Learn to Swim Flyer Directions

1. Type: Learn to Swim for the headline.
2. Type body copy: Professional swimming lessons, focusing on safety in and around the water, survival techniques in the water, and other aspects of the sport of swimming.
3. Type additional body copy on 3 separate lines the following text:
   1. Beginning to advanced instruction for children and adults
   2. Indoor and outdoor pools
   3. 5 one-hour private lessons -- $100 or 5 one-hour group sessions (6 maximum) -- $50
4. Type on the signature line: Call Little Bubbles at 229-555-5030 today!
5. Headline – Apply heading 1 style and center.
6. Signature line – Apply heading 2 style
7. Change font format of headline to 48 point.
8. Change font of headline to Berlin Sans FB Demi or similar font.
9. Select the body copy, change font to 16 point Arial.
10. Signature line: Change font size to 18 point, Berlin Sans FB Demi and center.
11. Select 3 single lines of text – Beginning to advanced, et al., and make them a bulleted list. Show how bulleted lists compare to regular lists and how bulleted lists are easier to comprehend.
12. Let’s focus on words on the body copy: bold the words: Professional, survival techniques, and safety.
13. To further emphasize words in the body copy, underline the word **and** in the first bulleted item.
14. To emphasize the signature line, italicize it.
15. Add extra lines between first paragraph of body copy and the bulleted list – about 4.
16. Insert picture – **Boy Swimming.jpg**
17. Center Boy swimming.jpg
18. Apply style to picture – Select metal oval picture style
19. Change picture border color – To blue, Accent 1 – 40
20. Drag resizing hand diagonally until it reaches the edge of the page.
21. Add a border – Palm Tree Border – Change Color to Blue, Accent 1 – 40 – Note we are selecting consistent colors of picture border and page border to create uniformity.
22. Change spacing before headline to 0
23. Change spacing after paragraph of text under headline to 0.
24. Print Preview – See **Flyer Demo Project** for final copy.
25. To further emphasize the words Professional, survival techniques, and Safety, capitalize the first letters of the words professional, survival techniques, safety
26. Let’s add a design: Select the headline, click the design tab, and select the shaded formatting. Same thing for the signature line.
27. Last thing, let’s change the color of the design. Click the drop-down arrow on the colors button. Select blue.
28. Professional looking, eye catching!