

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

Steps

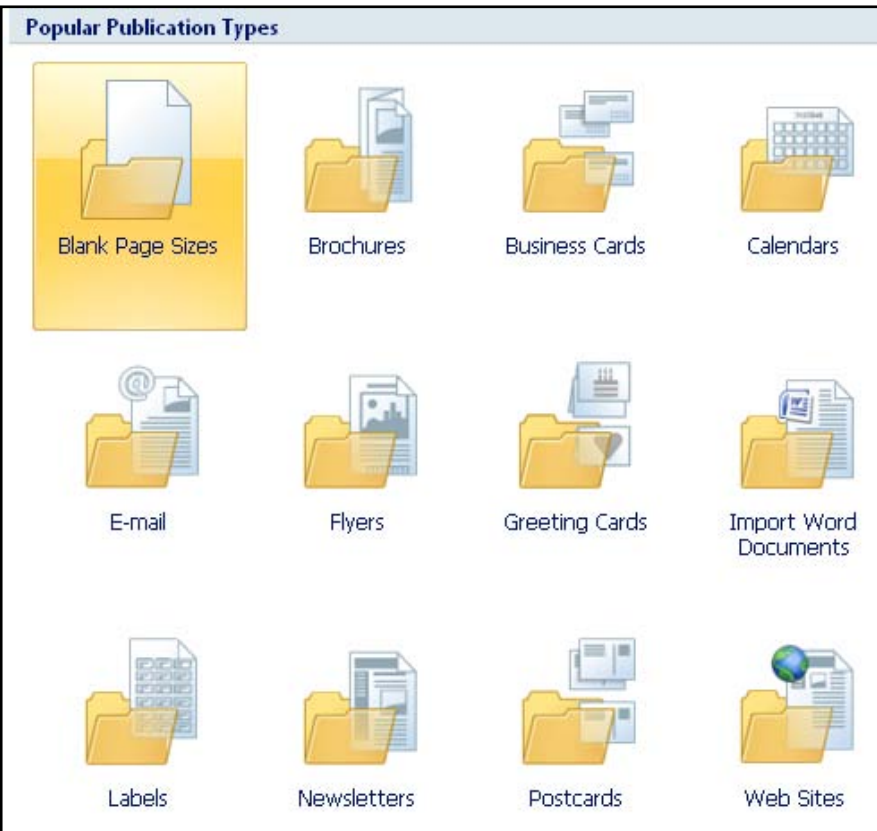
- 01: Publication Types
- 02: Page Size
- 03: Margins
- 04: Insert Rectangles
- 05: Format AutoShape Window
- 06: Rectangle 1 Fill
- 07: Rectangle 2,3,4 Fill
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For a larger image click the link below
[Amaya's Flower Garden Flyer](#)

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.

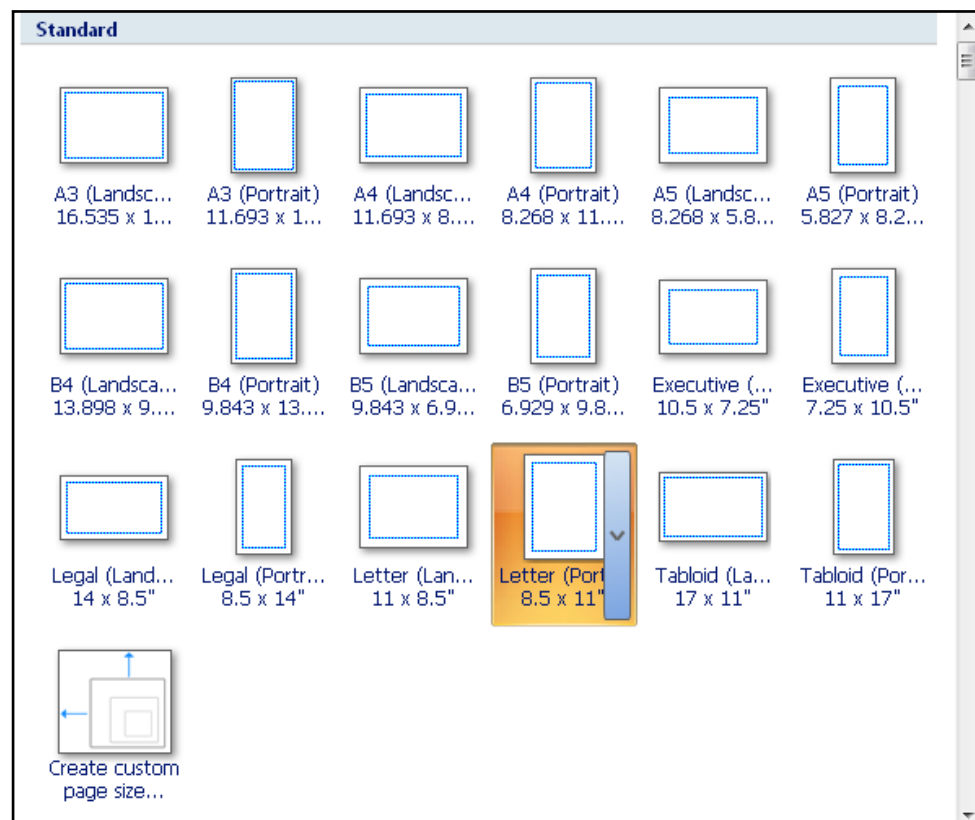
Step 01: Publication Types



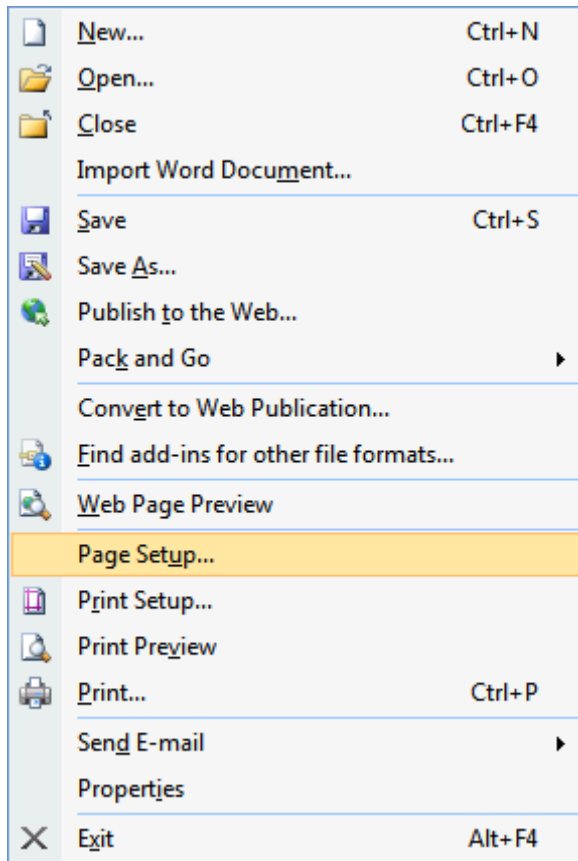
Upon opening **Microsoft Publisher 2007**, you will see a listing of **Popular Publication Types**. Select **Blank Page Sizes**.

Step 02: Page Size

Double click on "**Letter (Portrait) 8.5 x 11**" to open up a Blank Page.

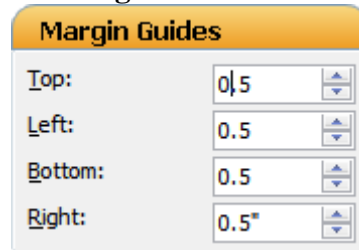


Step 03: Margins



Go to the **File Menu > Page Setup**. This will open up the **Page Setup Window**.

To the right side of this window you will see the **Margin Guides** section.



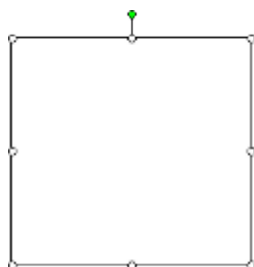
Set **Top, Left, Bottom, and Right** to **"0.5"**.

Click on the **"OK"** button on the bottom right of the screen.

Step 04: Insert Rectangles



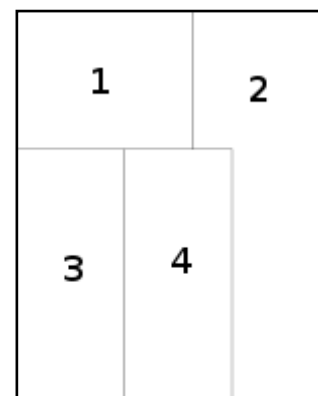
We will construct the colored background with 4 rectangles. Select the **Rectangle Tool Icon** on the **Objects Menu Bar** to the left of the screen.



Once you have drawn **Rectangle 1** it will have **"8 Circles"** around it. Move the mouse over any one of these to resize the shape if needed.

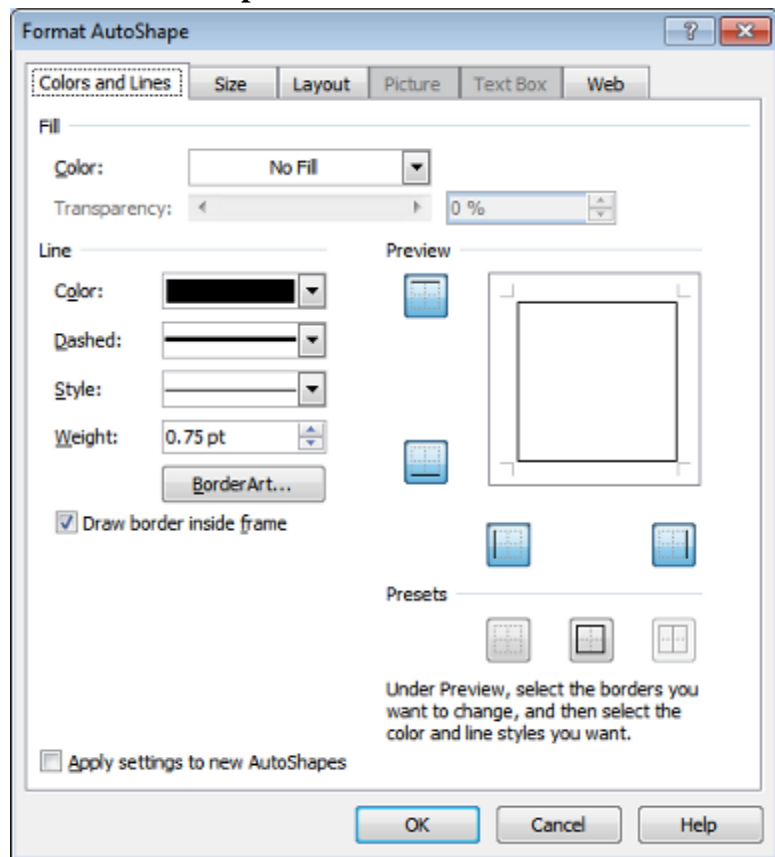
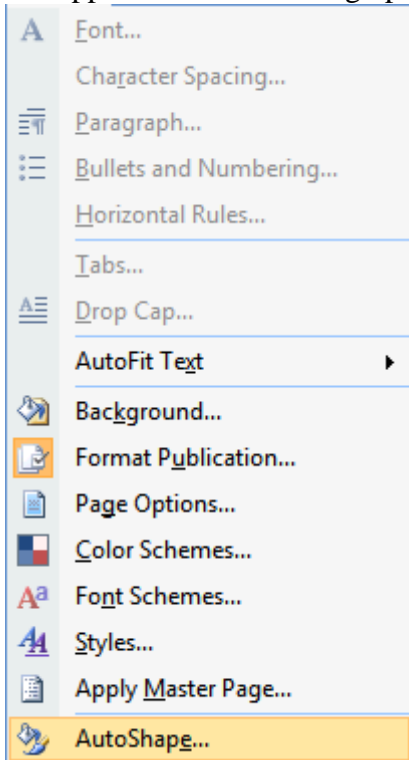
To continue drawing Rectangles you must go back to the **Objects Menu Bar** to reselect the **Rectangle Tool Icon**.

The 4 Rectangles should look like this:



Step 05: Format AutoShape Window

Select **Rectangle 1**. Right click while over it and select **Format AutoShape** from the menu that appears. This will bring up the **Format AutoShape Window**.



In the **Colors and Lines Tab**, go to the **Fill Section** and select the **Down Arrow** next to **Color: No Fill**.

Then select **More Colors**. This brings up the **Colors Window**.

Step 06: Rectangle 1 Fill

Click on the **Custom Tab**. Set the **Color Model** to **RGB** by clicking on the **Down Arrow** and choosing **RGB** from the list.



Then enter the values **R** to "**170**", **G** to "**212**" and **B** to "**0**". Click **OK**.

You will be back at the **Colors and Lines Tab**. Go to the **Line Section**. Select the **Down Arrow** and choose **No Line**. Click **OK**.

Step 07: Rectangle 2, 3, 4 Fill

Repeat this process for the 3 other Rectangles.

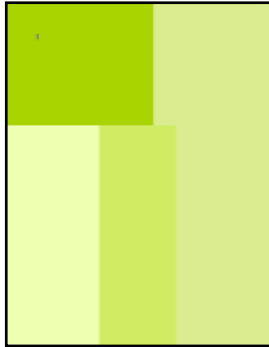
Rectangle 2 - R to "218", G to "236" and B to "143". Click OK.



Rectangle 3 - R to "239", G to "255" and B to "177". Click OK.



Rectangle 4 - R to "209", G to "236" and B to "99". Click OK.



Remember for each Rectangle go to the **Line Section**, select the **Down Arrow** and choose **No Line**. Then Click **OK**.

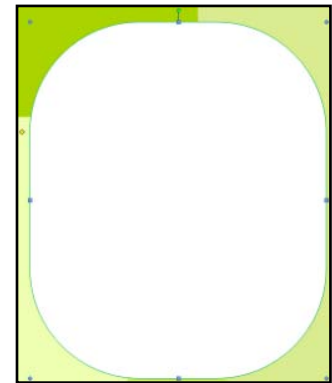
The new background should look like this:

Step 08: Rounded Rectangle

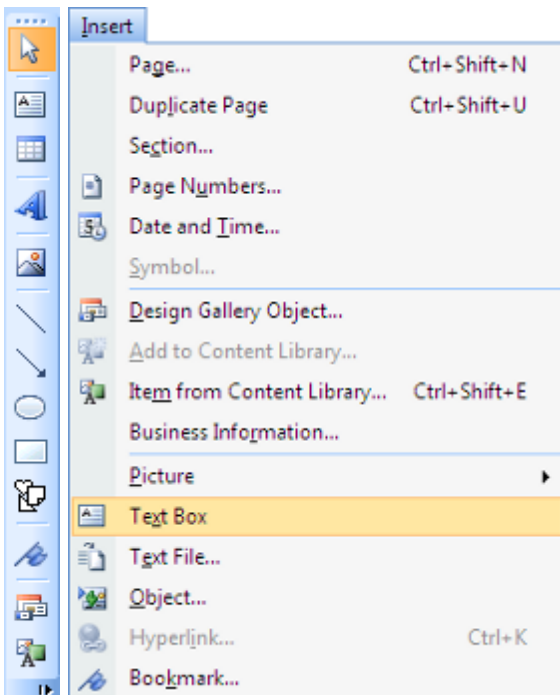
Go to the **Autoshapes Icon > Basic Shapes > Rounded Rectangle**. Draw the Rectangle. You will notice that on the left side of it there is a **Yellow Diamond**. Click on it and drag **Down** in order to change the **Radius** of the **Rounded Corners**.

Release when you have the desired look. Set the **Fill** to "**White**" and the **Stroke** to a "**Dark Green**".

The completed background will look like this:



Step 09: Add Text



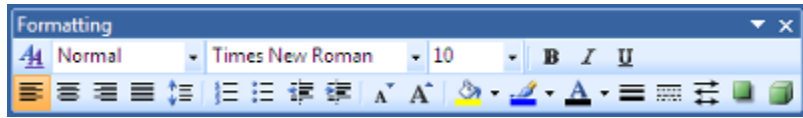
Select the **Text Box Icon** on the **Objects Menu Bar** to the left of the screen or go to **Insert Menu > Text Box**.

Hold down the left mouse button, draw a **Text Box** on the screen and then release.

Start entering **Text**, in this case it will be the Company's Title: "Amaya's Flower Garden".


Step 10: Format Text

Select all the **Text**, then move up to the **Formatting Menu Bar** (which is normally much longer than this).



Select the down arrow on the right side of "**Times New Roman**" and change the **Font** to "**Harlow Solid Italic**".

Select the Down Arrow next to the number "**10**" and set the **Font Size** to "**48**".

Change the **Layout** to "**Center**" by clicking on the **Center Icon**. 

To move the **Text** into place, move the mouse over the **Text** until the **Cursor** turns into a **4 Sided Arrow**. Then select the **Text** and **Drag**.

Step 11: Add More Text

Next add the Company Address -

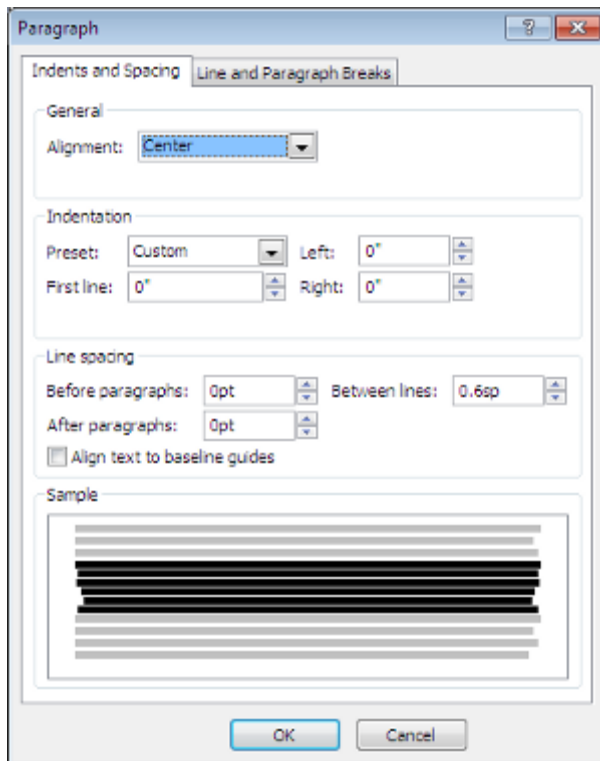
"89 Adrienne Lane, Alyssatown, Fl 34332, Tel. 555.111.2323, Fax 555.111.4434".

Create a new **Text Box** for each block of **Text**.

Use the **Font Family "Segoe Print"** which is a free Font that was downloaded at www.FontFreak.com. Style is "**Normal**", **Size** is "**18**" and **Layout** is "**Centered**". Some of the **Text** on the Flyer is made larger and bold for emphasis.

Step 12: Line Spacing

Next reselect all the **Text** and select the **Line Spacing Icon**.  This will bring up the **Paragraph Window**. In the **Line Spacing** section, change "**Between Lines**" to "**0.75sp**".




The Formatted Text should look like this:

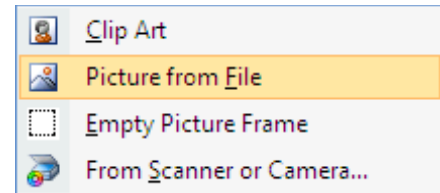
Step 13: Royalty Free Images

Here I downloaded the Images of **3 Flowers** from www.Cliker.com, which is a site where you can download **Royalty Free Clipart**. Visit www.Public-Domain-Image.com, and OpenClipArt.org as well.



Step 14: Add Images

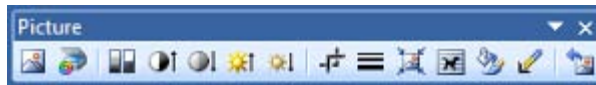
To insert **Images** select the **Picture Frame Icon**  on the **Objects Menu Bar**, then select "**Picture from File**", or go to the **Insert Menu > Picture > From File**.



Step 15: Resize Image



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.

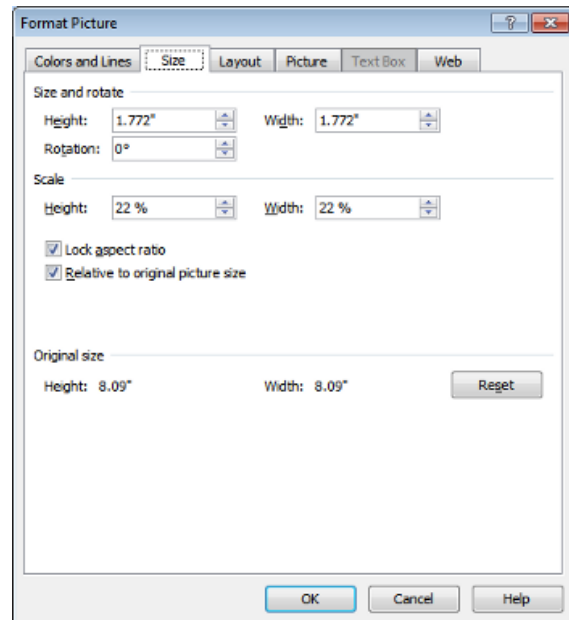


Here is another way to **Resize the Image**.

You will notice that when the **Image** is selected, the **Picture Menu Bar** appears.

Click on the **Format Picture Icon**  which will open the **Format Picture Window**. Go to the **Size Tab**.

For the **Yellow Flower**, go to the **Scale Section**, set **Height** and **Weight** to "**50%**", then click **OK**.



Move the **Image** into the desired location on the Flyer.

Step 16: Add New Images

Repeat **Steps 14 and 15** to insert the **Pink** and **Red Flowers**.

Scale the **Pink Flower** and the **Red Flower** to **25%**.

Next we will add a **Drop Shadow** to the **Pink Flower**.

Step 17: Add Drop Shadow

Select the **Pink Flower**. Click on the **Drop Shadow Icon**  located on the **Formatting Menu Bar**.

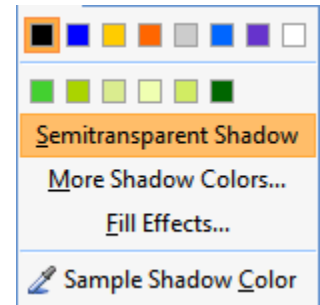
This in turn opens up the **Shadow Style Menu**. Select **Shadow Style 4**.



Step 18: Drop Shadow Settings



Go back to the **Drop Shadow Icon** and select **Shadow Settings** which will bring up the **Shadow Settings Menu Bar**.



Select the **Arrow** to the right of the **Shadow Color** . Select "**Black**" from the drop down menu. This gives a **Black Shadow**.

Also make sure that **SemiTransparent Shadow** is Highlighted.

Step 19: Nudge Shadow

Nudge the **Shadow** so that it is not so pronounced. Reselect the **Pink Flower**.

On the **Shadow Settings Menu Bar**, notice the **4 Icons** in the middle:

Nudge Shadow Down 

Nudge Shadow Up 

Nudge Shadow Left 

Nudge Shadow Right 



Select **Nudge Shadow Up** (4 times), then select **Nudge Shadow Left** (4 times).

The **Pink Flower** with the applied **Drop Shadow** should look like this:

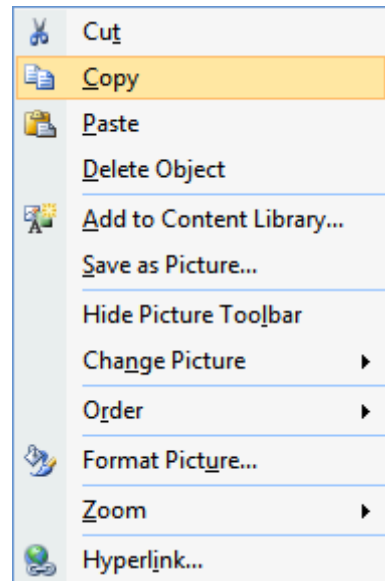
Repeat **Steps 17, 18, and 19** for the **Red Flower**.

Step 20: Copy & Paste Image

Select the **Pink Flower**, right click over it and choose **Copy** from the menu that appears.

Then right click over the **Image** again and select **Paste**.


Now you will have **2 Images**, both with the same settings.

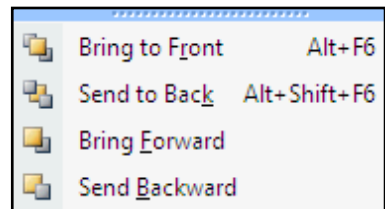


Step 21: Arrange Images

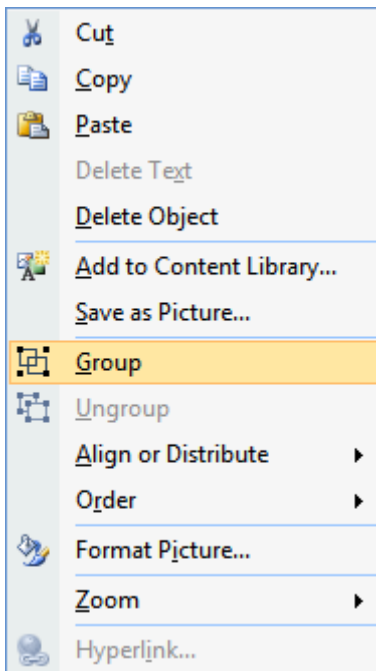
Move the **Images** into the desired location on the Flyer. Select the **Red Flower**.



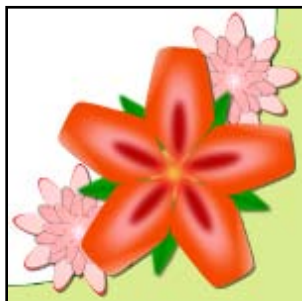
Go to the **Standard Menu Bar** and select the **Bring to Front** Icon  to change the order of the **Images**. This will bring up the **Order Menu**. Select **Bring to Front**.



Step 22: Group Images



Hold down the **"Shift" Key** while selecting all **3 Images**. Then right click over the **Images** and select **Group** from the **Menu** that appears.



This is what the **Grouped Image** should look like.

Step 23: Save File

Now the Flyer is complete.

It should look like this:

To **Save** go to the **File Menu** and select **Save**.



Amaya's Flower Garden



89 Adrienne Lane,
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Tel. 555.111.2323,
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