

Creating a Flyer

Flyers are advertisements or announcements. They can be very effective if you keep the design simple so that the message stands out. Flyers can announce:

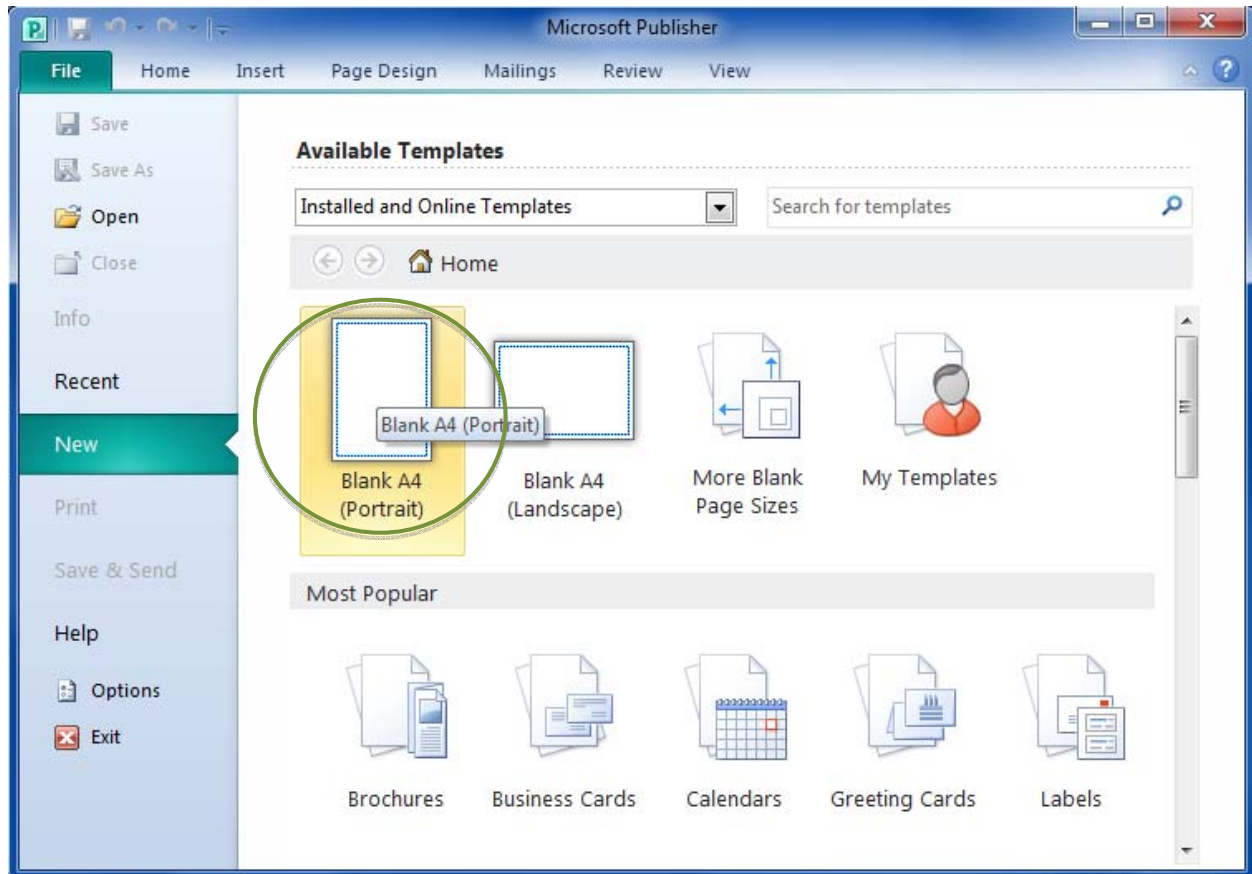
- events, such as social outings, meetings and news
- promotional events or special offers
- a new business venture

Flyers usually include more, or simply larger, graphics than other publications. So you will need to spend some time working with the graphics in the creation of your flyer. In this exercise you will create the following flyer.

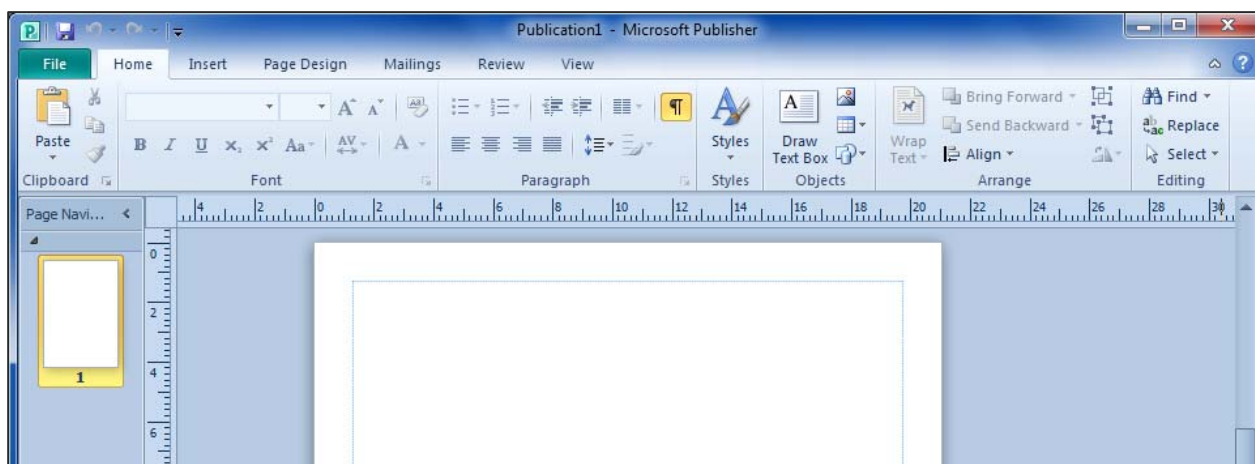


Laying out the Page

- 1 Start MICROSOFT PUBLISHER.
- 2 Click on BLANK A4 PORTRAIT



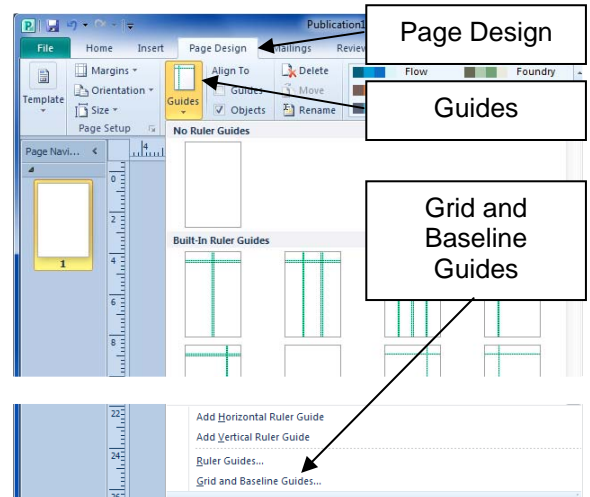
A fresh A4 size page is provided for you to start work.



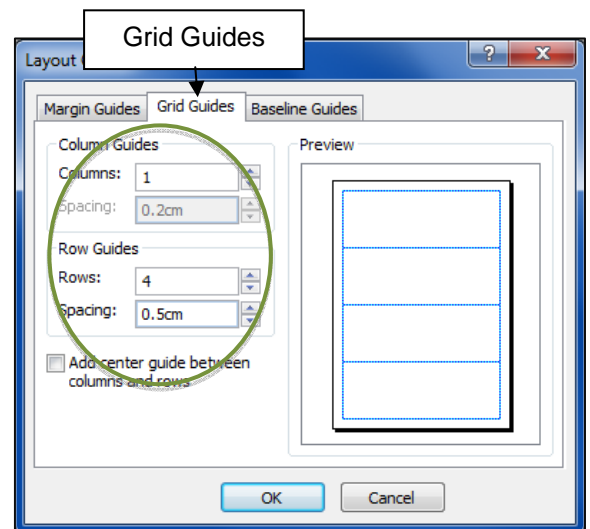
Laying Out the Page using Layout Guides

Layout Guides are useful to use in creating consistent looking documents, particularly if the document is large, or if several people are working on the one publication.

- 1 Click on tab PAGE DESIGN ➤ GUIDES in the Ribbon
- 2 Click on GRID AND BASELINE GUIDES at the end of the menu to display the LAYOUT GUIDES dialog box as shown at the right.

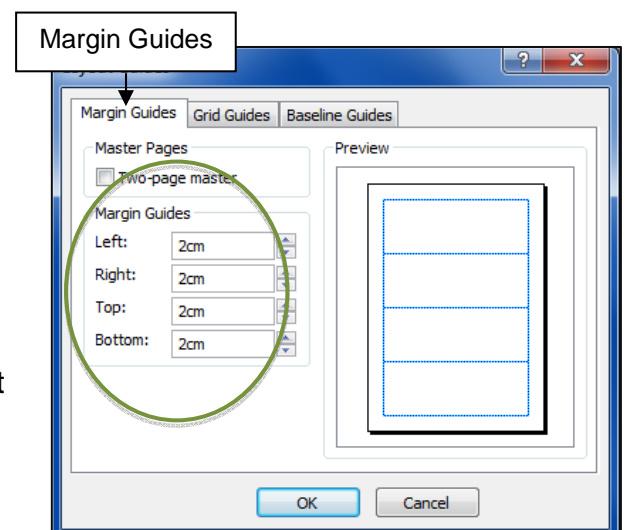


- 3 Click on the GRID GUIDES tab and type 1 in the COLUMNS box so the page is not divided into columns
- 4 Click on the ROW GUIDES box and type 4 to divide the page into 4 sections.
- 5 Click on the SPACING box for ROWS and edit it to read 0.5cm



- 6 Click on each of the MARGIN GUIDES tab and type 2 for 2 cm in all the MARGIN GUIDE boxes
- 7 Click on OK.

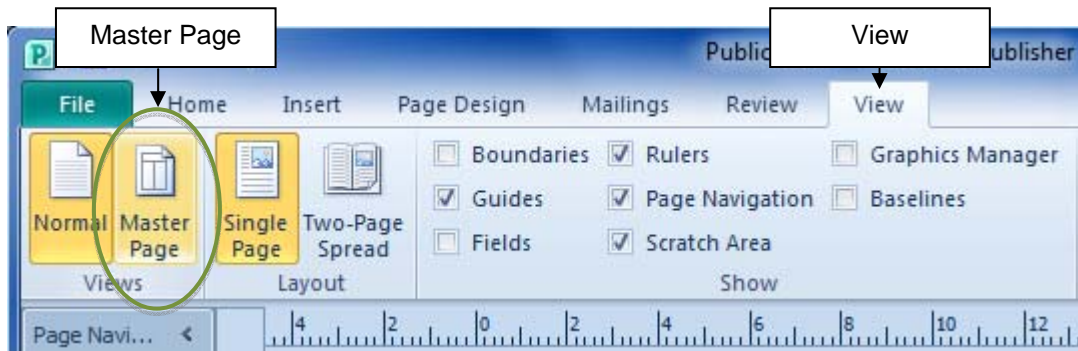
The page will now have the Layout Guides displayed. These guides can help you place text and other objects in a consistent manner and give balance to your pages.



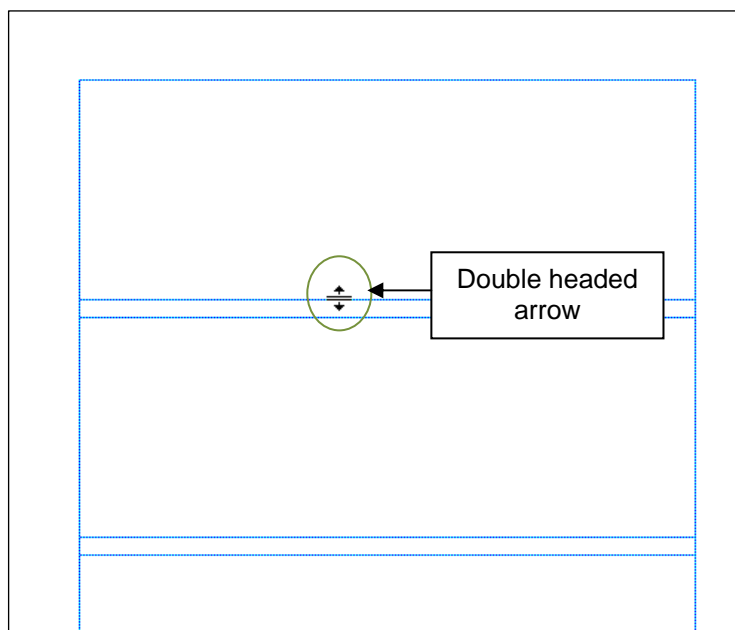
Customising Layout Guides

When LAYOUT GUIDES are first inserted they are evenly spaced. However their positions can be adjusted.

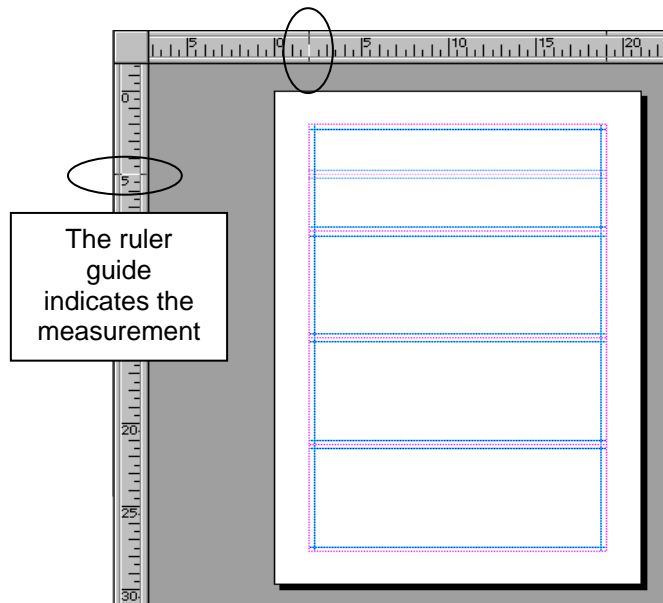
- 1 Click on the tab VIEW ►MASTER PAGE in the Ribbon – you can now move the guides.



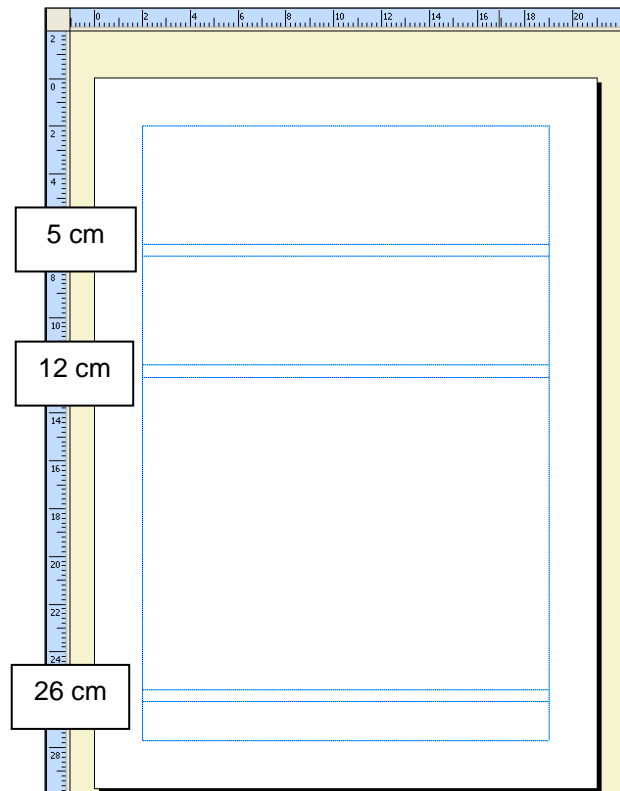
- 2 Move the mouse over the first horizontal guide until the cursor changes to a double headed arrow as shown below.



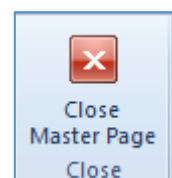
- 3 Hold down the <SHIFT> key and click on the Layout Guide, hold and drag the guide up towards the top – look at the Ruler guide – the Layout Guides position is indicated on the Ruler Guide. Move the Layout Guide until it is at the 5 cm mark.



- 4 Repeat to adjust the other two guides so the Layout Guides appear as shown below to the right, with the second guide at 12cm and the third at 26 cm.



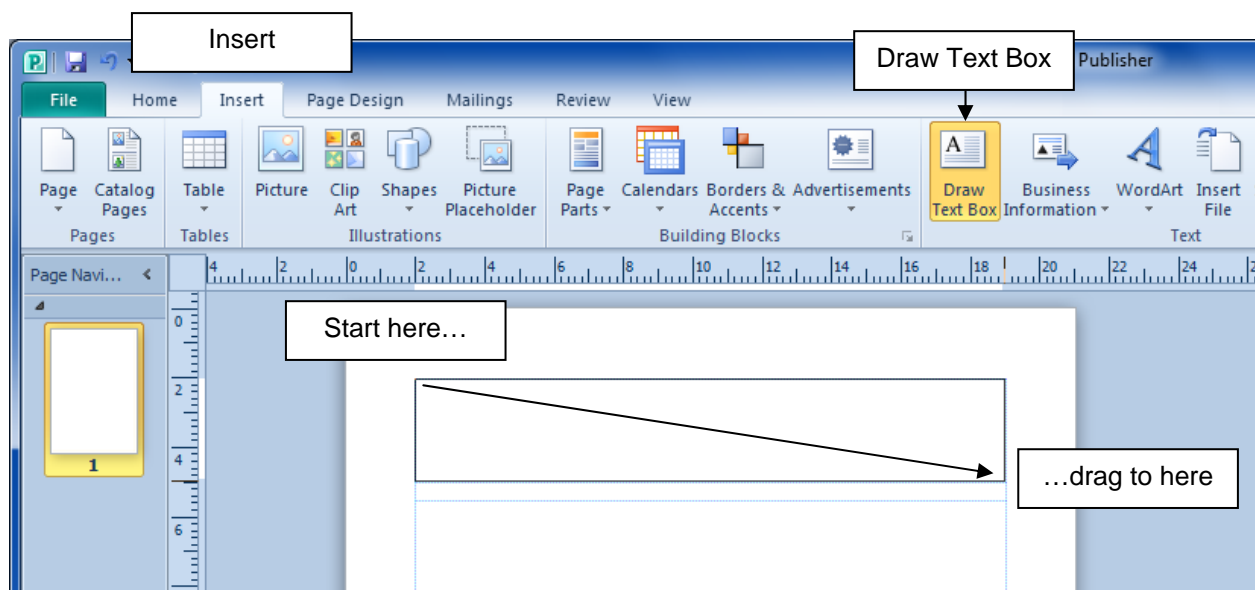
- 5 Click on CLOSE MASTER PAGE in the Ribbon to return to the normal working area.



Entering Text

To enter text into a publisher document you must first create a TEXT BOX.

- 1 Click on the INSERT tab
- 2 Click on the DRAW TEXT BOX tool on the INSERT tab
- 3 Move the mouse over to the page then click and hold the mouse button where the top left corner of the TEXT BOX is to be and drag down and to the right of the guide line at 5 cm – release the mouse.



The Text Box will appear a little larger than what you drew. The Text Box Tools: Format tab is automatically displayed so you can format text you enter into the box.

