

## **More Word**

by Dick Evans

We have covered the basics in other class sessions, now let's talk about how to create a flyer, a newsletter, and even print greeting cards in Microsoft Word.

### **A Flyer**

A flyer is usually used to announce an event. Perhaps a birthday party, a meeting, or even a yard sale. It typically has three parts:

1. A title
2. A picture
3. Details

Pictures are great, but remember that the only ones you own are the ones you take. Do not "borrow" from the Web unless you have permission to do so. And keep that email or a copy of that Web page that gave you permission so it cannot come back to bite you later.

There are some sites you can download royalty free images and some sites you can get inexpensive sites to use images.

Color is good, but remember the cost of those color cartridges. B&W can work especially when you are paying for the printing.

Centering is good. Works nice for a flyer. Add a page border to finish it off.

### **A Newsletter**

A newsletter is not the same as a letter or a flyer. It consists of a masthead on page 1 and text and images set in columns.

The masthead is where you put the name of the newsletter, the organization name, the date, etc. It is like the top of the front page of any newspaper.

A newsletter is usually done in portrait style with 2 or 3 columns for the body. And unlike a letter that should be justified left, a newsletter is justified full. Use of drop caps makes the articles stand out as does continuing an article on the front page latter on in the newsletter. This allow you to have many articles on the first page; kind of like a table of contents.

They should be printed on both sides. This is easy to do even if you do not have a full duplex printer; you just print the even pages, turn them over and put them back in the printer and print the odd pages. You do not have to figure this out as the print dialogue box explains it for your printer.

### **Greeting Cards**

You can make greeting cards easily in Word, even if you do them by hand. The card is printed on one letter sized paper and folded in half and then in half again. You can purchase a box of envelopes at your local office supply store that fit perfectly.

A	B
C	D

The first fold is top to bottom, which means sections A and B need to be created upside down. A is the cover and B is the back. C and D are the inside.

So how do I write upside down you ask. Images can be rotated, text cannot. So insert the image you want to use on your cover and type and format the text. Then select both the image and the text. Cut and then Paste Special as a Windows Picture. Now you can rotate it. However, once you have done this and saved the document you cannot go back and change the text or the image without starting over.

You also rotate anything you create in Wordart.

File > Open > New > Templates will allow you to locate a pre-made template for a greeting card. This is the easiest approach. Once you have the document you can change to your liking.