

How to Create a Newsletter Using Word

BANNER

- Type the title of your newsletter.
- Center the title.
- Change the font and font size.
- Draw a box around the title. (hint: Drawing toolbar - click on the button that looks like a rectangle) Remember to click on DRAW, then go to ORDER, and send behind text.

DATE AND VOLUME NUMBERS

- Press enter until you are below your banner.
- Type volume and date. It is important to know how often you will be publishing so you can number and date accordingly (eg: May 2000, Spring 2000, or May 1607).
- Keep your line CENTERED. Put lots of spaces in between the volume number and date.

DIVIDING LINES

- Again, use the drawing tools. Click on the button that looks like a line. Draw the line where you want it.
- While your line is still selected, you can change the thickness of the line and the style.

COLUMNS

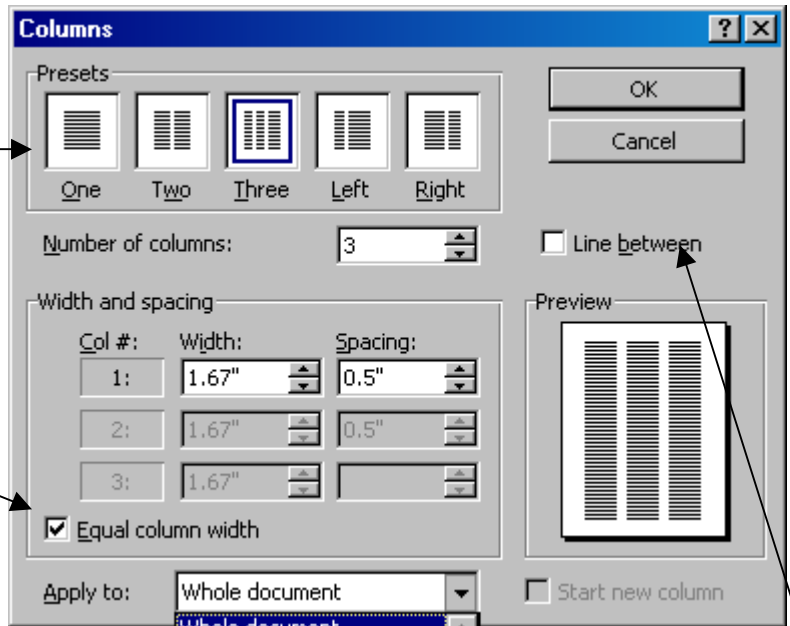
- Press enter until you are below your separating line.
- Decide how many columns will you need, then follow these steps:
- Click on the "Justify" button.
- Go up to FORMAT and select COLUMNS.

- You'll see this box.

Choose the number of columns.

Be sure Equal Column Width is selected.

IMPORTANT
Pull down the arrow - you want to apply the columns to THIS POINT FORWARD.



Do you want a line between columns?

- Just a note - You need to type in a column and get to the bottom before you can enter the next column at the top. Your lines between columns will not show up until you have completed a column.

GRAPHICS AND PICTURES

- To insert Clip Art from Microsoft Office, go up to INSERT, scroll down to PICTURE, then over to CLIP ART.
- Use the digital camera! If you have access to a digital camera, it is easy to insert photographs into your newsletters!