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	Invitation Cards	Letterhead	Menus	Paper Folding Projects	Programs	Quick Publications	Resumes	Signs	With Compliments Cards	More Categorie

## Step One: Open new document

Note: You can see that there is a Flyer template. For the purpose of creating a half flyer, it is easier to use a blank template.

*Step Two:* Go to the Page Design Tab and select Size. A drop down menu will appear. Scroll down to Page Setup.



Step Three: Change the settings for the width to 8.5", and the height to 5.5". There will be a preview to the side to show you that two pages will now print for one page. Click OK.

Page			Layout type		P	Preview	
Width:	8.5"	-	Multiple pages per sheet		•		
<u>H</u> eight:	5.5"	* *	Options				
Margin guid	des		Target paper size:		_		
Top:	0.5*	* *	Letter (8.5" x 11")		-		
Left:	0.5*	*	Pap <u>e</u> r width:	8.5"	×		
Bottom:	0.5	*	Paper height:	11"	×		
<u>Right:</u>	0.5	*	Si <u>d</u> e margin:	0"	-		
			Top margin:	0"	-		
			Horizontal gap:	0"	* *		
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						Page size: 8.5" x 5.5"	
						1 columns of 2	
						OK Cancel	
							J

## Step Four: Time to decorate!

	. <u></u>
	WordArt for Fun Headers
1	Click insert, then the Clip Art Icon to add pictures.
	Under Insert: Select Draw Text Box to create a text box where you can enter information for your flyer.
	Use borders & accents under the Insert Tab to add creative backgrounds

Notes:

Do not be alarmed by the page layout. Though it is only showing one page, two pages will print on one sheet.

The blue outline is to help give you an even outline if desired. These will not appear in final print.

## Step Five: Print

Select the File Tab, and then select Print. A preview will appear of your final product. If you are happy with the design, make sure you have the correct printer and the number of copies and click on the Print icon on the top center.



## Congratulations! Your half flyer is complete!