

## 1 Creating a Flyer with Tear-Offs

**Problem:** A friend of yours would like to get some part-time work as a tutor for mathematics courses. He has asked you to create a flyer advertising his services. He would like his name, e-mail, and telephone number on tear-offs at the bottom, along with an eye-catching graphic. A big, bold heading should attract passers-by.

You prepare the publication shown in Figure 1-80. *Hint:* Remember, if you make a mistake while editing the publication, you can click the Undo button on the Standard toolbar to undo your last action.

1. Start Publisher.
2. In the New Publication task pane, click Publications for Print, click Flyers, click Sale. When the previews are displayed, scroll to and then click For Sale Flyer 1.
3. When the correct flyer is displayed, click the Close button on the Flyer Options task pane.

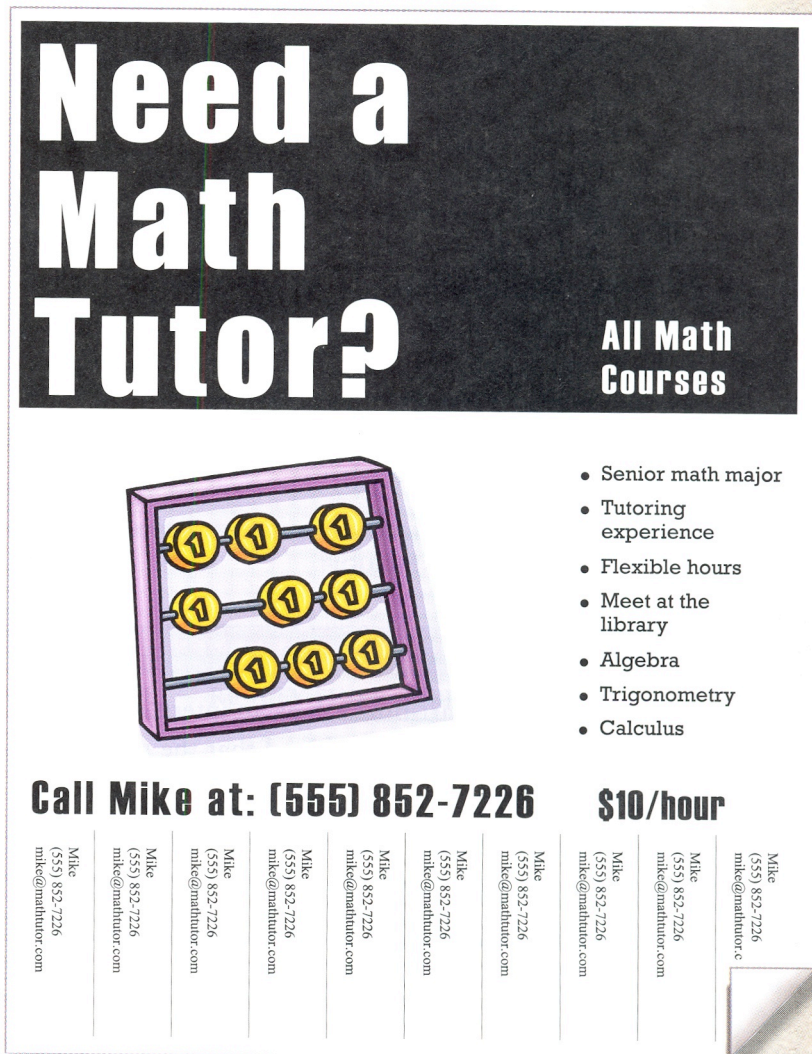


FIGURE 1-80

4. Click the heading, For Sale. Type Need a Math Tutor? to replace the placeholder text.
5. Click the text in the Name of Item text box. Type All Math Courses to replace the placeholder text.
6. Click the bulleted list to the right of the graphic. Type the following list:
  - Senior math major
  - Tutoring experience
  - Flexible hours
  - Meet at the library
  - Algebra
  - Trigonometry
  - Calculus
7. Click the placeholder text, Contact person. Type Call Mike at: to replace the text. Click the phone number placeholder text. Type (555) 852-7226 to replace the phone number.
8. Click the dollar amount text box. Type \$10/hour to replace the text.
9. Click the text in one of the tear-offs. Type Mike (555) 852-7226 and press the ENTER key. Type mike@mathtutor.com to complete the text.
10. Double-click the graphic. When Publisher displays the Clip Art task pane, type math in the Search for text box. Click the Go button.
11. Scroll through the available clips and choose a graphic that is similar to the one in Figure 1-80 on the previous page. Click the clip in the Clip Art task pane to replace the graphic in the publication. Click the Close button in the Clip Art task pane.
12. Fix any spelling errors you might have made while typing the text. Right-click any words with a red wavy underline below them and then choose the correct spelling on the shortcut menu. Run the Design Checker and fix any errors that Publisher displays.
13. Click File on the menu bar and then click Save As. Save the publication with the file name, Lab 1-1 Math Tutor Flyer.
14. Print the publication.