


# Newsletter Instructions

Start your word processor. If you are using Microsoft Word, click on the icon. 



Word offers a Template Wizard that gives several newsletter formats. From the **File**, **New** menu, click on the **Publications** tab and then select **Newsletter Wizard**. Choose the format you want and step through the selections. Word will set up a newsletter with linked text boxes and other features. Then replace the generic text with your news,

**OR**


If you want to create your own look for your newsletter, create a new template: **File**, **New**, select **Create New Template** at the lower right and then click **OK**.

1. From the **View** menu, choose the **Page Layout** view. This view gives you the rulers on the top and left side.
2. Press "enter" until the cursor is on the 2-inch margin along the left side of the screen.

## Creating the Masthead

1. Activate the **Word Art** toolbar. Click **View, Toolbar, Word Art**.
2. From the **Word Art** toolbar click the **Word Art** icon. 
3. Choose a style in the **Word Art** gallery.
4. Type in a title for your newsletter. Click OK. (See example). 
5. Move the title to the top of the page and center it. You may change the size by clicking and dragging on the handles on the side of the Word Art.
6. Click off of the title, and the handles will disappear. Now move your cursor back to the 2-inch margin.


## Creating Columns

1. Insert a Continuous Section Break. From the **Insert** menu, click on **Break**. In the dialog box, click on the **Continuous** circle.
2. From the **Format** menu, choose **Columns** and then click on **Two**; or from the top menu bar, click on the **Column** icon. Highlight two columns and click. 
3. You should now have a divided ruler at the top of the page. This indicates you have two columns from the place you inserted the break.

## Borders (optional)



1. From the **Format** menu, click on **Borders and Shading**.
2. From the **Borders and Shading** menu, click on the **Page Border** tab.
3. Click on the **Art** menu and choose the art style for your border. Apply to border to **Whole document** and click OK.

## Save Your Template

1. At this point, click on the **Save** icon. 
2. If \*.dot is not pre-selected in the **Save As Type** section, click on the **Save as Type** drop-down list and choose **Document Template (\*.dot)**.
3. Click on the **Save In** box and save your template with the other program templates (C:\...\Microsoft Office\Templates). You will be able to create new documents for each month from this template without having to repeat these formatting steps for each issue.

## Typing the Newsletter

Now it is time to type in the newsletter.

1. If you saved the template, go to the **File, New** menu, and select the template that you created.
2. Position the cursor in the area with columns. From the **Style** drop-down box on the **Formatting** toolbar, choose **Heading 1** or choose a Font size of 14 and then click on the Bold (B) icon. Type in the title of your first section. Press the enter key.
3. Select the **Normal** style from the **Style** drop-down box on the **Formatting** toolbar, or change the Font size to 12 and click off the Bold (B) icon. Type in your first section of information. If you want to change the font size or add or delete **Bold** (B), *Italics* (I), or Underline (U), you can highlight the section you want to change and click the icon or make a choice from the **Format** menu. 
4. Continue to change the style for section titles. If you have a list, type in the first item of the list and then click on the **Numbering** icon. At the end of each item, hit the enter key and the next number will automatically appear. To stop the automatic numbering, click off the **Numbering** icon. 
5. Fix mistakes by clicking on Edit menu and Undo.
6. **Save your work often.** In the file name box, type in a name you will remember for this newsletter (e.g., August news). After you have filled out the save menu once, click the **Save** icon to save an updated copy of your newsletter.

## Tables (optional)

You may enter a table by clicking on the **Table** icon on the top menu bar. Click and drag until you have the correct number of rows and columns in your table. You may also click on the **Table** menu and choose **Insert Table**. Type in the right number of rows and columns.

One	Two
Three	Four

You may format each cell individually, or you may click and drag to highlight a section of cells. You may change the **font style**, **font size**, **alignment**, and other attributes for each cell or a section of cells. (See example above.) You may change the width of cells by placing the cursor on the line between two cells and then clicking and dragging to the desired width.

## Footer

Click on the **View** menu and choose **Header** and **Footer**. Scroll down to the bottom of the page and put the cursor in the footer section. You may format your footer by changing **font size**, **font style**, or adding **bold (B)**. Type in your name and class in the footer. Hitting “enter” will increase the amount of space in the footer.

## Publication

1. Print your newsletter by clicking on the **Print** icon.
2. Generally using a photocopier for multiple copies is less expensive than creating all the copies with the printer.