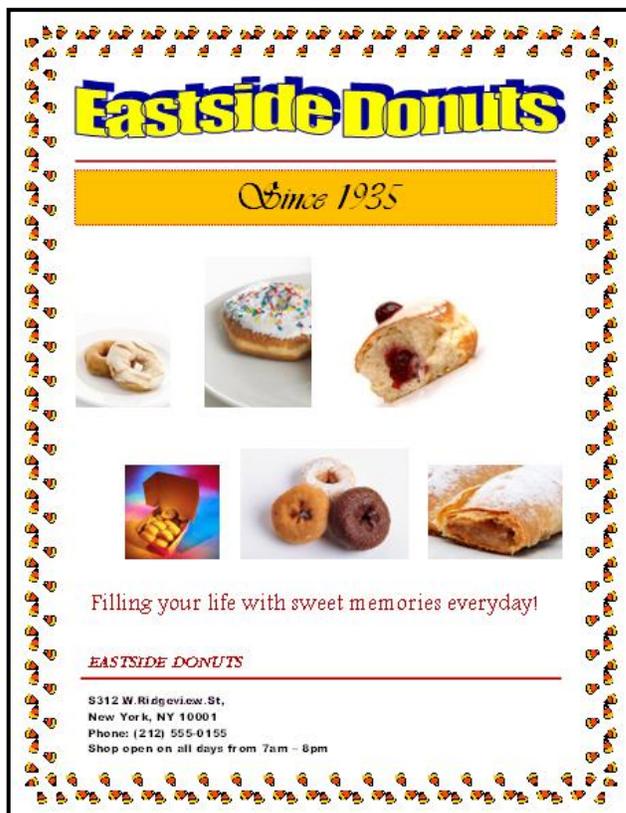


Create a Flyer

Do you want to make a special announcement in your community? You can use a flyer to announce community events like a festival or an important community meeting, or spread awareness on community issues. In a business, you can use a flyer to promote local products and services. A flyer is a sheet of paper with some information about local events, products or services. Flyers are sometimes posted on windows and walls, and sometimes they are handed out to people.

Look at the following example:



Flyer Example

As in the example above, a Flyer created on the computer typically has:

- A title that tells people what the flyer is about
- A small message about the flyer (event, product, service or community issue)
- A slogan or a motto

Flyer

- A picture
- An address
- Telephone numbers and email addresses (if available)

Before you begin using the computer to create your flyer, take a moment to get familiar with the **Intel® Education Help Guide**. The Help Guide provides handy step-by-step instructions for common applications right as you work.

Please refer the card - **How to Use the Help Guide**.

Steps on How to Create a Flyer

A. Create an Artful Title

1. **Start the word processing software, and open a new, blank document.**

For help, see Graphics Skill 4.1: To start the word processing software with drawing tools

2. **Think of a name for the flyer. Then, create an artful title, such as a WordArt or Fontworks title. Move the WordArt to the top of the page.**

For help, see:

Graphics Skill 9.1: To make art out of words, or WordArt

Graphics Skill 9.2: To change the words in your WordArt

Graphics Skill 9.3: To pick a different WordArt look or style

3. **Save your work.** Make sure you save your work after every couple of steps you complete.

For help, see Word Processing Skill 1.7: To save a word processing document for different uses

B. Draw a Line

1. **Below the title, draw a line that runs the width of the page.**

For help, see:

Graphics Skill 4.5: To use the Drawing (Shapes) tool

Graphics Skill 5.2: To draw a straight line

2. **Change the line's width, style, and color.**

For help, see:

Graphics Skill 6.5: To make a line or shape's border thicker or thinner

Graphics Skill 6.6: To change the look or style of a line or shape's border

Graphics Skill 6.7: To change the color of a line or shape's border

3. **Save your work.**

C. Draw a Text Box

1. **Below the line, make a text box that runs the width of the page.**

For help, see Graphics Skill 7.1: To make a box so you can add words to a drawing

2. **Save your work.**

D. Type Words in Text Box

1. **Type a line about what your flyer contains. Change the look of the words as you wish.**

For help, see:

Graphics Skill 7.2: To type words into a text box

Graphics Skill 7.3: To select or highlight words in a text box so you can make changes

Graphics Skill 7.4: To pick the letter design or font of words in a drawing

Graphics Skill 7.5: To make the words in your drawing bigger or smaller

Graphics Skill 7.6: To change the style of words in a drawing

Graphics Skill 7.7: To change the color of words in a drawing

2. **Save your work.**

E. Make Changes to Text Box Border

1. **Change the line style, color, and width of the text box border. You can also fill the text box with color.**

For help, see:

Graphics Skill 7.12: To change the line style of a text box border

Graphics Skill 7.10: To add a color border around a text box

Graphics Skill 7.11: To change the width of a text box border

Graphics Skill 7.14: To add a fill color inside a text box

2. **Save your work.**

F. Add a Picture

1. **Add a picture or several pictures to your flyer.** There are three ways you can do this:

- **You can start graphics paint software and make your own picture. Then, save your finished painting on your computer and insert it into your flyer.**

For help, see:

Graphics Group 1: Getting to know Microsoft Paint* (**Note:** This group name will change depending on the Help Guide version being used.)

Graphics Group 2: Painting Shapes and Lines

Word Processing Skill 5.2: To add a picture you have already made and saved on your computer

- **You can add a picture from the clip art gallery.**

For help, see Word Processing Skill 5.1: To add premade computer pictures, or clip art

- **You can find a picture on the Internet, copy the picture, and paste it into your flyer.**

For help, see Word Processing Skill 5.3: To add a picture you have copied from a Web site or another document

Flyer

2. After you have added your pictures, change its text wrapping.

For help, see Word Processing Skill 5.4: To change the way words flow, or wrap, around a picture

3. Resize and move the picture as needed.

For help, see:

Word Processing Skill 5.5: To make picture bigger or smaller

Word Processing Skill 5.6: To move a picture

4. Save your work.

G. Type a Slogan

1. Draw a text box in the empty space below the pictures.

For help, see Graphics Skill 7.1: To make a box so you can add words to a drawing

2. To make the flyer more interesting, type a slogan about the flyer.

For help, see Graphics Skill 7.2: To type words into a text box

3. Make the title bigger or smaller as needed. You might also want to change the alignment of the lines of words.

For help, see:

Word Processing Skill 3.2: To make words bigger or smaller

Word Processing Skill 4.2: To change the left/right position or alignment of words

4. Change the look of the words as you wish.

For help, see:

Word Processing Skill 3.1: To pick the letter design or font for your words

Word Processing Skill 3.3: To change the style of words

Word Processing Skill 3.4: To change the color of words

5. You can also change the look of the text box border.

For help, see Graphics Skill 7.13: To remove a border from a text box

6. Save your work.

H. Draw Another Text Box

1. Make another text box, and type the name of the flyer. This will be the same name as you decided while creating the artful title. Change the look of the words as you wish.

For help, see:

Graphics Skill 7.2: To type words into a text box

Graphics Skill 7.3: To select or highlight words in a text box so you can make changes

Graphics Skill 7.4: To pick the letter design or font of words in a drawing

Graphics Skill 7.5: To make the words in your drawing bigger or smaller

Graphics Skill 7.6: To change the style of words in a drawing

Graphics Skill 7.7: To change the color of words in a drawing

2. You can also change the look of the text box border.

For help, see Graphics Skill 7.13: To remove a border from a text box

3. Save your work.

I. Draw Another Line

1. Below the text box, draw a line that runs the width of the page.

For help, see:

Graphics Skill 4.5: To use the Drawing (Shapes) tool

Graphics Skill 5.2: To draw a straight line

2. Change the line's width, style, and color.

For help, see:

Graphics Skill 6.6: To change the look or style of a line or shape's border

Graphics Skill 6.8: To change the fill color inside a shape

3. Save your work.

J. Draw Another Text Box

1. In the bottom left corner of the flyer, make another text box. Type the address and phone number and any other information about the flyer. Type the email address if available. Change the look of the words as you wish.

For help, see:

Graphics Skill 7.1: To make a box so you can add words to a drawing

Graphics Skill 7.2: To type words into a text box

Graphics Skill 7.3: To select or highlight words in a text box so you can make changes

Graphics Skill 7.4: To pick the letter design or font of words in a drawing

Graphics Skill 7.5: To make the words in your drawing bigger or smaller

Graphics Skill 7.6: To change the style of words in a drawing

Graphics Skill 7.7: To change the color of words in a drawing

2. You can also change the look of the text box border.

For help, see Graphics Skill 7.13: To remove a border from a text box

3. Save your work.

K. Add a Page Border

1. Add a colorful page border to the flyer.

For help, see Word Processing Skill 6.12: To add a border around the edges of a page

2. Save your work.

L. Flyer Challenge (Optional)

1. Change the artful title's shape and color.

For help, see:

Graphics Skill 9.4: To change the colors of your WordArt

Graphics Skill 9.5: To change the WordArt shape

Flyer

2. In the text box below the pictures, type a list of things that talk about the flyer. Then, turn that information into a bulleted list.

For help, see:

Graphics Skill 7.10: To add a color border around a text box

Word Processing Skill 4.7: To make a list of information with different symbols, or a bulleted list



Flyer Challenge Example

Review Your Work

Look over your flyer. Make sure each has the following elements:

- A title that tells people what the flyer is about
- A small message about the flyer
- A slogan or a motto
- A picture that shows something important about the flyer
- An address
- Telephone numbers and email addresses (if available)

If any of these elements are missing, add them now. You should also make any other desired changes. Remember to **save your work** when you are finished.

Optional: Print Your Flyer

1. **Preview your flyer before you print it. Set up the document so it prints sideways, or landscape.**

For help, see:

Word Processing Skill 1.2: To use the Menu (Ribbon) bar

Word Processing Skill 1.3: To use the Standard (Quick Access) toolbar

Word Processing Skill 6.4: To setup a document so it prints sideways, or landscape

Word Processing Skill 6.18: To see how a document will look before you print it

2. **To print your flyer, click File. Then, click Print.** A Print window pops up.

Note: For Microsoft®Office 2010 users, when you click the File tab, you will notice a Backstage view.

3. **To select the printer you want to use, click the arrow in the Name or Printer list and select the printer.**

Note: You will notice that the box has a drop-down menu or a list which allows you to select one option from several printer choices. If there is a drop-down menu, just click on the down arrow and move your cursor to the option you would like to choose. If a list is displayed, scroll to the printer that you want. Highlight your choice, and then click on it.

4. **To select the page you want to print, place your cursor on that page and click Current Page. Or, click Pages, and then type the page number that you would like to print.**

Note: If your flyer covers only page 1, then by default, the page will be automatically selected for printing. You may skip this step and move to Step 5.

5. **To select more than one copy you want to print, click the up arrow in the Number of copies list.**

Note: For Microsoft®Office 2010 users, click the up arrow in the Copies list.

Note: By default, the number of copies to be printed is 1. Just click on the up arrow for more than one copy to print. Click on the down arrow for lesser number of copies to print.

6. **Click OK or click Print.**