How to…
Create a leaflet in Word Continued

1) To add text to your Word document use the text box functions. This will allow you to create text, which can easily be placed in the Word document and edited. To do this click into the Word document and go to the ‘insert’ tab and then select the ‘text box’ option to view the drop down menu. Select a ‘simple text box.’

2) The text box will appear in the body of the Word document. You can make the text box smaller or larger by using the points around the box.
3) You can move the text box by dragging it into the correct space.

4) Click into the text box to edit the text.
5) To change the font and size of the text, highlight the text and go to the ‘home’ tab. In the ‘font’ and ‘paragraph’ sections, make your changes to the text. Remember that readability is key.

6) To remove the text box outline, select the text box and then go to the ‘format’ tab. Go down to ‘shape outline’ and select ‘no outline’.
7) This will allow for a cleaner's finish to your leaflet.

8) You can then add additional text boxes in the same way.