How to…

Create a leaflet in Word

1) Open a new word document and change the layout from portrait to landscape. To do this go to the ‘layout’ tab at the top of the page and select the ‘orientation’ option. Select ‘landscape’ from the drop down menu.

2) Once you click on ‘landscape’, the change will be made to your document.
3) Check the size and make changes according to your leaflet brief by going to the 'layout' tab and selecting the 'size' option. A drop-down menu will appear. The current size of the document will be highlighted.

4) Click on any of the sizes to change the size of your Word document, or select 'more page sizes' to add a custom page size.
5) Adjust the margins of your Word document to create more space on the page. Do this by going to the ‘layout’ tab and selecting the ‘margins’ option. A drop-down menu will appear. The current margin of the document will be highlighted. Select the margin that you want to use on the Word document. Selecting ‘narrow’ will give you more space to work on the Word document.

6) To start your leaflet you will need to split the page into three sections. Do this by going to the ‘insert’ tab and going to ‘shapes’. A drop down menu will appear, select the ‘rectangle’ option.

7) Click into the Word document to make the rectangle appear in the body of the Word document.
8) Use the corner points to pull the rectangle into the desired shape – 1/3 of the page.

9) You can then copy and paste this first rectangle twice more to create the other two sections of the leaflet. Do this by clicking on and then right clicking the rectangle. A menu will appear, select ‘copy’.
10) Once you have selected ‘copy’, click back into the body of the Word document and right click and select ‘paste’.
11) Once you have done this twice, arrange the rectangles on the page by clicking on them and dragging them around the page.