Instructions for Making a Newsletters

You will use: Text boxes   Columns

Font size and face   Insert Online Picture (always get

Alignments   permission to go online!)

Word Art   Section Breaks

Follow the instructions as I show you how to create a Newsletter!

1. The Headline: Type in the headline. Highlight. Insert, Word Art. Click on a style.
2. The Headline: Put a border around the headline. Highlight the headline, click on the DESIGN tab. On the far-right side, click on page borders. Click on the tab that reads "Borders". In the box that reads "Style" scroll down and find the border you like, click on it. Click ok.
3. Add a date line to your Heading. Insert a text box. Instead of using a predrawn text box as we have done in the past, click on draw text box. You get a thin plus sign. Click where you want the box to be and drag to create the correct size.
4. Type the date in the box. Space over to the middle if you want to add a motto for your newsletter. The two circles mark the middle of the box. I added a volume and issue number. My volumes will be month, April is month 1.
5. Underneath the headline, I type a welcoming statement. Change the font to make it look more interesting!
6. Column formatting is on the Layout tab. But if you insert a column command here, you have a mess because the command divides the entire document into columns. Instead we want to tell the program that we want columns only from this point forward. To do this we divide the document into 2 sections. Click on Layout, Click on Breaks. Now look for "Section breaks". You want a break, but also to stay on same page. So click "continuous".
7. Click on Column, click on 2. Note the ruler is now showing two columns. Click on the Headline and you see one column the entire width of the page. Click back below the introductory statement and you see two columns
8. You can just start typing. You will only be able to type the width of the column. Use font face and font size to make your Newsletter interesting.
9. Note the margins are left aligned. All lines begin at the left, but do not all end in the same place. Most newsletters look neater with lines beginning on the left margin and ending on the right margin. Use the Justify alignment. You will see the icon for Justify directly after the right align, center, left align icons on the home ribbon.
10. If you used a text box to hold your text, you already have a border around your text. If you just typed in the text and want to add a border: highlight text, click on Design tab, click on "Page Border" and click on "Border".
11. To get to the next column, you can use a column break. Click on Layout, click on Breaks, under page break, click on column. Or you can hit enter until you are at the top of the next column.
12. To recap:
    a. Use font size, font face, and word art to make your text interesting.
    b. Use borders under page borders on the design tab to put a box around your text.
    c. Use text boxes to put text exactly where you want it to appear.
    d. Use section breaks to divide your document into different parts for different formatting.
    e. Use text boxes or just type into the columns.
    f. Use the Justify alignment to make a boxy look out of the text: lines begin on left margin and end on right margin.