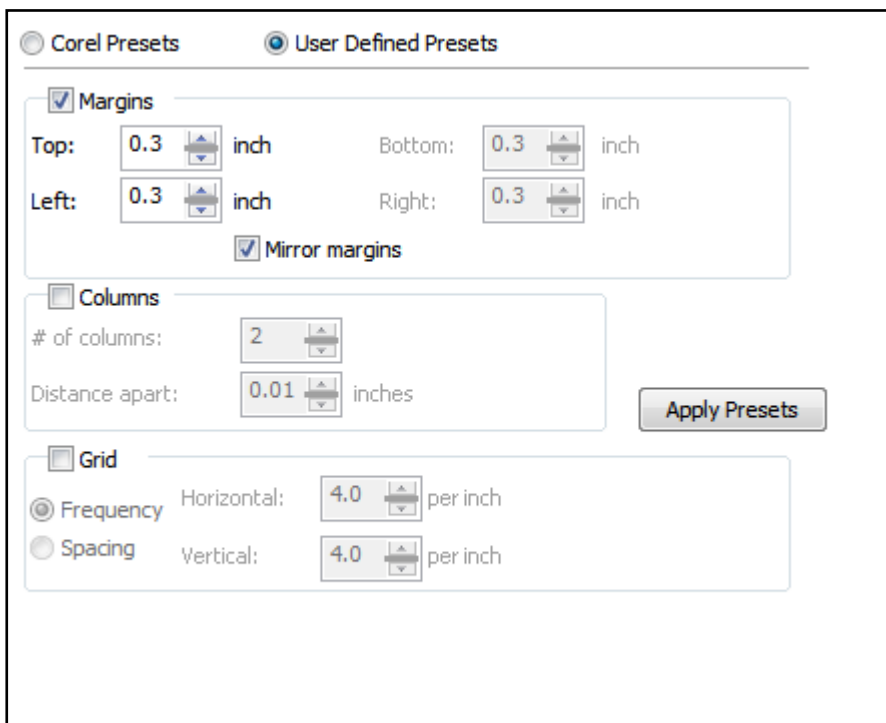


Step 03: Margins Continued

Under **Guidelines**, select **Presets**.



Select **User Defined Presets**.




Select **Margins**.

Set **Top** and **Left** to "0.3" inches, then check the **Mirror Margins Box**.

Click **Ok**.

Step 04: Add Text



Select the **Text Tool**  from the **Tool Box** located to the left of the screen. Click anywhere on the canvas and start typing. Start with the event's address.

"Adrienne's Recreation Center
495 Aiden St.,
Atlantis Place, Atlantis 34332
Tel. 555.666.5555
Fax 555.666.7777"

Step 05: Format Text

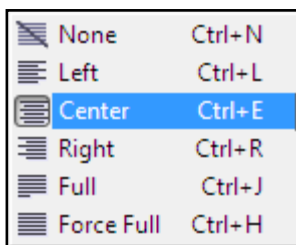
Select the **Text** by clicking anywhere over it. Notice that the elements of the **Property Bar** have changed.




Click on the **2nd Down Arrow** next to the **Font List** and choose a **Font**. Here it is set to "**Segoe Print**" which is a free **Font** that was downloaded at www.FontFreak.com.

The **Font Size** should be set to "**18**". However set the **Font Size** of the **Title Text** to "**28**" and make it **Bold** by clicking on the **Bold Icon**. 

Step 06: Align Text

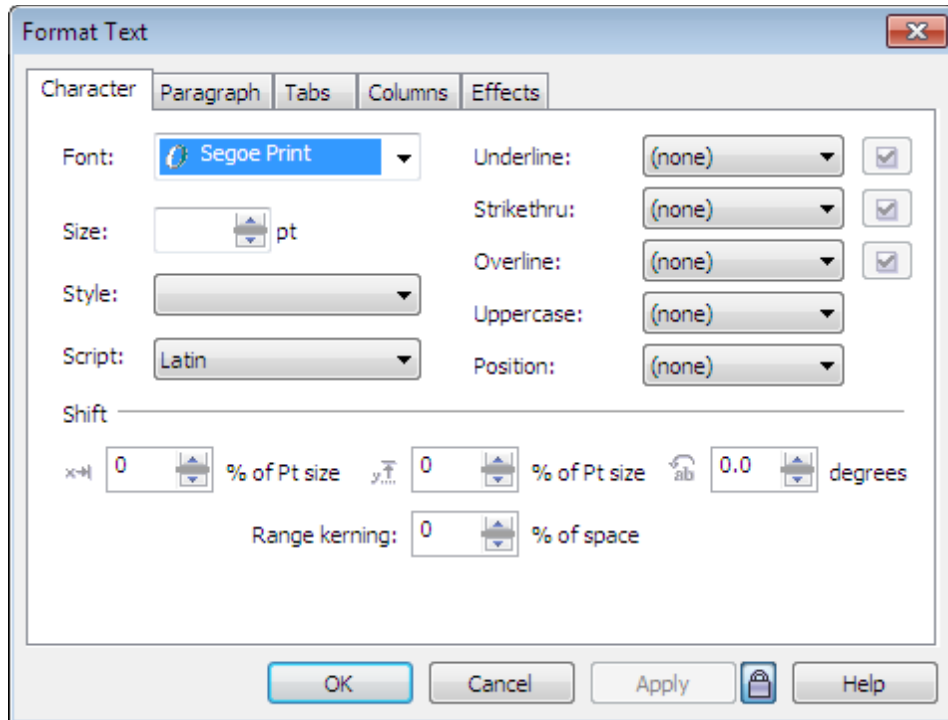


Select the **Down Arrow** on the **Horizontal Alignment Icon**  and choose **Center** from the list that appears.

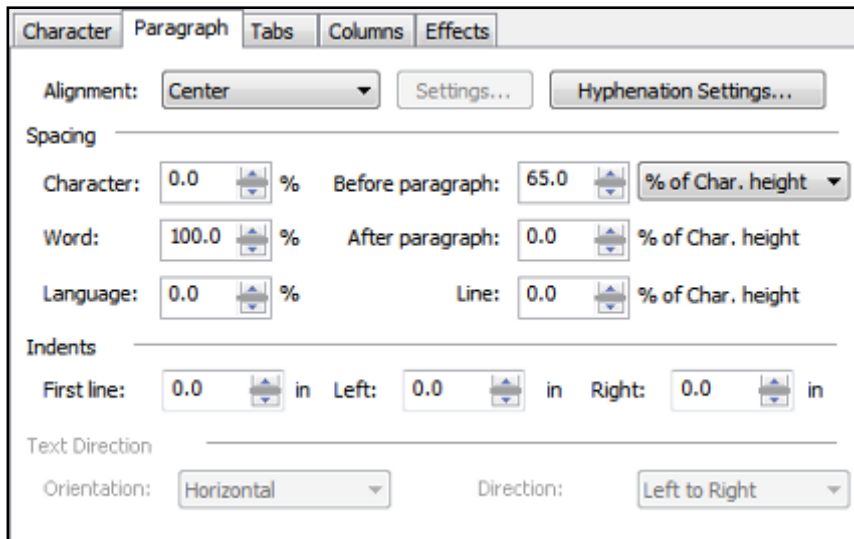
Step 07: Format Text Window

Next reselect the **Text**, and click on the **Format Text Icon**  on the **Property Bar**.

This will open the **Format Text Window**.



Step 08: Line Spacing



Go to the **Paragraph Tab**.

Then in the **Spacing Section**, set **Before Paragraph** to **"65%"** of Char Height.

Click **Apply**, then **OK**.

This is what the modified **Text** will look like:

Adrienne's Recreation Center
495 Aiden St.,
Atlantis Place, Atlantis 34332
Tel. 555.666.5555
Fax 555.666.7777

Step 09: Add More Text

To enter a new block of Text, click on the **Text Tool**, then click anywhere on the canvas and start typing.

Repeat for every new block of **Text**.

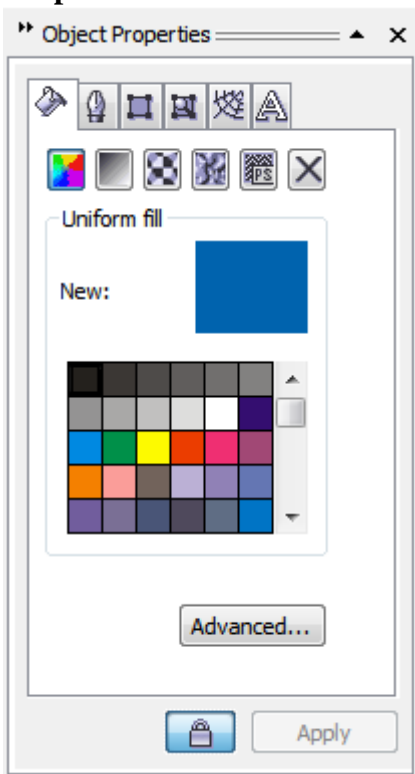
The "**Easter Crafts Egg Hunt**" Text and the "**Date**" Text are of the **Font Family "Advert"** which I also got from www.FontFreak.com.

Set the **Size** for the "**Date**" Text at "**28pt**" and the "**Easter**" Text at "**80pt**". **Center** all **Text**.

This is what all the **Text** on the page will look like.



Step 10: Uniform Fill Window

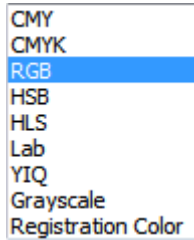


Select the "**Easter**" Text, then go to the right of the screen where you will see the **Object Properties Dopper**.

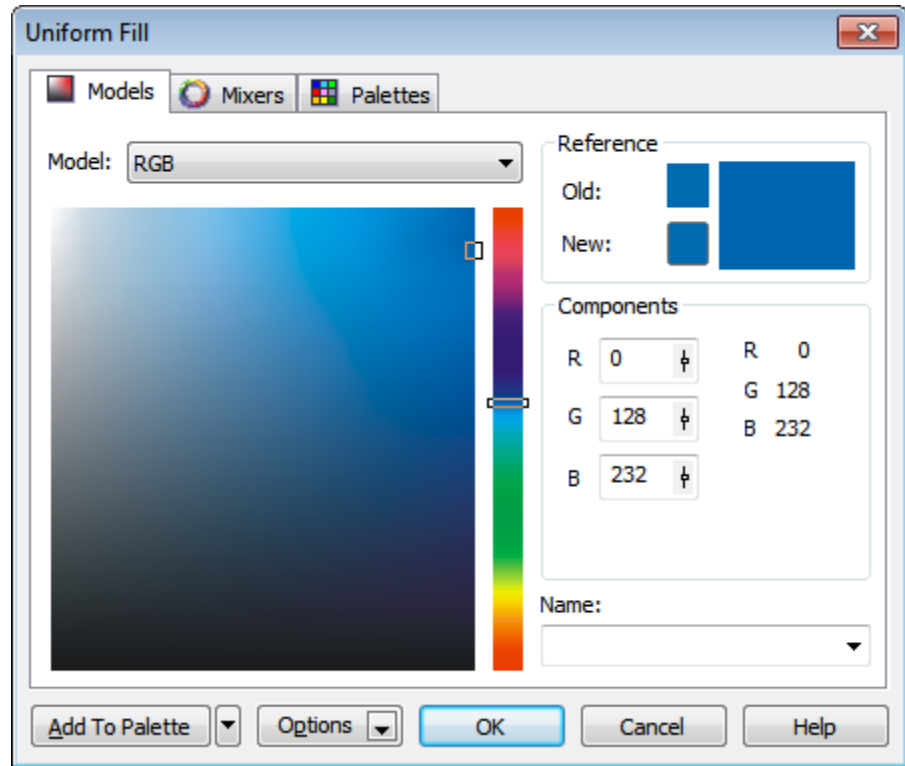
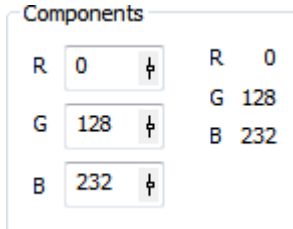
On the **Fill Tab**, which is the first visible tab, select **Advanced** which will open the **Uniform Fill Window**.

Step 11: Custom Color - RGB

On the **Models Tab**, select the **Down Arrow** to the right of **Model** and select **RGB** from the list that appears.

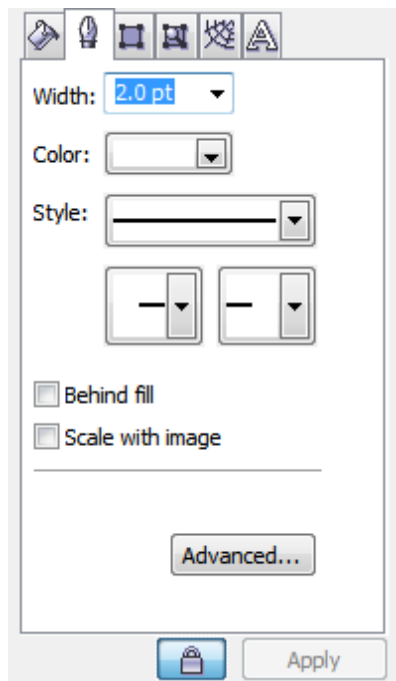


This will allow you to enter **RGB Values** for your **Custom Color** in the **Components Section**.

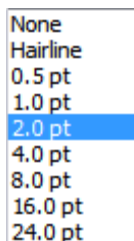


Set **R** to "0", **G** to "128" and **B** to "232". Then click **OK**.

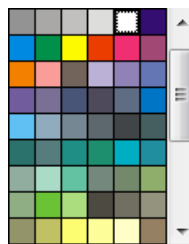
Step 12: Set Text Outline



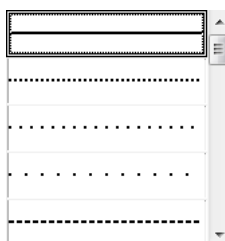
Now to set the **Outline** of the **Text**, go back to the **Object Properties Docker** and select the **Outline Tab** which is the **2nd Tab**.



Here set **Width** to "2pt", by clicking on the **Down Arrow** and selecting "2pt" from the list.



Set **Color** to "White" by clicking on the **Down Arrow** and selecting "White" from the window of colors.



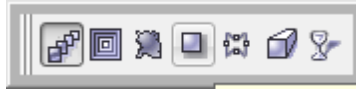
Set the **Outline Style** to **Solid**, by clicking on the **Down Arrow** and selecting the **1st Outline Style** from the window.

This is what the **Text** should look like:



Step 13: Interactive Drop Shadow Tool

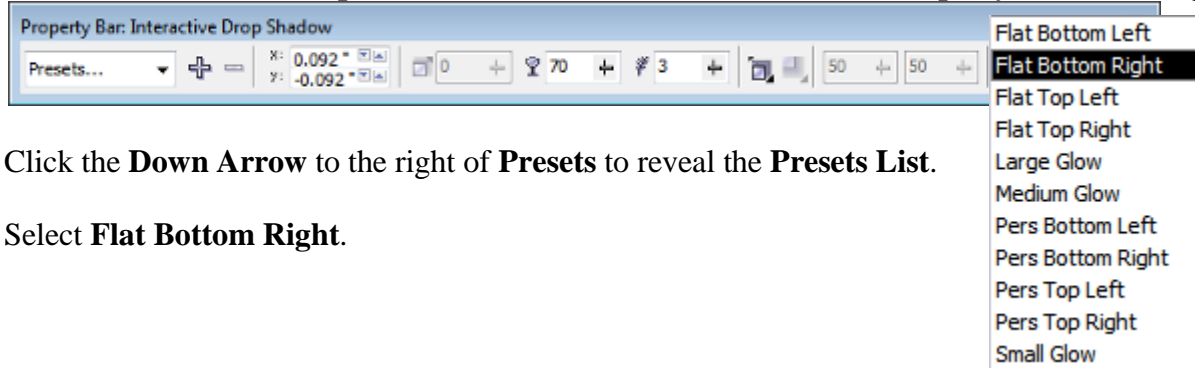
Go to the **Tool Box**, click on the **Ineractive Blend Tool Icon**  and hold the mouse over it for 2 seconds to reveal the **Interactive Tool Menu**.



Select the **4th Icon** which is the **Interactive Drop Shadow Tool**. 

Step 14: Drop Shadow Presets

Once the **Interactive Drop Shadow Tool** is selected, notice that the **Property Bar** has changed.

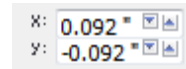


Click the **Down Arrow** to the right of **Presets** to reveal the **Presets List**.

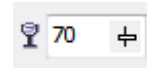
Select **Flat Bottom Right**.

Step 15: Drop Shadow Settings

Next change the settings for **Drop Shadow Offset**. Set **X** to "**0.092**" and **Y** to "**-0.092**".



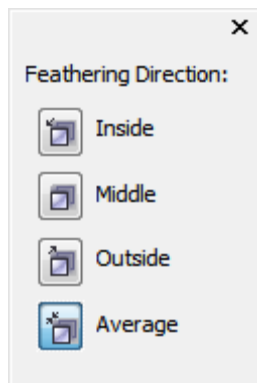
Set the **Drop Shadow Opacity** to "**70**".



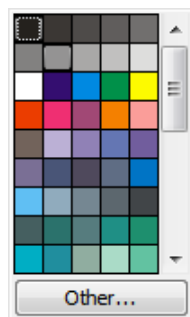
Set the **Drop Shadow Feathering** to "**3**".



Step 16: Feathering Direction



Select the **Drop Shadow Feathering Direction Icon** to reveal a menu. Select **Average**.



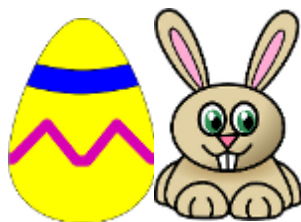
Then select the **Down Arrow** next to the **Drop Shadow Color** and select "**Black**".



This is what the **Drop Shadowed Text** will look like.

Step 17: Royalty Free Images

Next add **Images** to the document.



Here I downloaded the Images of an **Egg** and a **Rabbit** from www.Clker.com, which is a site where you can download **Royalty Free Clipart**.

www.Public-Domain-Image.com, and [OpenClipArt.org](http://www.OpenClipArt.org).

You can also check out www.Public-Domain-Image.com, and

Step 18: Place Images

To place an **Image** inside of the Flyer, go to **File > Import**.

This brings up the **Import Window** which allows you to choose where the desired files are, then click **Import**.

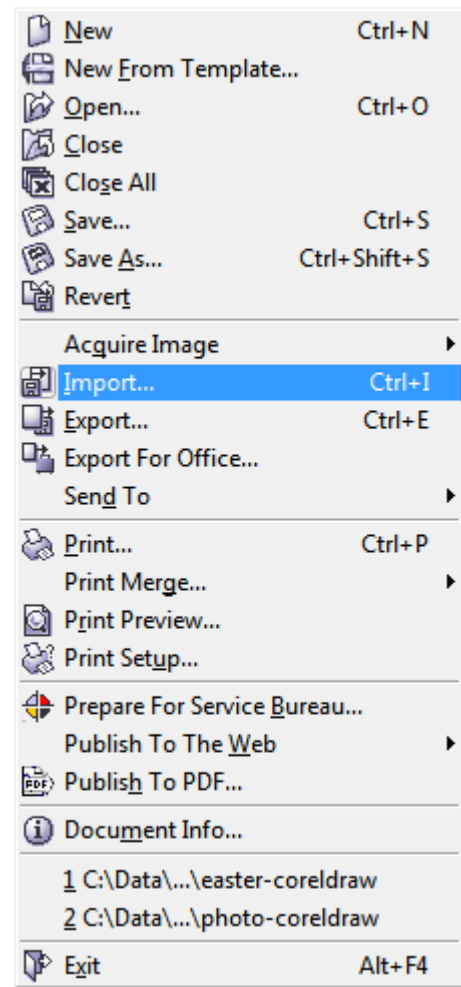
Before seeing your **Image**, you will see **Text** similar to this.

To place the **Image**, click on the desired location on the Flyer.

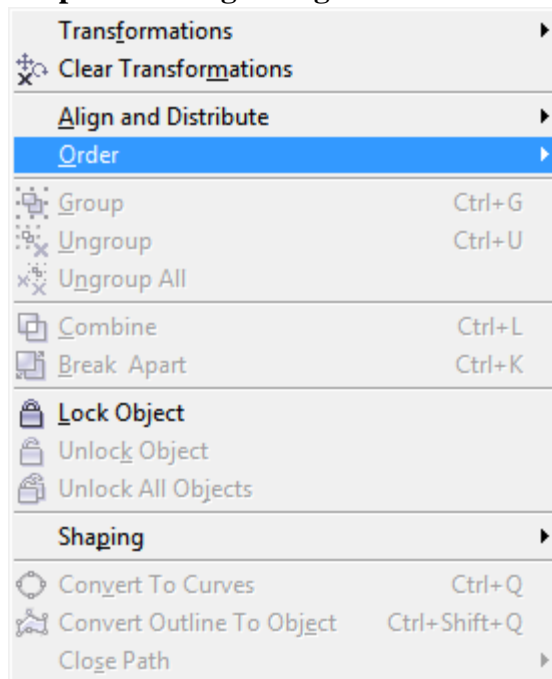
rabbit.png
w: 7.501 in, h: 10.512 in
Click and drag to resize.
Press Enter to center on page.

To **Resize** the **Image**, select it and then move the mouse over one of the **8 Black Squares** that appear around it.

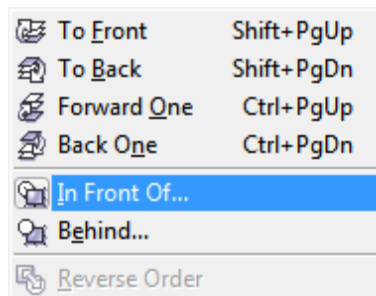
When the **Cursor** turns into a **2 Sided Arrow**, hold down the left mouse button and drag to the desired size.



Step 19: Arrange Images



After importing both Images, to put the **Egg** in front of the **Rabbit**, select the **Egg** and go to the **Arrange Menu > Order > In Front Of**.



A **Black Arrow** will appear. Click on the **Rabbit** to move the **Egg** in front of it.

You could also just use **Arrange > Order > To Front**.

With this option there would be no **Black Arrow**.

Step 20: Save File

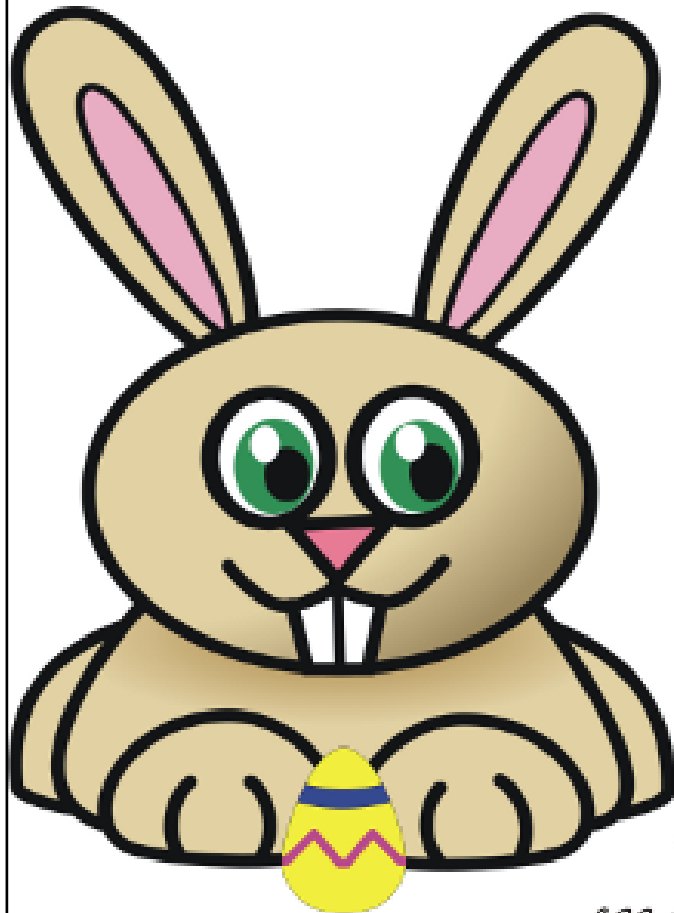


The completed flyer should look like this:

To **Save**, go to **File > Save**.

Adrienne's Recreation Center

495 Aiden St.,
Atlantis Place, Atlantis 34332
Tel. 555.666.5555



Easter Egg Crafts Hunt

April, 2009
5 pm - 7 pm

Afterschool participants
are involved in
egg coloring, basket making, etc.
Parents are invited
to assist with hiding the
eggs and making crafts.

City of Atlantis
Recreation Department
Amaya McMillan, Mayor
Alyssa McMillan, Commissioner