

Create Print Materials with LibraryAware

PRACTICE EXERCISE – Create an Event Flyer

STEP 1: Choose a template.

You can search for an event flyer template from the **HOME** tab at the top of LibraryAware. Or select the **FOLDERS** tab, open the folder you would like your flyer to be saved in, then select the **Create Item** button.

- Search using keywords related to your program or event. Keywords to try: **Storytime** or **Book Club**. [Find more keywords to try](#).
- Use the **Refine** column on the left to limit to the format **Flyer-Events**.

***Note:** To browse all event flyer templates, don't enter any search terms or keywords. Simply use the Refine column on the left to limit to the format Flyer-Events.*

- Select a template and click the **Create** button. The template will open in the [Drag & Drop Editor](#).

STEP 2: Change the text.

[Change the text](#) in the template – include the event details your patrons need to know.

- Select the text area to edit.
- Highlight the text you want to change.
- Enter new text.
- If you need additional text boxes, click **Text** from the left panel and drag over the text style that you want to add.
- Make sure to **Save** when you are done.

STEP 3: Swap images.

Need to [swap an image](#) for one of your choosing?

- In the flyer, select an existing image. The LibraryAware Image Selector will open.
- Use keywords to search for an image. Or upload your own using the **Select an image from your computer** button.
- Use the **Select Image** button to add the image to your flyer. The image will be added sized to that of the original image.
- Need to re-size? Use the corner handles to enlarge or shrink the image. Use the **Fill** button on the image editing toolbar to fill the image frame.
- Happy with the image? Select **Accept** from the image editing toolbar.

Pro tip! Select the **gear icon** and turn on **Gridlines** to help align your images and other elements.

STEP 4: More ways to customize.

Our templates can be customized as little or as much as you'd like. Here are some commonly used customization options:

- [Change the font or font size.](#)
- [Add or change a background color.](#)
- [Add and edit shapes.](#)

[See all editing options.](#)

Pro tip! Being consistent across all your marketing materials ensures audience recognition. Take some [tips from our graphic designers](#) and give your LibraryAware creations a professional look the easy way!