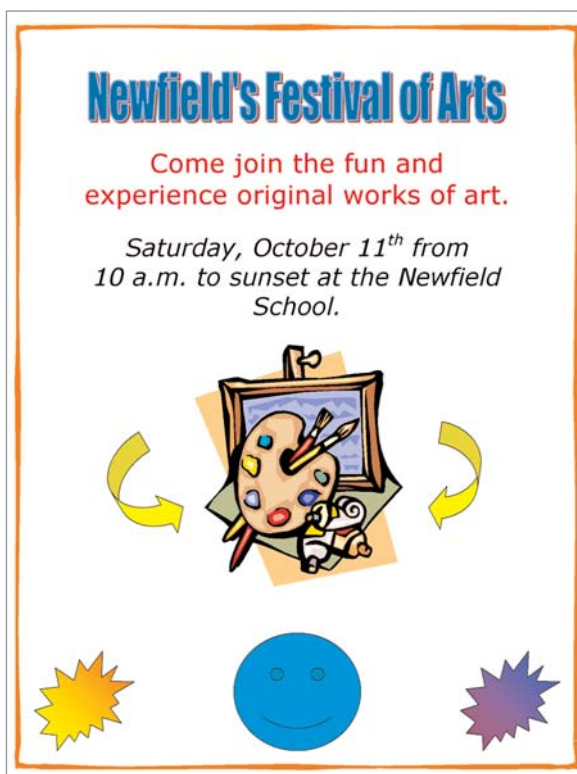# Flyer

How do people learn about big events in your community? Although some people might find out by reading the newspaper or listening to the radio, others might see a *flyer*, which is a sheet of paper with information about an event. Flyers are sometimes posted on windows and walls, and sometimes they are handed out to people. When have you seen a flyer? What event was the flyer for? What information was on the flyer?

Plan It

Design a flyer for a big community event. Look at the following example:

Flyer Example

Think about the following questions, and discuss your ideas with your partner. You might also want to write your ideas on a sheet of paper.

- What type of community event would you like to make a flyer for? A community festival? A public program or show? An important community meeting? A book or art fair?

- What type of information would people need to know about the community event? What is the name of the event? What is the date, time, and location of the event?

- What pictures might you put on the flyer to show what people will see and do at the event?

Remember to use the rubric as a guide as you plan, do, review, and share.

For help on how to do certain skills, look at the following groups in the *Help Guide:*

- **Word Processing Group 1:** Getting to Know the Word Processing Software (**NOTE:** This group name will change depending on the *Help Guide* version being used.)

- **Word Processing Group 2:** Typing and Changing Words

- **Word Processing Group 3:** Changing the Look of Your Words

- **Word Processing Group 4:** Making Paragraphs and Lines of Words Look Good

- **Word Processing Group 5:** Adding Pictures to Your Pages

- **Graphics Group 9:** Adding Special Effects

Do It

1. Start the word processing software, and open a new, blank document.

2. Think of a name for the community event. Then, create an artful title, such as a WordArt or a Fontworks title, at the top of the page out of the event's name. Move the artful title to the top of the page.

> **Challenge:** Change the artful title's shape and color. (See the Flyer Challenge Example at the end of this section.)

3. Below the artful title, type a sentence that invites people to the community event. Then on the next line, type the date, time, and location of the event.

4. Change the font, size, style, and color of the words. You might also want to change the alignment of the lines of words.
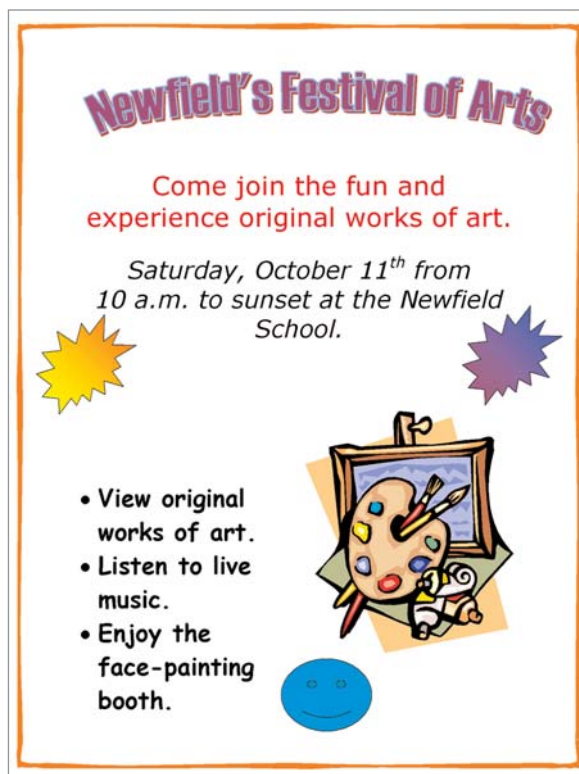
> **Challenge:** Make a text box below the date and time information. Then, type a list of activities people can expect to see and do at the event. Make sure you put each item on a new line. Turn the information into a bulleted list. (For help, see Word Processing Skill 4.7: To make a list of information with different symbols, or a bulleted list.) (See the Flyer Challenge Example at the end of this section.)
>
> (**NOTE:** If using OpenOffice.org Writer* you cannot create a bulleted list in a text box.)

5. Add a picture that shows what people will see and do at the event. Change the picture's text wrapping, and then resize and move the image.

6. To make the flyer more interesting, draw shapes in empty spaces on the flyer. Change the color of the shapes or add a fill effect, such as a pattern, texture, or gradient.

7. Add a colorful page border to the flyer.

8. Save your work as directed.

Flyer Challenge Example

Review It

Look over your flyer. Make sure it has the following elements:

- Artful title with the name of the community event

- Sentence that invites people to the event, and tells the date, time, and location of the event

- Picture that shows what people will see and do

- Colorful shapes that make the flyer eye-catching

- Page border

If any elements are missing, add them now. If you want, make other changes, as well. Remember to save your work when you are finished.

Share It

Be prepared to discuss your answers to the following questions:

- Why did you choose the community event for your flyer?

- What are some ways you made the flyer eye-catching?

- What other types of flyers might you make?

- What other technologies could be used to share information about your event?