

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: Insert Rectangle
- 05: Rectangle Dimensions
- 06: The Shape Styles Group
- 07: Rectangle 1 Fill and Line
- 08: Rectangle 2 Fill and Line
- 09: Colored Background
- 10: Add Text
- 11: Insert Text Box
- 12: The Font Group
- 13: The Paragraph Group
- 14: Line Spacing
- 15: Change Text Color
- 16: Format Text Box
- 17: Text Box Transparency/Line
- 18: Add Remaining Text
- 19: Add Star
- 20: Star Transparency
- 21: Drop Shadow
- 22: Royalty Free Images
- 23: Add Images
- 24: The Size Window
- 25: Scale Images
- 26: Format Picture Window
- 27: Line Color - Short Menu
- 28: Line Color - Full Menu
- 29: Line Style - Width
- 30: Shadow
- 31: Format Text Box
- 32: Arrange - Bring to Front Icon
- 33: Bring to Front Menu
- 34: Save File



For a larger image click the link below
[Photo 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

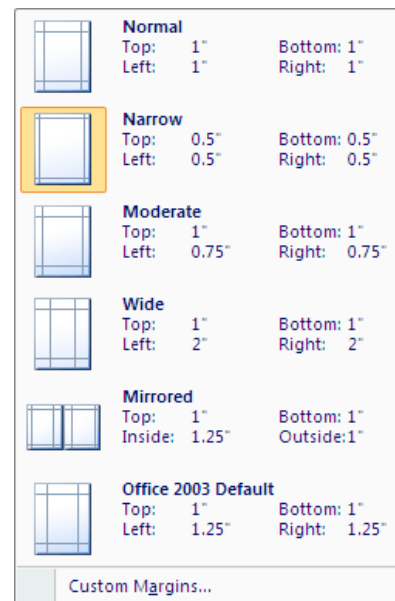


To begin, go to **The Ribbon / Menu Bar** and select the **Page Layout Tab**.

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

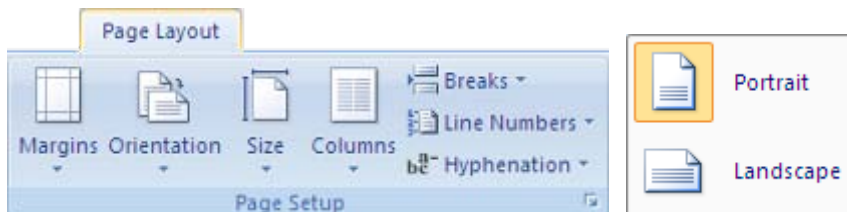
Step 02: Margins

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



Step 03: Page Orientation

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

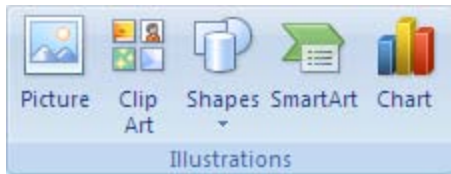


Step 04: Insert Rectangle

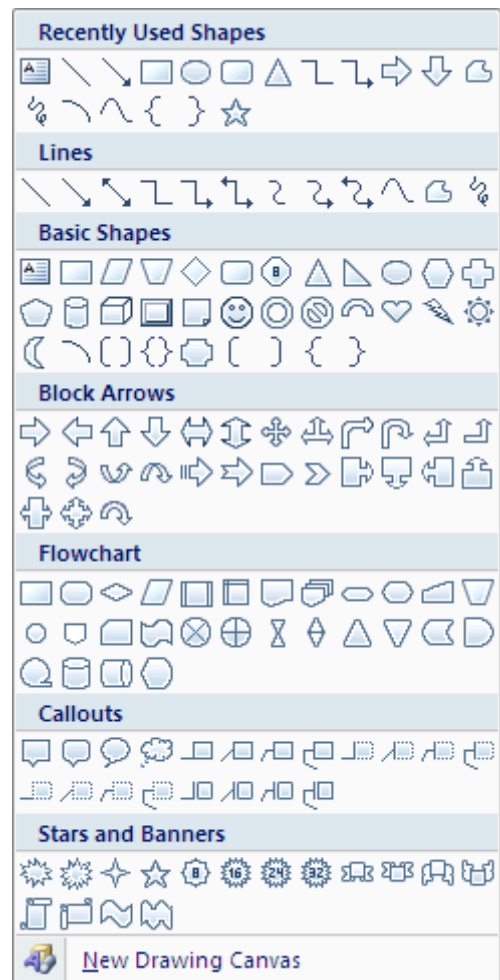
Now we will make **2 Rectangles** that go side by side.

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

Go to the **Illustrations Group**.

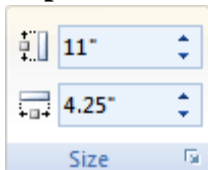


Select **Shapes** to open up the **Shapes Window**.



Select the **Rectangle** under **Recently Used Shapes**.

Step 05: Rectangle Dimensions



Once you have inserted the **First Rectangle**, go back to the **Ribbon** and select the **Format Tab**.

Go to the **Size Group** and set the **Shape Height** to "11" and the **Shape Width** to "4.25".

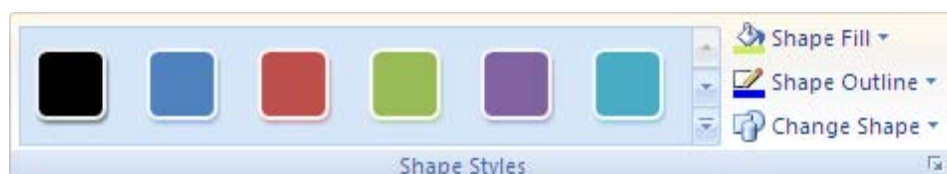
Right Click over the **Rectangle**, and select **Copy** from the menu that appears. Right Click again and select **Paste**. Move the new **Rectangle** into place.

Step 06: The Shape Styles Group

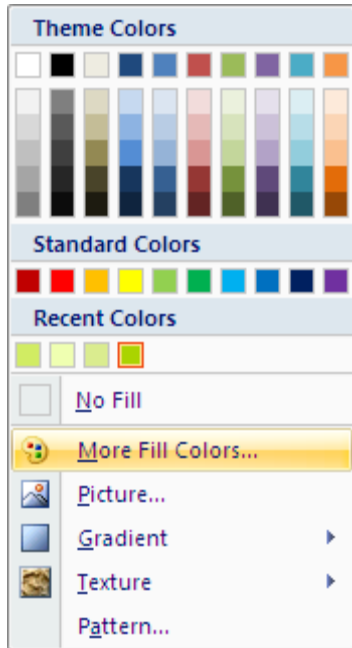
Now we will set the **First Rectangle** to "Black" and the **Second** to "Dark Red".

To do this select the **First Rectangle**, go to the **Format Tab > Shape Styles Group**.

Then select **Shape Fill**.

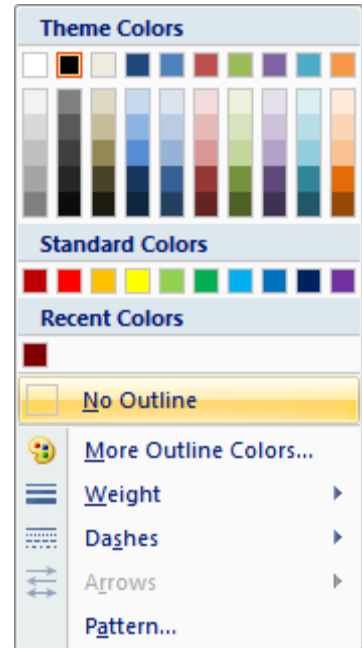


Step 07: Rectangle 1 Fill and Line

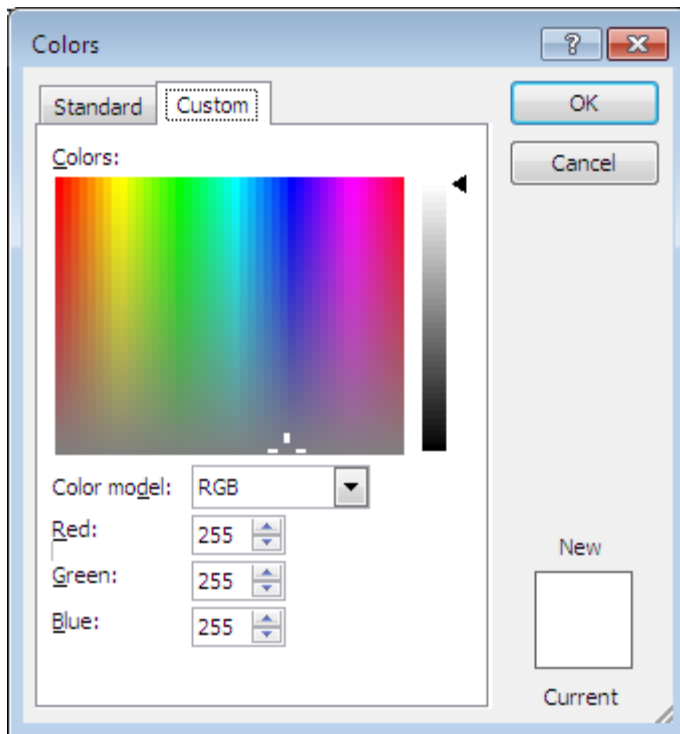


Under **Theme Colors** select "**Black**".

Then select the **Shape Outline Icon** in the **Shape Styles Group** and choose "**No Outline**" from the menu that appears or you can select "**Black**".



Step 08: Rectangle 2 Fill and Line



Select the **Second Rectangle**, go back to the **Shape Styles Group**, reselecting **Shape Fill**.

Go to **More Fill Colors** which brings up the **Colors Window**.

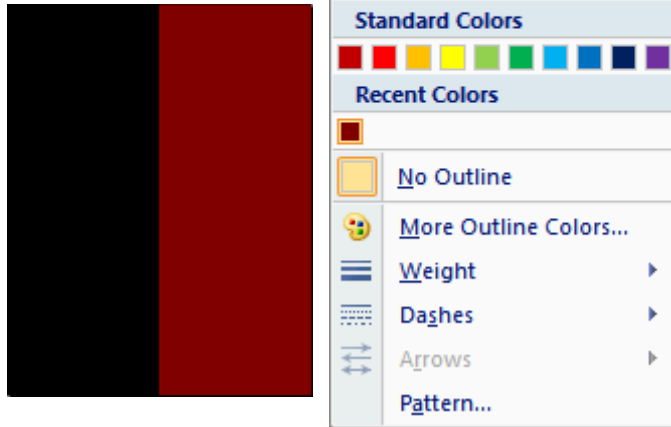
Select the **Custom Tab**. Set **R** to "**128**", **G** to "**0**" and **B** to "**0**".

Click **OK**.

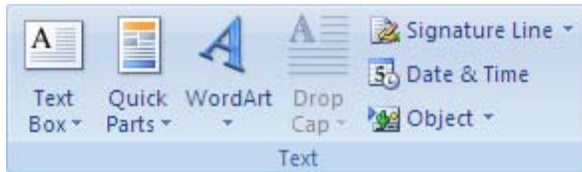
Step 09: Colored Background

Select the **Shape Outline Icon** and choose the **Dark Red Color** under **Recent Colors**.

The Colored Background will look like this:



Step 10: Add Text



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

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

Step 11: 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**.

Start typing the Company Title which is: "Aiden's Digital Photography".



Step 12: The Font Group



Go back to the **Home Tab** and go to the **Font Group**.

Select the down arrow next to "**Calibri**".

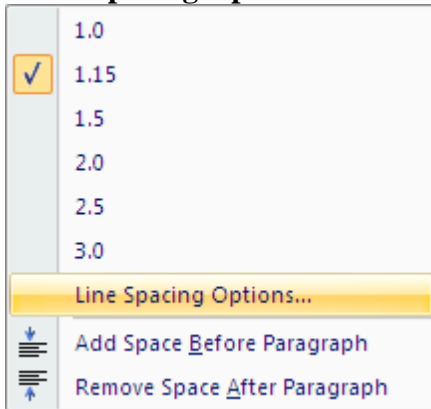
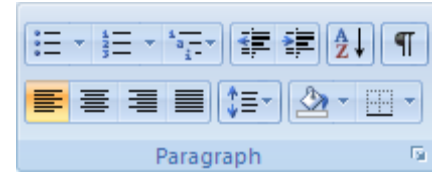
In this case the **Font Family** is "**Disko**" which is a free Font that was downloaded at www.FontFreak.com. Set the **Font Size** to "48".

Step 13: The Paragraph Group

To the right of the **Font Group** is the **Paragraph Group**.

Select the **Center Icon**. 

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



Step 14: Line Spacing

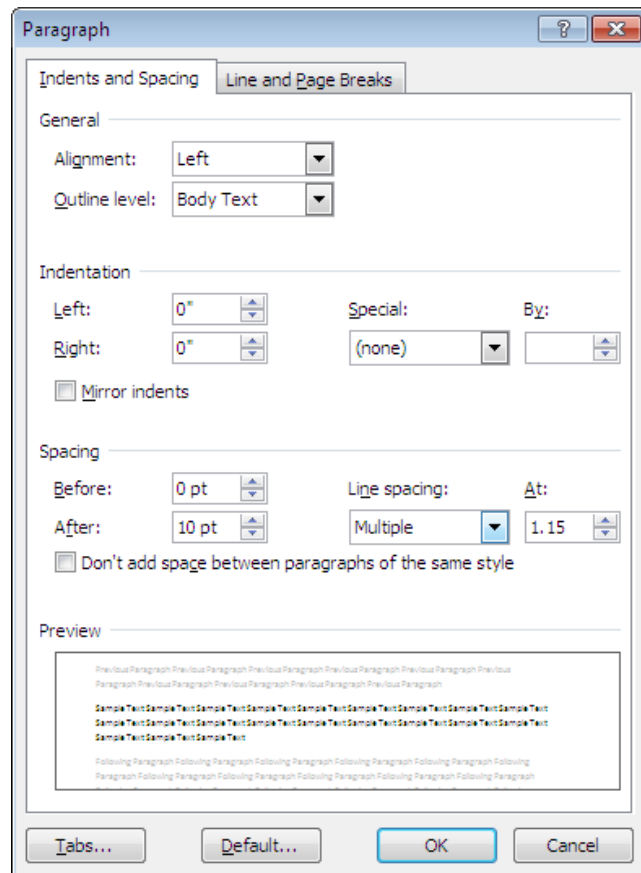
This will bring up the **Paragraph Window**.

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

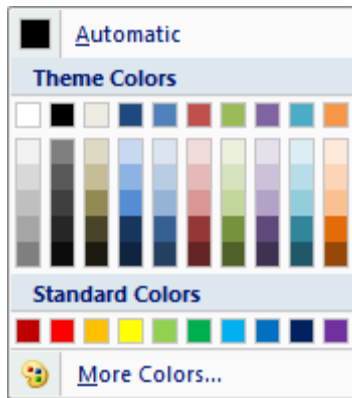
Set "**At**" to "**34pt**".

Also change "**After**" to "**6pt**".

Then click **OK**.



Step 15: Change Text Color



Next we will change the **Text Color**.

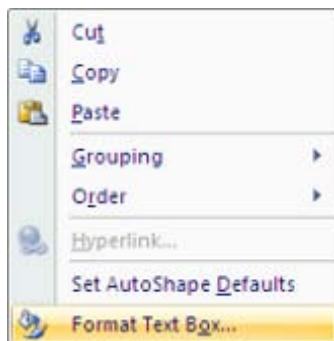
Select the **Text** then go to the **Home Tab** and select the down arrow next to the **Font Color Icon** in the **Font Group**.

Select "**White**" from the **Color Menu** that appears.

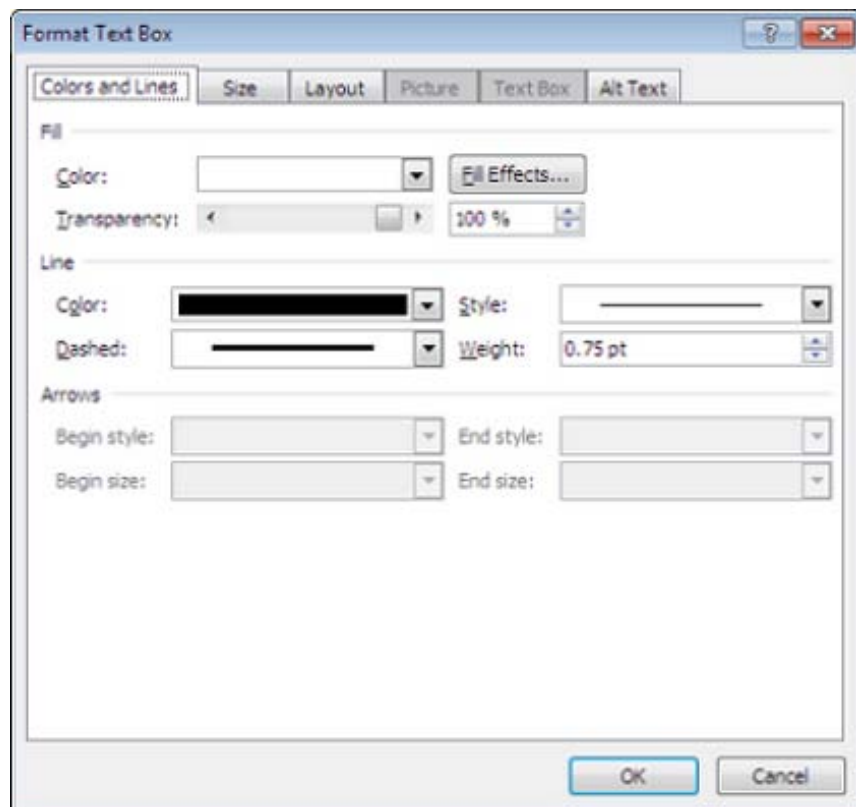
Step 16: Format Text Box

Next select the **Text Box**.

While holding the mouse directly over the **Text Box Outline**, Right Click and select **Format Text Box** from the menu that appears.



This opens the **Format Text Box Window**.



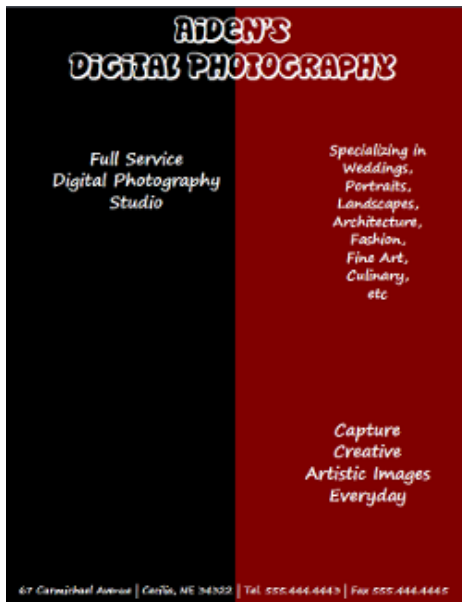
Step 17: Text Box Transparency/Line

In the **Fill Section**, set **Transparency** to "**100%**" and in the **Line Section** you can set **Color** to "**No Color**". Then click **OK**.




This is what the Flyer title would look like:

Step 18: Add Remaining Text



Here the **Font** is "**Segoe Print**" also from www.FontFreak.com.

Repeat the steps for Centering and Changing the **Font Color** to "**White**".

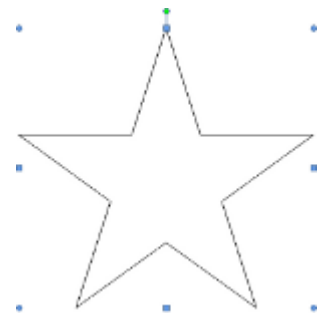
Set new Text blocks to **Bold** with the **Bold Icon**  from the **Font Group** on the **Home Tab**.

Step 19: Add Star

Go back to the **Insert Tab > Illustrations Group > Shapes** and select the **Star** which is under **Recently Used Shapes**.

Hold the "**Shift**" **Key** down while drawing the **Star** on the canvas. On the top of the **Star** you will notice a **Green Circle**.

Hold the mouse over it to get the **Rotate Tool** . Drag to the right to get to the desired location.

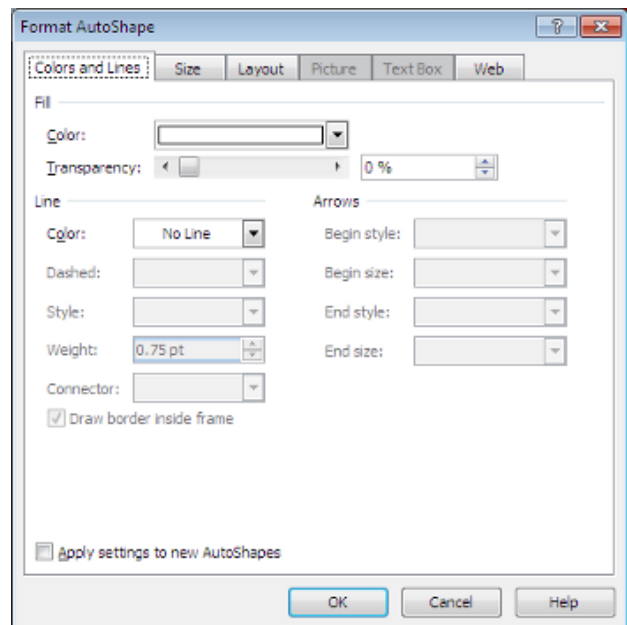
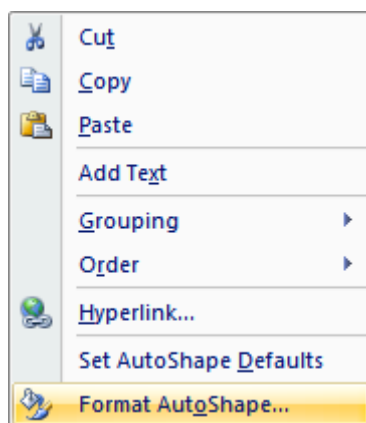


Step 20: Star Transparency

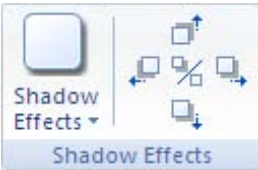
Right click the **Star** and select **Format AutoShape**.

This brings up the **Format AutoShape Window**.

In the **Colors and Lines Tab** set **Transparency** to "**80%**". In the **Line Section** set **Color** to "**No Line**". Click **OK**.



Step 21: Drop Shadow

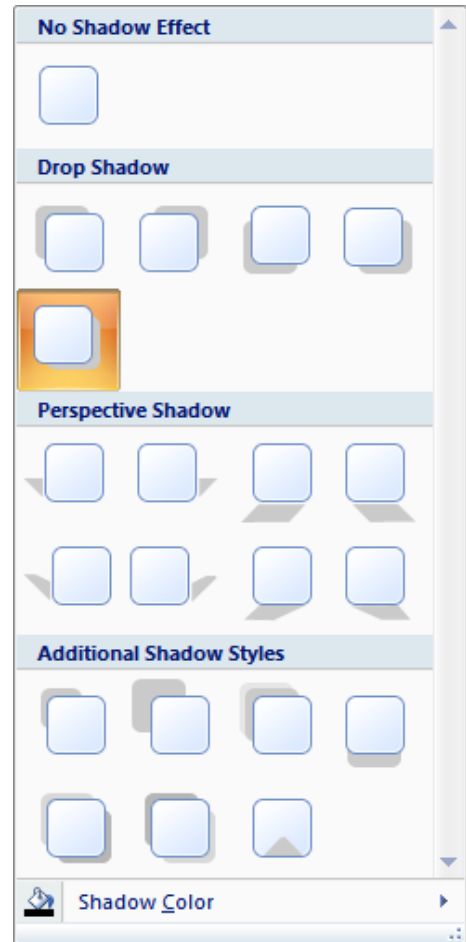


Select the image.

Then go to the **Ribbon > Format Tab > Shadow Effects Group > Shadow Effects** and select **Shadow Style 5** under the **Drop Shadow** section.

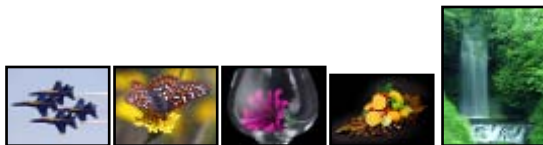
To set the **Shadow Color** to **"Black"**, go back to **Shadow Effects > Shadow Color** and select **"Black"**. Also make sure that the **Semitransparent Shadow** option is checked.

This is what the **Star** should look like on the flyer:



Step 22: Royalty Free Images

Next we can add Images to the document. I downloaded photos from these 3 sites that have **Royalty Free Photos** to use without any hassel.



www.Public-Domain-Image.com

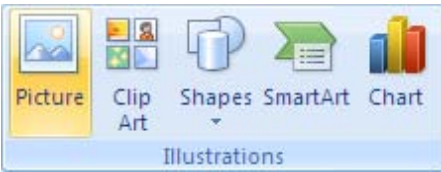


www.ImageAfter.com



Graphic-Bank.com

Step 23: Add 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.

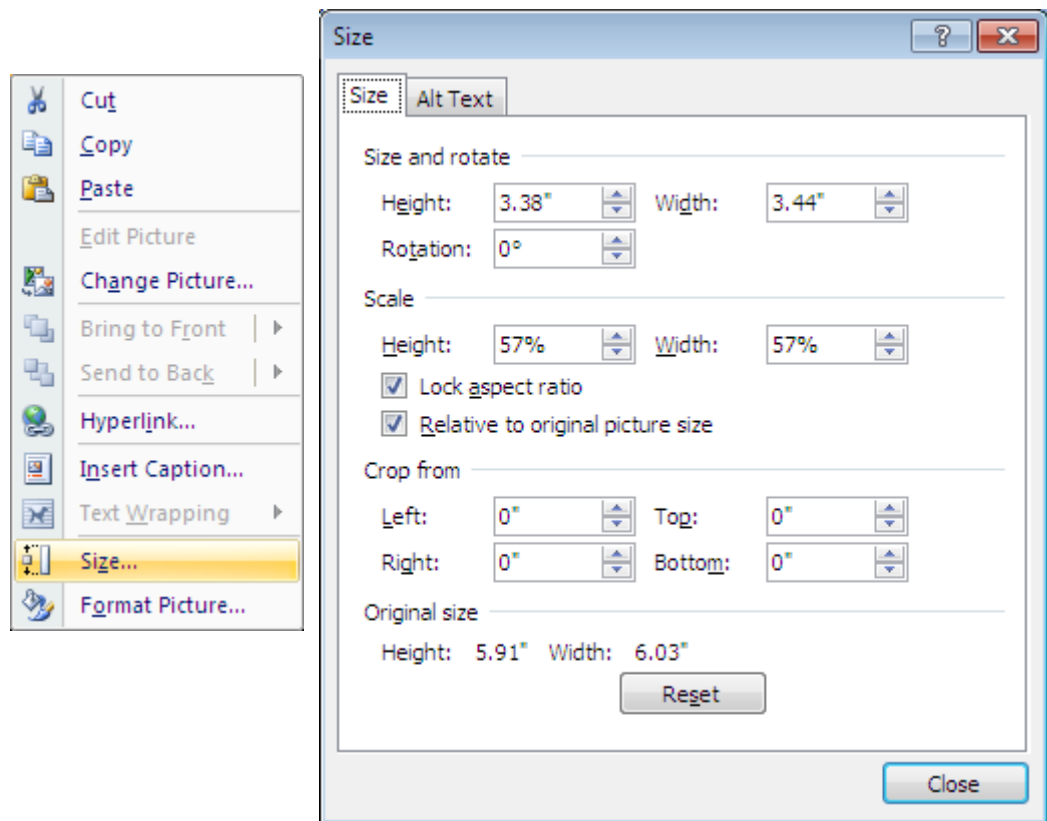
Place a **Text Box**, then go to the **Insert Tab** and click on the **Picture Icon** in the **Illustrations Group**.

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.

Step 24: The Size Window

After inserting each Image in its own **Text Box** we will need to **Scale** them. Select the first **Image**, right click and select **Size** from the menu that appears. This opens up the **Size Window**.



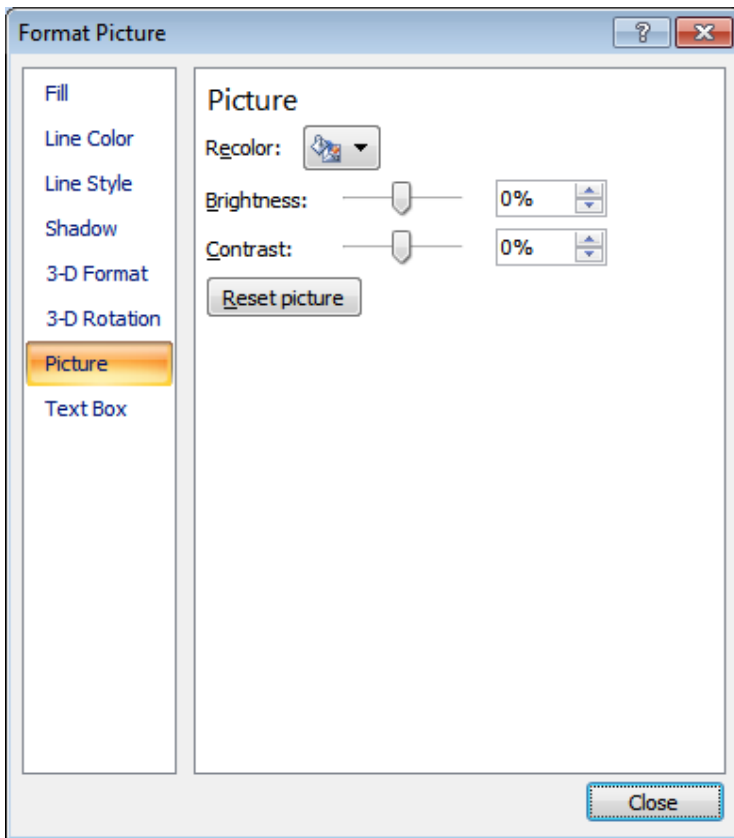
Step 25: Scale Images

Another way to open up the **Size Window** is to go to the **Ribbon > Format Tab > Size Group >** .

In the **Scale Section** change the **Height** to a suitable percentage and make sure that "**Lock Aspect Ratio**" and "**Relative to Original Picture Size**" are checked.

Leave the **Size Window** open while you adjust each **Image** one by one, then click **Close**.

Step 26: Format Picture Window



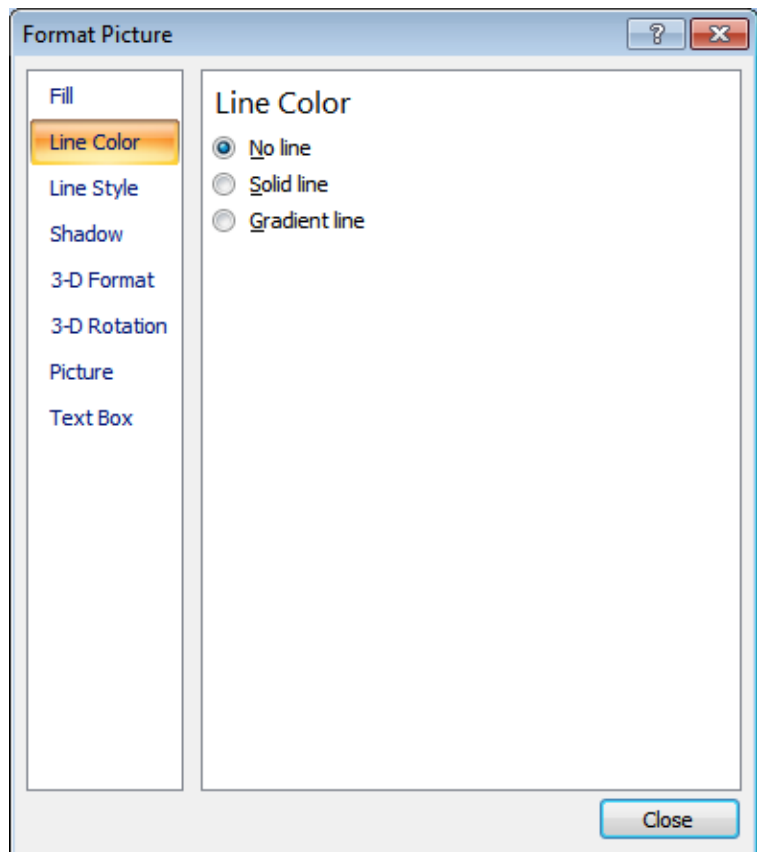
Next we will give each **Image** a **Border**.

Select an **Image**, right click and select **Format Picture** from the menu that appears.

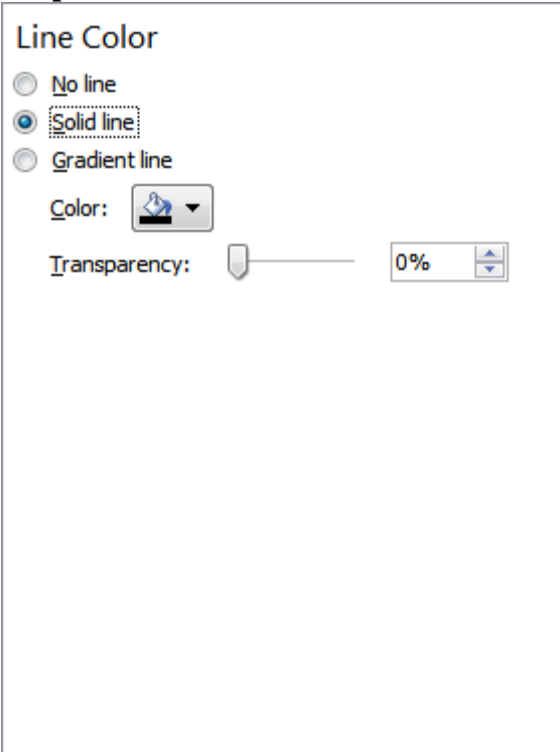
This opens the **Format Picture Window**.

Step 27: Line Color - Short Menu


Click on **Line Color** and select **Solid Line**.



Step 28: Line Color - Full Menu



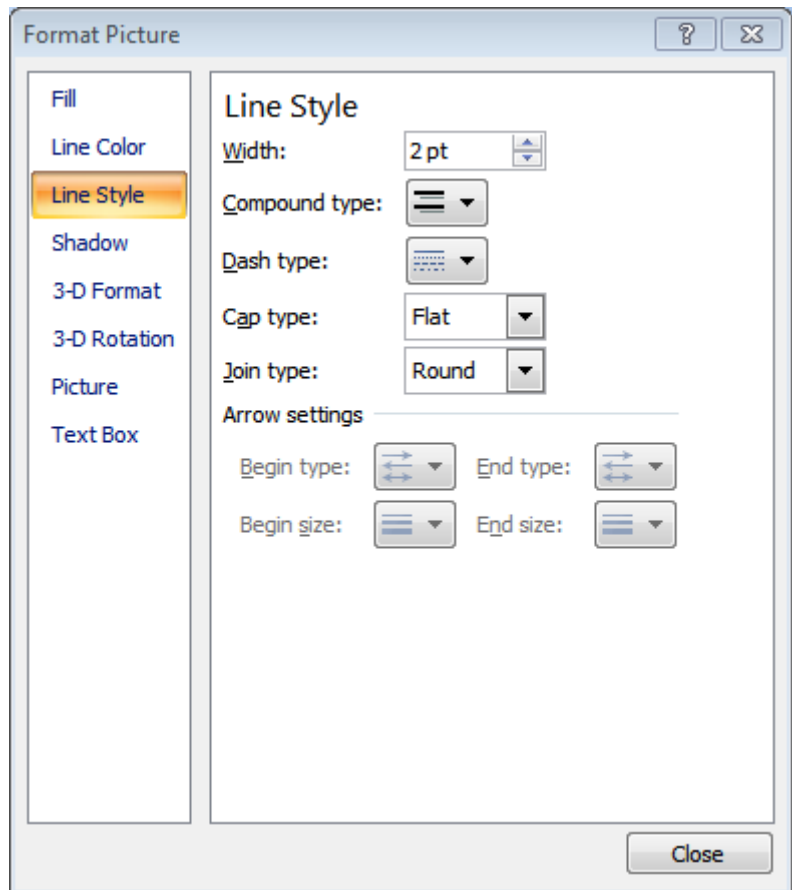
Once you have selected this option, the **Line Color Window** changes to give **Color** and **Transparency** options.

Set **Color** by clicking on the **Color Icon**  and selecting "**White**" from the **Color Menu** that appears.

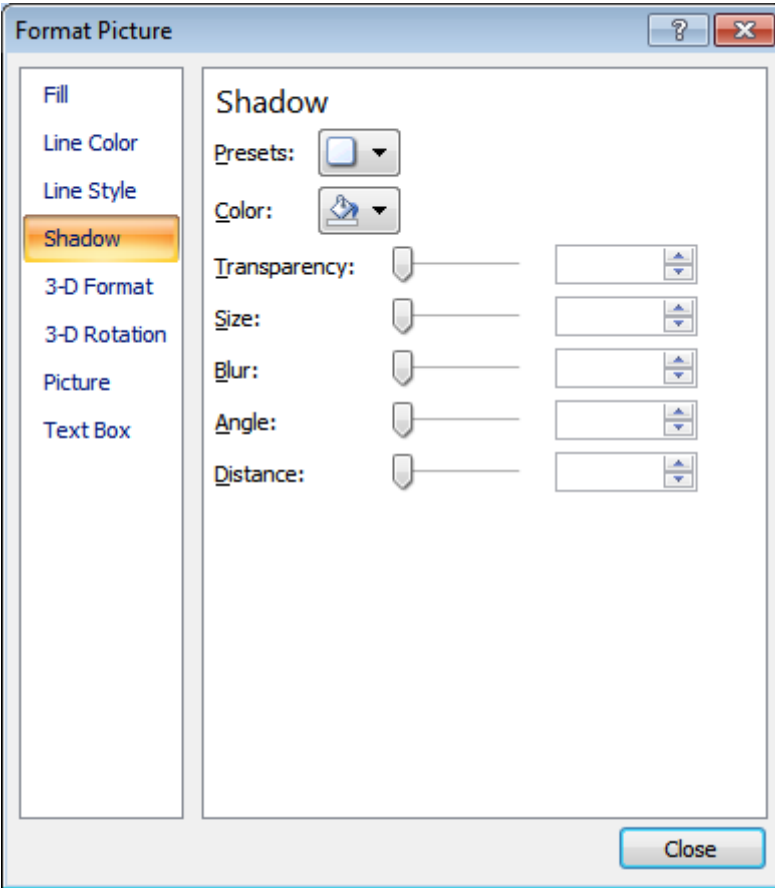


Step 29: Line Style - Width

Then go to **Line Style** and set **Width** to "**2pt**" by clicking on the "**Up Arrow**" or by typing it in.



Step 30: Shadow



Then select **Shadow**.

Click on the **Presets Icon**, which opens a menu with **Preset Shadows**.



In the **Outer Section** select the "**1st Shadow**" which is **Offset Diagonal Bottom Right**.

Set **Color** to "**Black**", **Transparency** and **Blur** to "**0**".

Then without closing the **Format Picture Window** proceed to the next **Image** and repeat until you have made the change to all the **Images**.

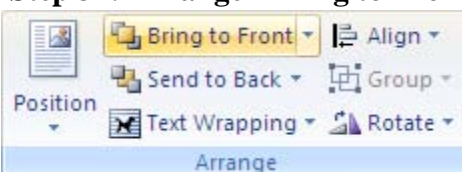
When finished click "**Close**".

Step 31: Format Text Box

While holding down the "**Ctrl**" **Key**, select all of the **Text Boxes** behind each **Image**. Right click and select **Format Text Box** from the menu that appears.

As in "**Step 17**", in the **Fill Section**, set **Transparency** to "**100%**" and in the **Line Section** you can set **Color** to "**No Color**". Then click **OK**.

Step 32: Arrange - Bring to Front Icon

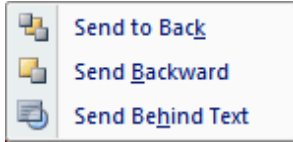


Select one of the **Text Boxes** that holds an **Image**.

Go to the **Format Tab** > **Bring to Front Icon** in the **Arrange Group**. It will bring the selected object in front of all the other objects.

Step 33: Bring to Front Menu

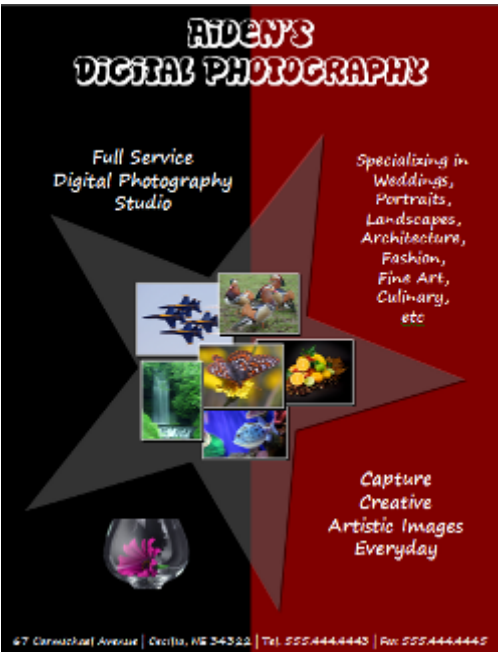
For more options you can click on the "**Down Arrow**" to the right of the **Icon** to reveal the **Bring to Front Menu**.



You can also do the same thing for the **Send to Back Icon** to reveal the **Send to Back Menu**.

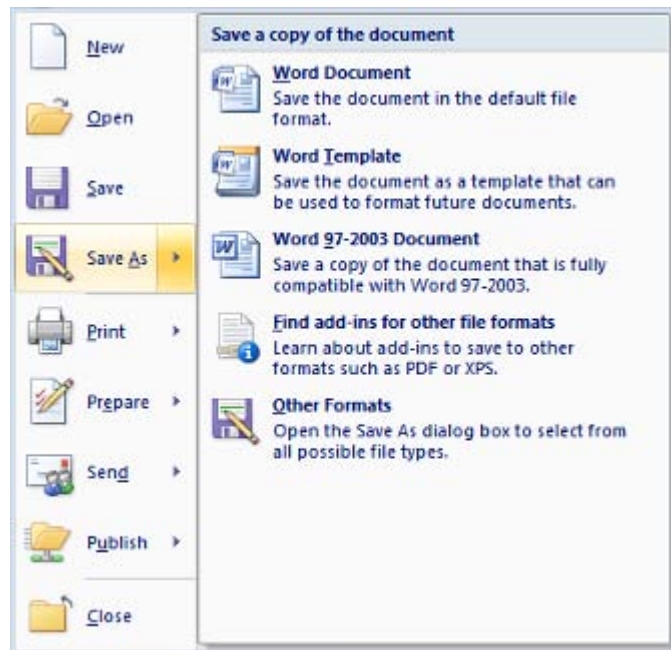
Step 34: Save File

Once you've finished arranging your Images your document will be complete. It should look like this:



All that's left to do is **Save** the document.

Click on the **Office Button**  which will open up a drop down menu.



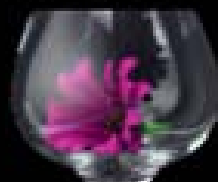
Go to **Save As > Word Document**.

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

AIDEN'S DIGITAL PHOTOGRAPHY

Full Service
Digital Photography
Studio

Specializing in
Weddings,
Portraits,
Landscapes,
Architecture,
Fashion,
Fine Art,
Culinary,
etc



Capture
Creative
Artistic Images
Everyday

67 Carmichael Avenue | Cecilia, NE 34322 | Tel. 555.444.4443 | Fax 555.444.4445