How to…
Create a leaflet in Word Continued

1) An important part of leaflet design is the visuals used to help the reader understand the information they are being presented with. Ensure any visuals used are relevant to the content of the leaflet to avoid any confusion.

2) To add an image to your leaflet it is best to create an area for the image to sit first. This will allow you to decide on the size and location of the image before you insert the image into the design.

3) Go to the ‘insert’ tab and select ‘shapes’ and then from the drop down menu select the shape you want your image to appear as – the ‘rectangle’ maybe most suitable.

4) Click into the body of the text to make the shape appear.
5) Using the white dots around the edge of the shape drag the ‘rectangle’ into the desired size.

6) Repeat this process until you have added enough boxes for all of your images. A benefit of doing this is that it allows you to ensure that you keep enough space for images when adding your text to the leaflet.
7) You can then 'group' all of these items together, to ensure that they will stay in the correct place.
8) Click into the box you wish to add an image to and go to the ‘format’ tab, select ‘shape fill’ and a drop down menu will appear, go down to the ‘picture’ option.

9) Once you click ‘picture’ a pop up box will appear, prompting you to find an image. In this case, we will look for an image ‘from a file’. Click ‘browse’ to be taken to your documents.
10) From the documents pop up search for the image you wish to use. Once found, click onto the image and then select insert.

11) The image will fit itself into the shape you have created.
12) If the image does not fit correctly into the box, you can select the box and make it larger, or smaller.

13) Click into the next box you wish to add an image to and go to the ‘format’ tab, select ‘shape fill’ and a drop down menu will appear, go down to the ‘picture’ option. Once you click ‘picture’ a pop up box will appear, prompting you to find an image. This time try searching the internet. To do this go to the ‘Search Bing’ option and type in what you are looking for.
14) Press ‘enter’ on your keyboard and you will be presented with image results from the internet reflecting your search. Use the scroll bar to look over the options. Once you have found one that you want to use, select the image and then click ‘insert’.

15) Once you click ‘insert’ the image will appear in your leaflet. If you are using images are not your own ensure that you reference them.
To edit the border of the shape your image is sitting in, click onto the image and go to the ‘format’ tab. Then go to ‘shape outline’ and select ‘no outline’.

16) Repeat this on the other images.