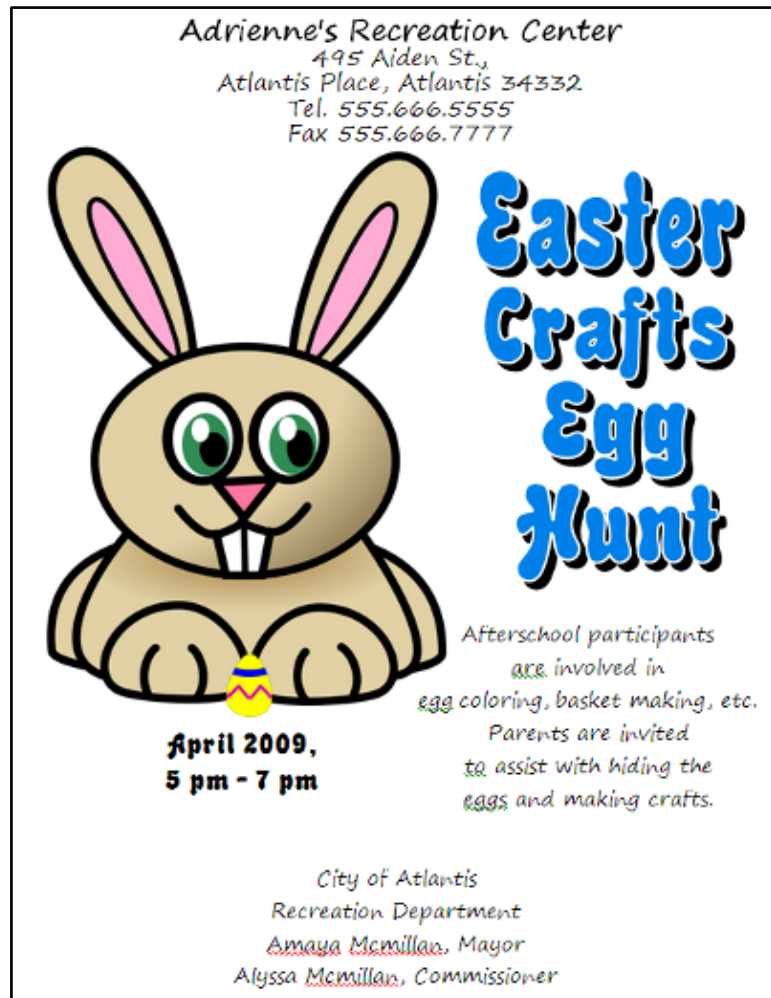


This tutorial will show you the steps to create this simple Flyer using Microsoft Word.

Steps

- 01: Document Setup
- 02: Margins
- 03: Page Orientation
- 04: Add Text
- 05: Insert Text Box
- 06: Format Text
- 07: Line Spacing
- 08: Line Spacing Options
- 09: Format Text Box
- 10: The Word Art Gallery
- 11: Edit Word Art Text
- 12: Format Text Box
- 13: Transparency
- 14: Position Text
- 15: Custom Color
- 16: Edit Text Line
- 17: Drop Shadow
- 18: Shadow Color
- 19: Royalty Free Images
- 20: Insert Images
- 21: Arrange Images
- 22: Save File



For a larger image click the link below
[Easter Flyer](#) (400px by 566px)

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

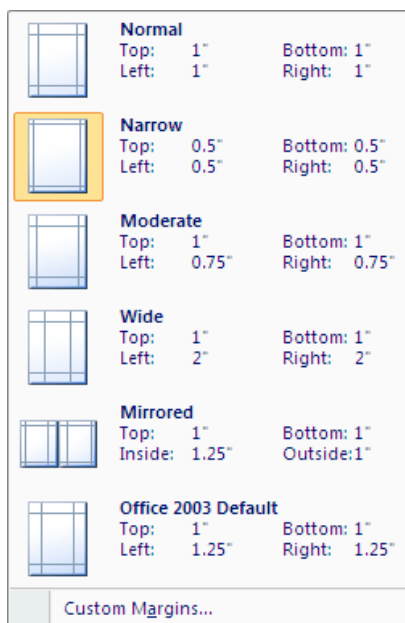


To begin, go to the **Ribbon / Menu Bar** and select the **Page Layout Tab**.

Click on **Size** and select **Letter** from the drop down menu.



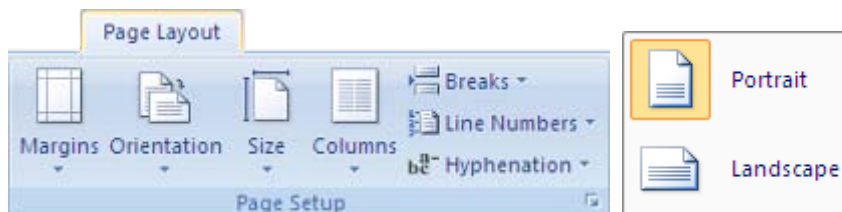
Step 02: Margins



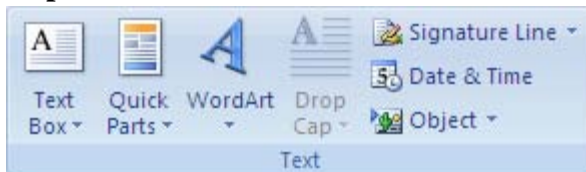
Click on **Margins** and select **Narrow** from the drop down menu.

Step 03: Page Orientation

Go to the **Page Setup Group** and click on **Orientation**. Select **Portrait** from the drop down menu.



Step 04: Add Text



Go back to the **Ribbon** and select the **Insert Tab**.

Then go to the **Text Group** and select **Text Box**.

Step 05: Insert Text Box

Choose **Simple Text Box** from the drop down menu which will put a ready made **Text Box** into your document, or select **Draw Text Box** to create your own.

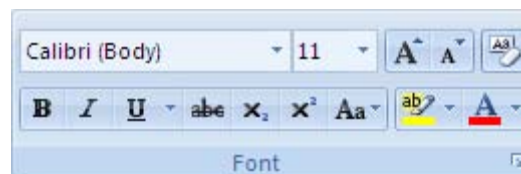
You will also notice that the **Ribbon** has changed to the **Format Tab** which showcases the **Text Box Tools**.



Step 06: Format Text

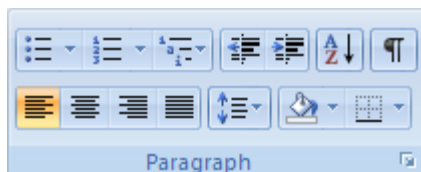
Start typing the Address for the event which is:

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



Then go back to the **Home Tab** and go to the **Font Group**. Select the down arrow next to "**Calibri**". In this case the **Font** is "**Segoe Print**" which is a free **Font** that was downloaded at www.FontFreak.com.

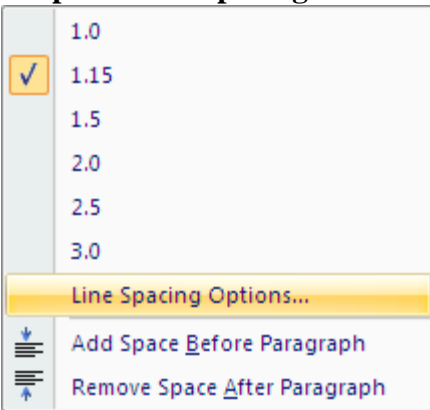
Then change the **Font Size** from "**11**" to "**16pt**".



Go to the **Paragraph Group** and select the **Center Icon**



Step 07: Line Spacing



Select the **Line and Spacing Icon**  and choose "**Line Spacing Options**" from the drop down menu.

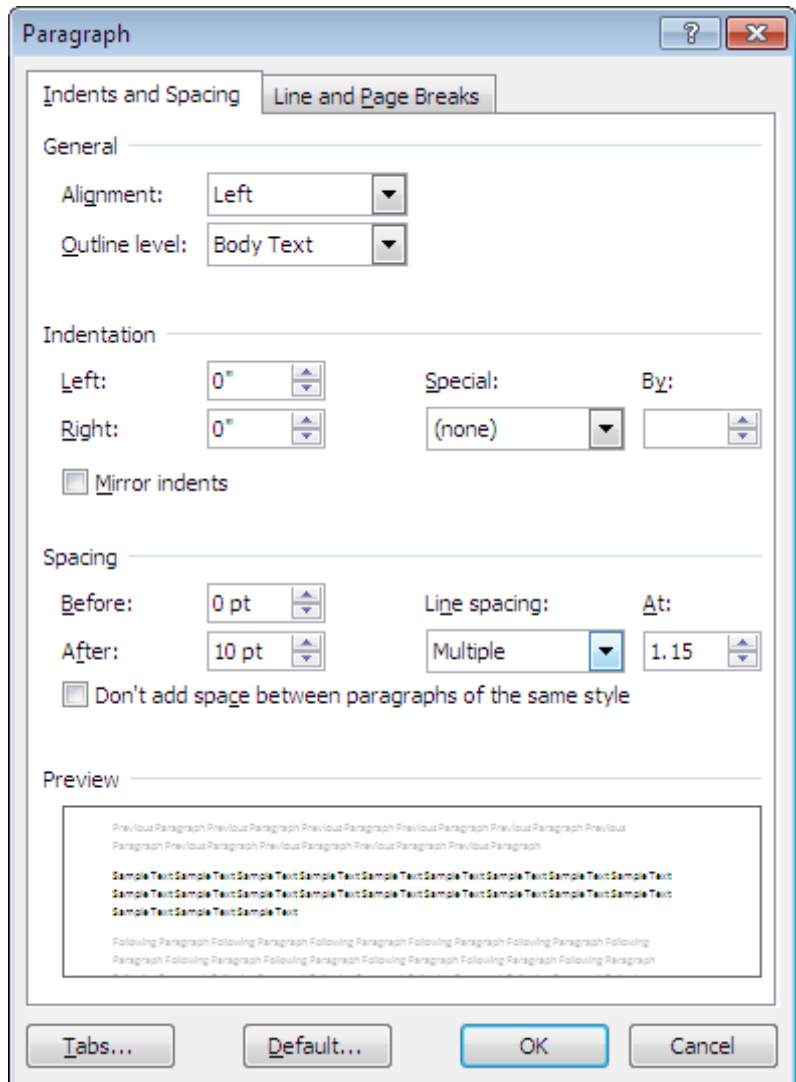
This will bring up the **Paragraph Window**.

Step 08: Line Spacing Options

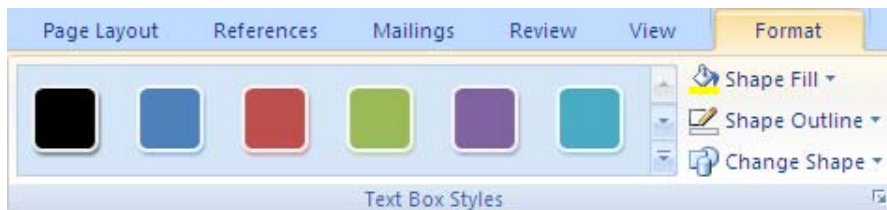
Go to the **Spacing Section** and select the down arrow under **Line Spacing** and choose "**Exactly**".

Set "At" to "**18pt**". Then click **OK**.

Then specifically select the Company Title and choose the **Bold Icon** from the **Font Group** and change the **Font Size** to "**24pt**".



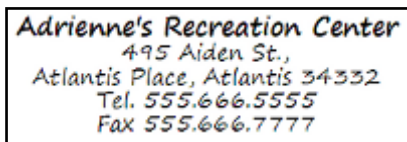
Step 09: Format Text Box



Go back to the **Format Tab** and select **"Shape Outline"** from the **Text Box Styles Group**.

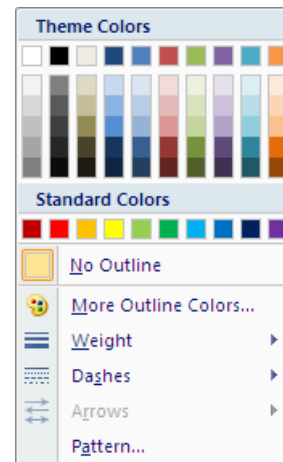
Then select **"No Outline"** from the drop down menu.

The **Formatted Text** should look like this:



The **"April" Text** uses the **Font "Advert"** also downloaded from www.FontFreak.com.

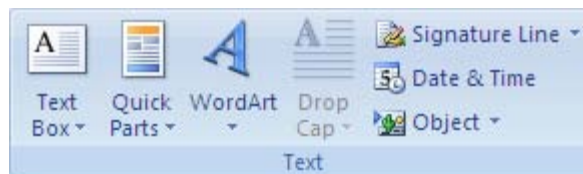
Font Size is **"22pt"**, **Line Spacing** **"19pt"** and **Layout** is **"Center"**.



Step 10: The Word Art Gallery

Next add some **Fill Colored Text** with a **Drop Shadow**.

The **Text** is **"Easter Crafts Egg Hunt"**.



First insert another **Text Box**. Then go back to the **Insert Menu** and select the **Word Art Icon** from the **Text Group**.

Select the **1st Option** from the **Word Art Gallery Window**.



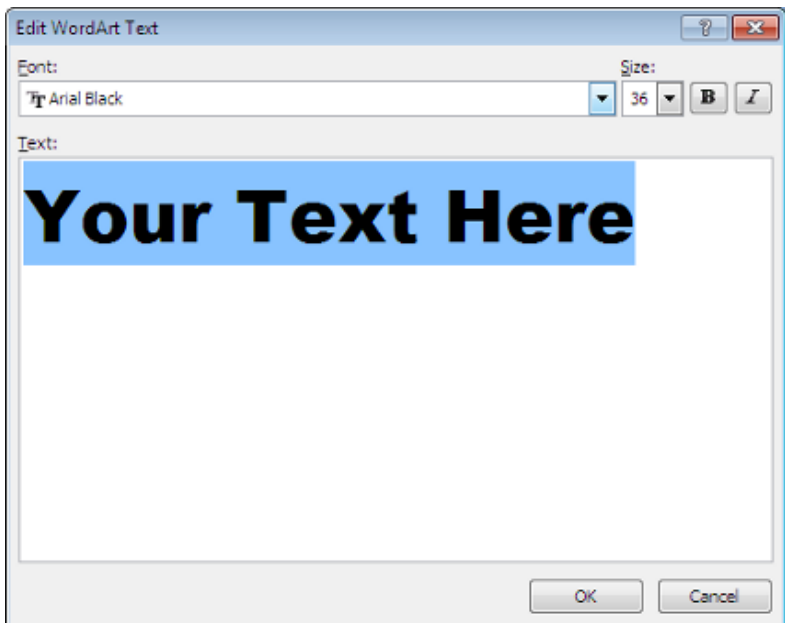
This will bring up the **Edit Word Art Window**.

Step 11: Edit Word Art Text

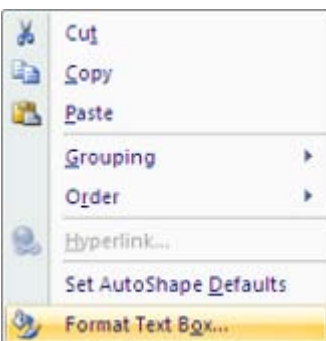
Type the first word "Easter", set the **Font** to "Advert", change the **Size** to "66pt" and click the **Bold Icon**.

Then click **OK**.

Repeat the steps (3 times) all the way from the insertion of the **Text Box** to entering the **Text** in the **Edit Word Art Window** for each word.



Step 12: Format Text Box



Select all words by holding the "**Ctrl**" **Key** while selecting each word.

Then while holding the mouse directly over one of the **Text Box Outlines**, right click and select **Format Text Box** from the menu that appears.

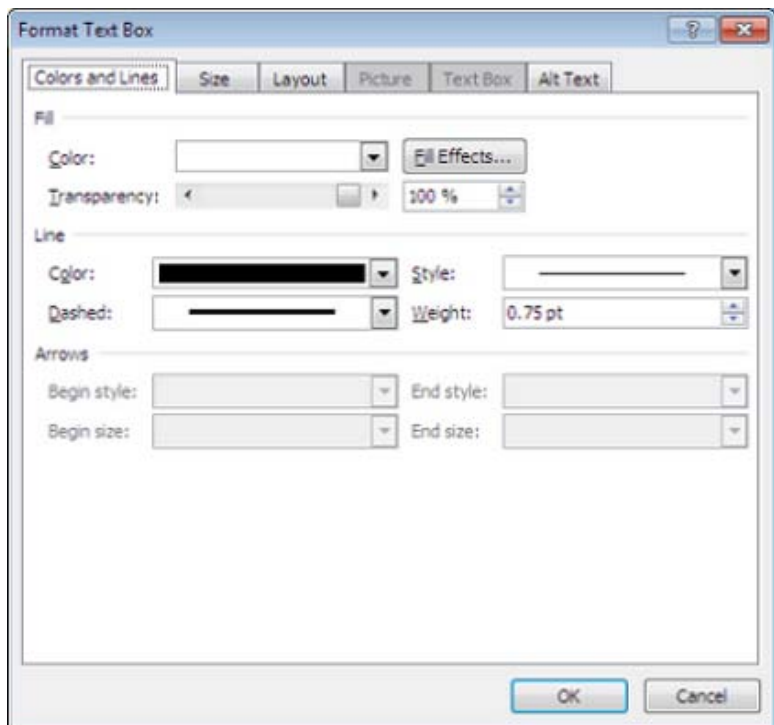
This will open the **Format Text Box Window**.

Step 13: Transparency

In the **Fill Section**, set **Transparency** to "100%".

In the **Line Section** you can set **Color** to "No Color".

Then click **OK**.



Step 14: Position Text

Use the mouse to select each word and drag into proper position, so that it looks like a complete phrase.



Select the **Text Box** and not the **Word Art**.



The grouped Text should look like this.

Step 15: Custom Color



Next select the **"Easter" Word Art**, then right click and select **Format Word Art** from the menu that appears.

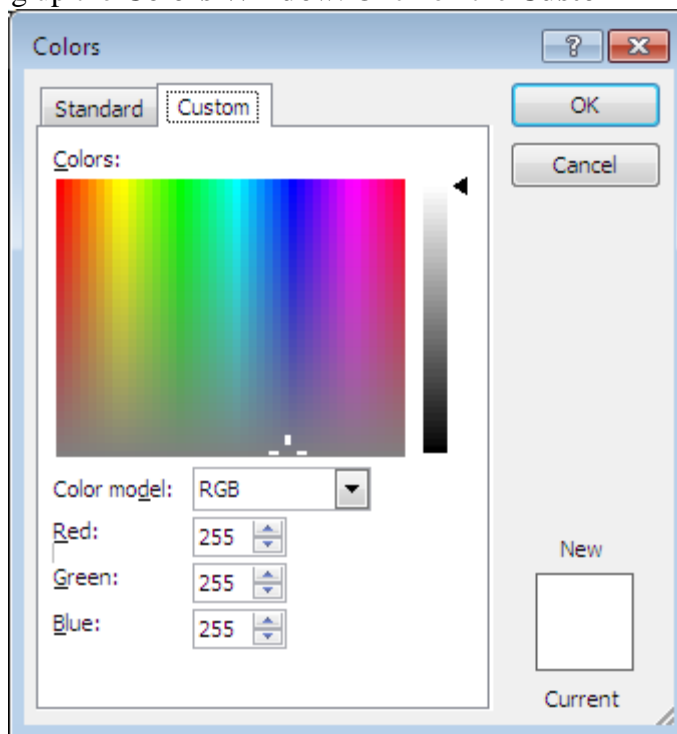
This will bring up the **Format Word Art Window** which looks similar to the **Format Text Box Window**.

In the **Fill Section**, select the down arrow next to **Color**, then click on **More Colors** from the color menu that appears.

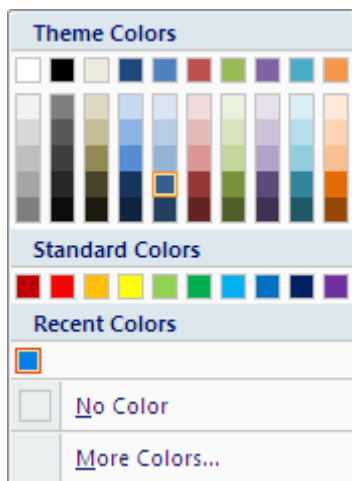
This will bring up the **Colors Window**. Click on the **Custom Tab**.

Set **Red** to "0", **Green** to "128" and **Blue** to "232".

Then click **OK**.



Step 16: Edit Text Line



Go to the **Line Section** and set **Color** to "White", then change **Weight** to "2pt". Then click **OK**.

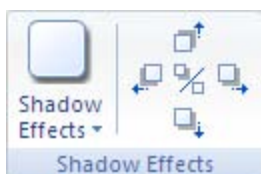
Repeat these steps for each remaining **Word Art**, one at a time.

Note that when you go back to add **Color** to the remaining Text, the new **Color** will be listed under **Recent Colors** so that you don't have to go through the **Custom Color Process** again.

The Text should now look like this:



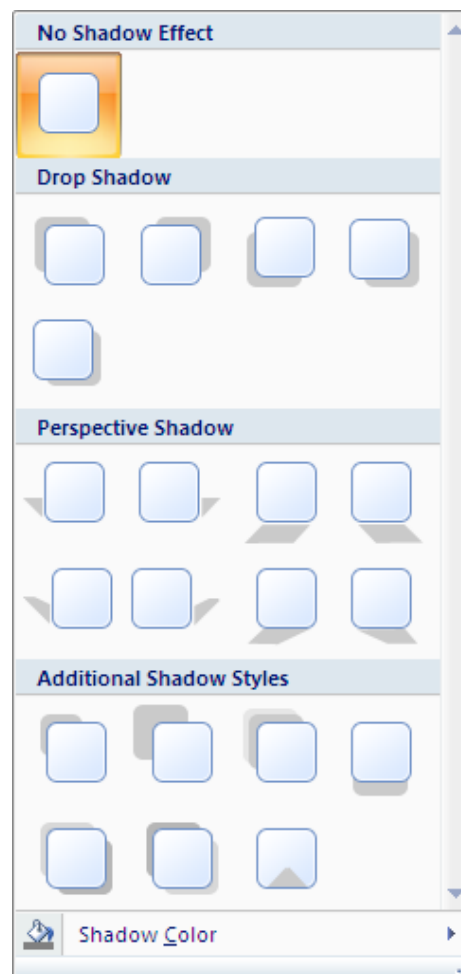
Step 17: Drop Shadow



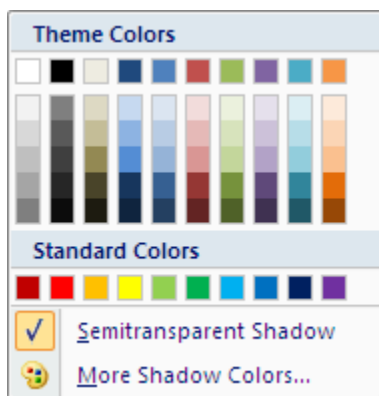
Double click on the first **Word Art Text** and select **Shadow Effects** from the **Shadow Effects Group** on the **Format Tab**.

This will then bring up the **Shadow Window**.

Select the **4th Shadow** under **Drop Shadow**.



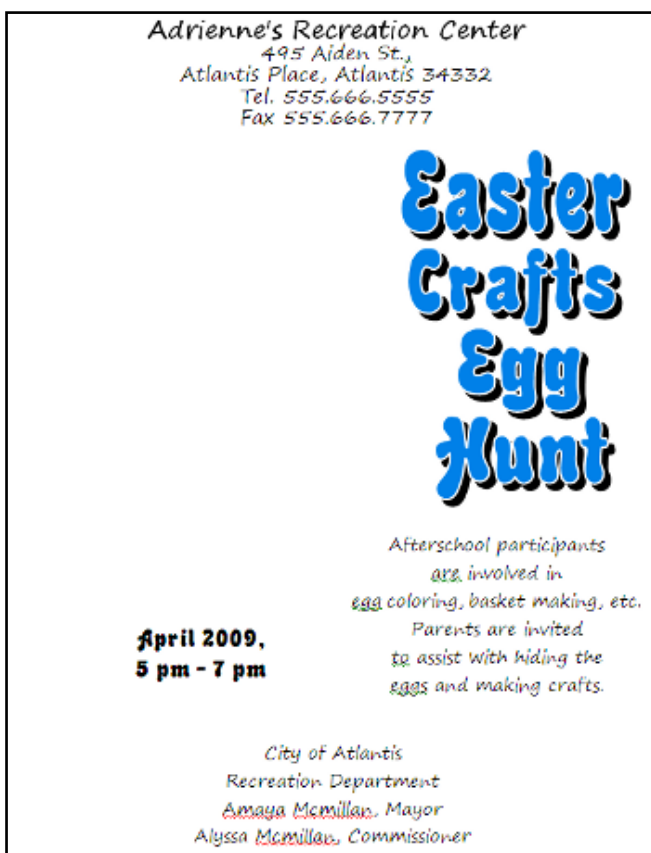
Step 18: Shadow Color



Then click on **Shadow Effects > Shadow Color**, then click on **SemiTransparent Shadow** to uncheck it.

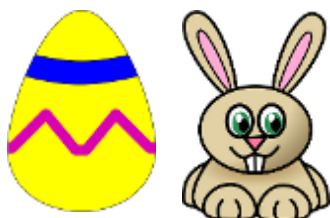
Go back to **Shadow Effects > Shadow Color > Black**. Now repeat the steps for each of the remaining **Word Art Text**.

The Text should now look like this:



Here is what the **Drop Shadowed Text** does for the Flyer.

Step 19: Royalty Free Images



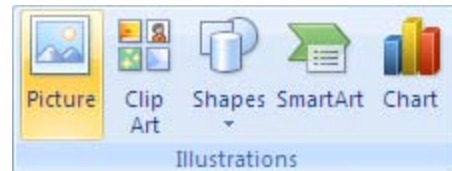
Next add **Images** to the document.

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**.

Check out www.Public-Domain-Image.com, and www.OpenClipArt.org as well.

Step 20: Insert Images

In *Adobe Illustrator*, *Adobe Photoshop*, *OpenOffice Draw*, *Inkscape*, *Corel Draw* and *Microsoft Publisher*, you are able to freely move an Image anywhere on the canvas. This is also possible in *Microsoft Word* as long as you first place the Image within a Text Box.



Place a **Text Box**, then go to the **Insert Tab** and click on the **Picture Icon** in the **Illustrations Group**.

This allows you to insert a **Picture from File**.

It opens up the **Insert Picture Window**, where you can select your file and then click **Insert**.

Be certain that your images are in a format that will be recognized by **Microsoft Word**. These images are saved in **PNG (Portable Network Graphics) Format**.

Once the Image has been inserted, **Resize** it by selecting one of the Circles and holding down the **Ctrl + Shift Keys** together, so that you don't get a disproportionate Image.

Step 21: Arrange Images

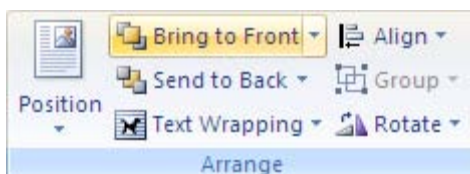
Repeat the steps to insert the **2nd Image**.

After resizing the Images, select the **Text Box**, then right click and select the **Format Text Box** option.

Again set the **Transparency** to "100%".

Do the same for the other Image.

Then select the **Text Box** with the **Egg**, click on the **Format Tab** and click on the **Bring to Front Icon** in the **Arrange Group**.




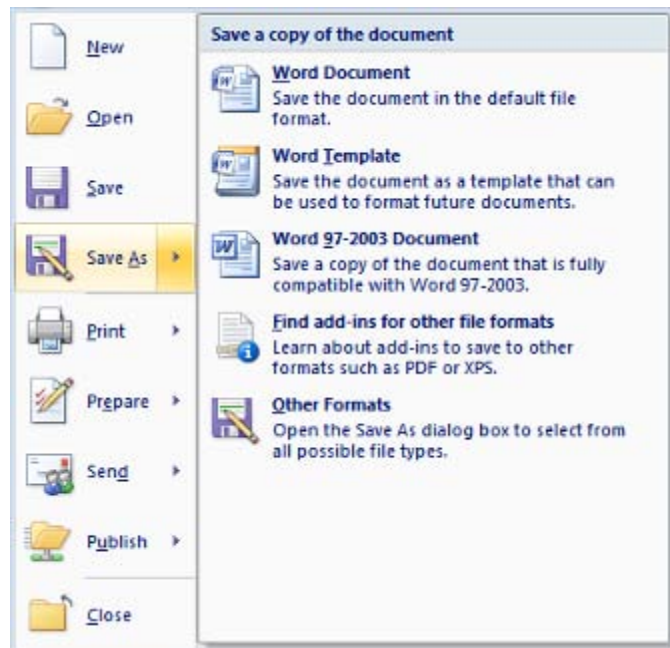
Next while holding down the **Ctrl Key**, select both **Text Boxes**, right click and select **Format Text Box** from the menu, then set the **Line** to **No Color** and click **OK**.

Step 22: Save File

Now your document is complete. All that's left to do is **Save**.



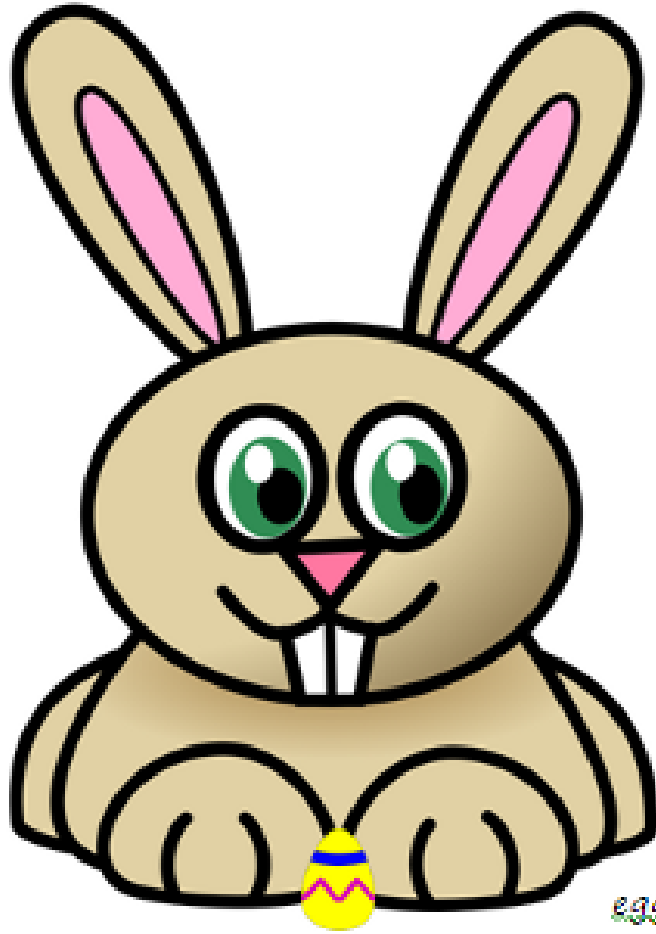
Click on the **Office Button**  (located in the top left corner of the screen), which will open up a drop down menu.



Go to **Save As > Word Document**.

In the **Save As Window** name your document and click the **Save** button.

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



Easter Crafts Egg 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