

Lost Flyer Criteria

1. A page border
2. One picture of the pet from clip art
3. Notice of lost pet with information on:
 - a. Where pet was lost
 - b. When pet was lost
 - c. Pet name
 - d. Type of animal
 - e. Contact information
4. Save flyer to diskette, retrieve flyer

Lost Flyer Steps

Follow these steps to make the flyer.

1. Click **File, Page Setup**, change all margins to .5
2. Click **Format, Borders and Shading, Page Border, Color** (select one), **Art** (select one)
3. Align type in center of the page
4. Click **Format, Font** (select one), **Font style** (bold), **Size** (48)
5. Click **Insert, Picture**, from **Clip Art, Animals** (select one), **Insert clip**
6. Click picture, right click on picture, **Format Picture, Layout, Tight**
7. Move picture to desired spot, resize by clicking and dragging on a corner if needed
8. Click **File, Save As**, browse to **3 ½ Floppy (A:)**, **File name:** (type in) **Lost Flyer**
9. Click **File, Close** program
10. Click **Start, Programs, Windows Explorer, 3 ½ Floppy (A:), Lost Flyer**
11. Revise, save as a new file and print original flyer and revised flyer.

Lost Cat!

Reward!

‘Fuzzy’



Himalayan Cat
Lost 7/17/02 around Lake Hall,
Tallahassee, Florida

Please call
850-555-5555