

CREATING A NEWSLETTER

Using Word to Create Fabulous Newsletters


Users of Microsoft Word can create newsletters that are appealing and easy to read.

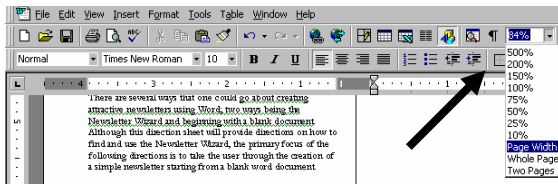
This help desk will help you to create an attractive and simple newsletter using Microsoft Word.



In addition to creating a Newsletter from a blank Word document, you can visit the Microsoft Office website and download the Newsletter Wizard for Microsoft Word.

Creating a Newsletter from a Blank Document

- To begin, open a new word document. 
- Click the **View** menu option and select **Toolbars...** Make sure there are three toolbars selected- Standard, Formatting, Drawing.
- Click the **View** menu option and select **Print Layout**.
- In the **Zoom** window on the **Standard** toolbar, select **page width**.



- With the cursor at the top of the page, type the title of your newsletter. Push the **Enter** key several times to return the cursor to the left side of the page.
- Highlight the title and make the font larger using the **Font Size** window on the **Formatting** toolbar.



- While title is highlighted, center justify title using the **Center justify** button on the **Formatting** toolbar.



- To set the title of the newsletter off with a top and bottom border (as shown in the sample newsletter in the first column of this direction sheet), click on the **Line** icon on the **Drawing** toolbar.

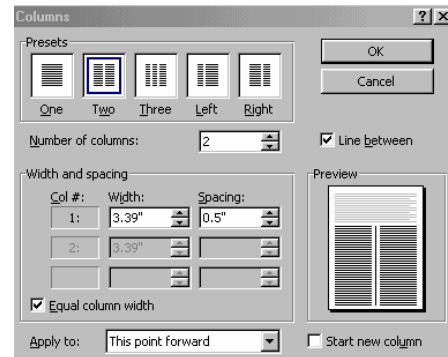


- Move the cursor to where the line is to begin. Hold the mouse button down and drag the mouse. The line will begin to draw on the page. Release the mouse button when finished. Line will appear with white boxes at each end. This means that the object is selected. Use other options on the drawing toolbar to change line size, color, etc. If boxes disappear, click once on the line.



***Note:** Hold down the Shift key while drawing the line and the line will be drawn straight.

- To set up page for writing the newsletter, click where you want the text to begin.
- To set up the page with columns, click the **Format** menu option and select **Columns...**

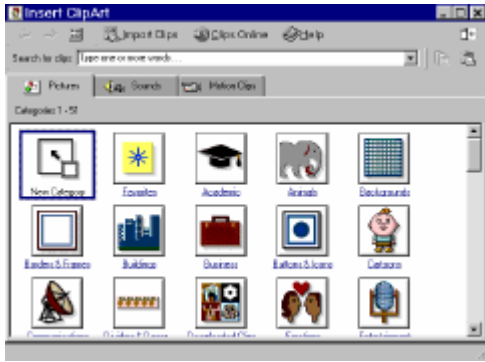


- Select the number of columns desired. Click in the **Line Between** box so that you can see where columns begin and end. The dividing lines can be removed later by returning to the **Columns** window and removing the check in the **Line Between** box. Finally, make sure it says "**This point forward**" in the **Apply to:** window. Click **Okay**.

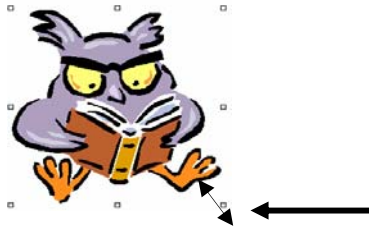
***Note:** The columns will begin where the cursor was left. Be sure to put the cursor where the columns are to begin.

- The column lines will appear as soon as the text from column one flows over to column two. To have the lines appear before the articles are typed, push and hold the Enter key. This will move the cursor down the first column and up to the second.
- Once the columns are set up, begin entering text.

- 15. To insert a picture, click the **Insert** menu option and select **Picture**. Clipart is stored on your computer. Select the **Clipart** option to insert an appropriate picture.



- 16. Click on the desired piece of clipart and then click **Insert**.
- 17. To resize picture, click once on picture so that the white selection boxes appear around picture. Move the mouse on top of the box in the bottom right corner of the picture. The cursor should change to a double-headed diagonal arrow. Hold the mouse button down and drag in to shrink the picture or out to enlarge.

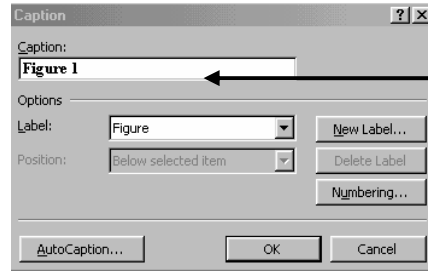


- 18. To wrap text around pictures, click once on the picture. A picture toolbar should appear.



- 19. Click the **Text Wrapping** icon. Select the desired option.
- 20. If toolbar does not appear, click the **View** menu option and select **Toolbars**. Click on the **Picture** option.

- 21. To include captions for pictures, click once on the picture to select it. Click the **Insert** menu option and select **Caption...**



- 22. Type the caption, then click **Okay**.
- 23. To insert page numbers, click the **View** menu option and select **Headers and Footers**. Select the page number option.