



Creating a Newsletter

I. Setting up the page

- A. File – Page Setup
- B. Set all margins for .5

II. Title

- A. Create title before setting up columns
- B. The title of this newsletter was created using Word Art
- C. A text box can also be used
- D. The title can be typed in the regular fashion

III. Columns

- A. Tool bar shortcut
- B. Format – Columns
- C. Dividing line will show up after first column is filled if **line between** is chosen on Columns window
- D. Note changes in tab on ruler

IV. The body of the newsletter

- A. To begin typing below the title
 1. Text will begin at cursor
 2. Press **enter** as many times as necessary to move cursor below title
- B. To move Title or graphic
 1. If the title is done in word art or is a text box, it can be treated as a graphic
 2. Move graphic by clicking on it until it gets handles
 3. place mouse on graphic and a double arrow appears
 4. drag mouse to move graphic always dragging from the center of the graphic
 5. click on the border of the text box to get handles and double arrow

6. move text box by dragging on the double arrow

7. use the arrow keys to nudge the graphic if necessary

C. Inserting a graphic in the body

1. Handout Microsoft Word Lesson Plan 19
2. Handout Working With Graphics
3. Handout Picture Toolbar
4. Practice inserting graphic from Microsoft Word Clip Art
5. Practice inserting graphics from the Internet
6. Format Picture
 - a) Resize graphic
 - b) Colors and Lines

D. Typing in the body of the newsletter

1. Justify text is an option
2. Returns and paragraph indents create more white space, more visually pleasing and more easily read
3. Indents may have to be adjusted
 - a) Tabs are every 5 points
 - b) This may be too much of an indent
 - c) Can use space bar or “play” with indents and tabs on ruler to adjust

E. To move from column to column

1. Insert – Break – Column Break if text does not fill first column and you need to move to next column
2. Text will automatically flow to next column as it fills previous column

V. Creating Borders

- A. Format – Borders and Shading – Page Border

B.