How to...
Create a leaflet in Word Continued

1) When crating your leaflet you will be working with many individual moving parts, boxes, text, images, these can become difficult to handle. To make this easier use the ‘group’ function. This allows you to select multiple items and ‘group’ them together.

2) To do this left-click the first item you wish to ‘group’, then hold down ‘Ctrl’ on your keyboard and select, by left clicking the other items you wish to ‘group’ together. Once you have selected all of the items, you can stop holding down ‘Ctrl’. Next right-click with your mouse and a drop down menu will appear.
3) From the drop down menu, select ‘group’. This will present you with two options; ‘group’ and ‘ungroup’. To ‘group’ the items select ‘group’. If later on, you want to ungroup your items return to this drop down menu and select ‘ungroup’.

4) Once the grouping has been made, the drop down menu will close and a box will appear around all of the grouped items. Allowing you to move, resize or recolour all of the items in that group at the same time.