

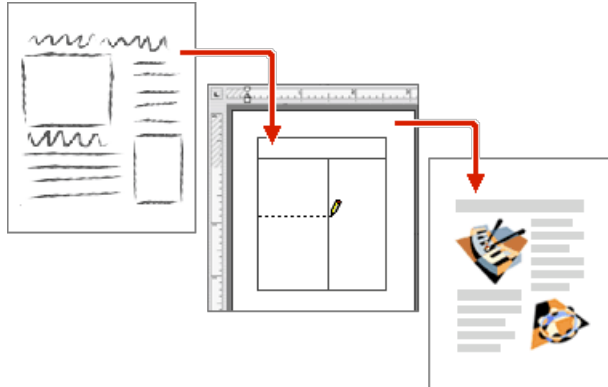
mactopia

Create a flyer

You don't have to be a professional designer to produce an attractive, attention-grabbing flyer. Next time you need a for-sale, for-rent, or event flyer, put Word to work. Its versatile picture, drawing, and formatting tools are easy to use.


In this project, you'll learn how to:

- Create a flyer layout.
- Insert an image into a document.
- Add and format text.
- Create WordArt.




Sketch how you want the flyer to look on paper first, and then recreate it in Word.

Creating a flyer layout

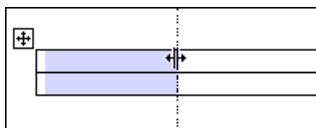
1. On the **Standard** toolbar, click **New Blank Document** .
2. On the **View** menu, click **Page Layout**.
3. On the **Table** menu, click **Draw Table**.

The **Tables and Borders** toolbar appears.

4. Point to where you want the table, and then drag to create the table border.
5. Drag inside the table border to create rows and columns.
6. To erase a line, click **Eraser**  on the **Tables and Borders** toolbar, and drag where you want to erase.

Try these layout tips

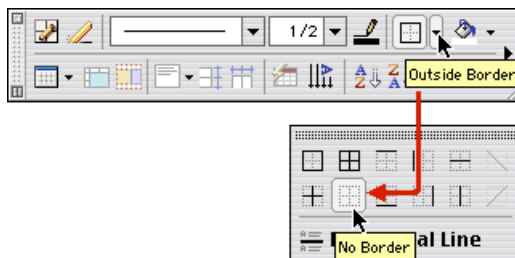
Change column length or width Select the boundary you want to change. Rest the pointer on the boundary until the double arrows appear, and then drag the boundary to the desired size.



Change your flyer's orientation On the **File** menu, click **Page Setup**, and then click the vertical or horizontal icon next to **Orientation**.



Eliminate the borders on your table On the **Tables and Borders** toolbar, click the **Outside Border** arrow, and then click **No Border**.



Inserting images

1. Click where you want to insert the picture.
2. Do one of the following:
 - o To insert an image from the Clip Gallery, on the **Insert** menu, point to **Picture**, and then click **Clip Art**. Click the category you want, and then click the image. Click **Insert**.
 - o To insert an image on your computer, on the **Insert** menu, point to **Picture**, and then click **From File**. Locate the picture you want to insert, and then double-click it.
 - o To insert a picture from your scanner, on the **Insert** menu, point to **Picture**, and then click **From Scanner or Camera**. Select the name of your scanner from the **Device** pop-up menu, and then click **Acquire**. Word will launch the program that came with your device.



Tip To resize an image, click the image, rest the pointer on one of the corners until it turns into a double arrow, and then drag to the desired size. To move an image drag it to a new location.

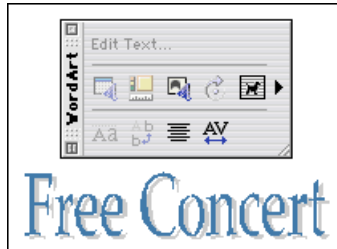
Adding text

1. Type the text you want in each column of the table you created.
2. Use the **Formatting Palette** to format the text and select font type, size, style, and color.

Creating WordArt

WordArt can enhance your text beyond font style or size.

1. On the **View** menu, point to **Toolbars**, and then click **Drawing**.
2. Click where you want to place WordArt, and then on the **Drawing** toolbar, click **Text Box** .
3. To select a WordArt style, on the **Drawing** toolbar, click **Insert WordArt** .
4. In the **WordArt Gallery**, click the style of WordArt you want, and then click **OK**.
5. In the **Edit WordArt Text** dialog box, type the text you want, select any other options you want, and then click **OK**.
6. Use the **WordArt** toolbar to edit the text or change its shape, position, or colors.



Tip Want to add a border to the flyer page? On the **Format** menu, click **Borders and Shading**. Click the **Page Border** tab and make your selections.