

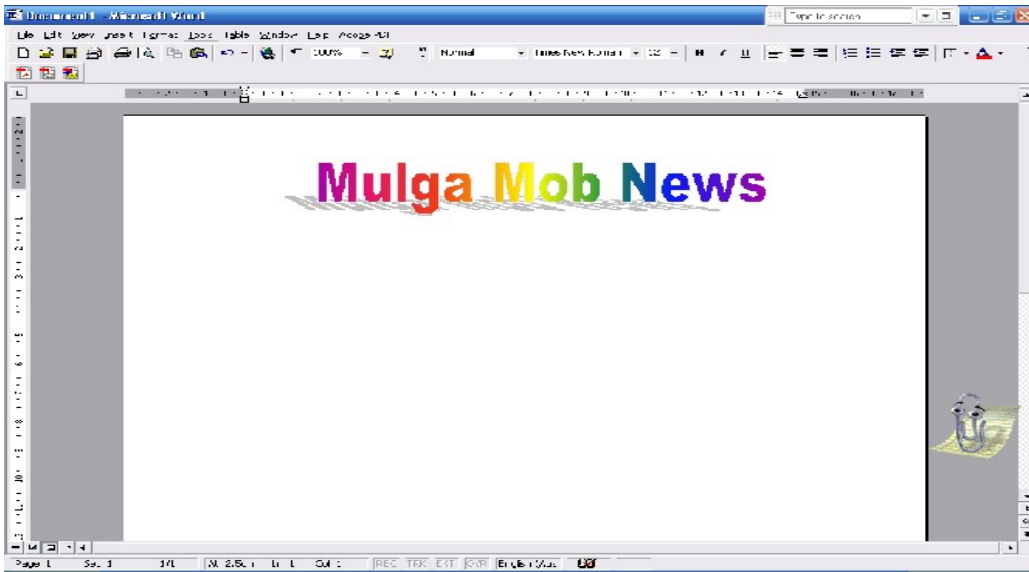
# MAKE A NEWSLETTER USING MICROSOFT WORD

## STEP ONE: RAISE THE FLAG

The area of a newsletter or newspaper where the publication's name and logo are located on the front page is called the flag. To create a flag for your newsletter:

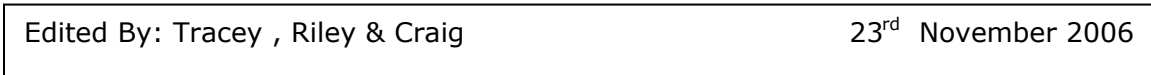
- ❑ Open Microsoft Word.
- ❑ Click Insert > Picture > WordArt
- ❑ Choose a style
- ❑ Type the name of the newsletter

**Your newsletter might look something like this:**

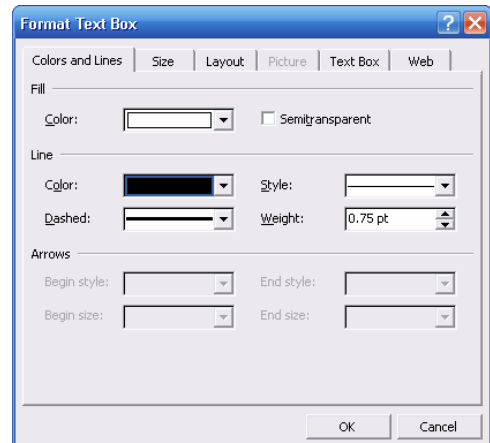


## Optional

Create a Text Box underneath the Title and type in any other information  
It could look like this



- ❑ Right Click on the edge of the text box and select  
Format Text Box  
>Line  
>Colour  
>No Line



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### Draw a line under the Flag

- Set up the Drawing Toolbar and draw a line under the Flag section of the newsletter.  
(Note: If you don't see the Drawing toolbox, click View > Toolbars > Drawing.)

### Now your newsletter looks a bit like this:



### STEP TWO: ADD COLUMNS AND TEXT

#### To add articles and announcements to your newsletter:

- Click, Click just below the flag.
- Click Insert > Break > Section Break (Continuous).
- Click Format > Columns and choose Two.
- Click in the box next to Line between, and then click OK.  
You now have a left and right column, with a line separating them.  
(The line appears once you click in the right column.)

Type the text for the newsletter.

**To separate articles** - add extra returns (hit Enter), add and center headlines, or use the line tool on the Drawing toolbar (View > Toolbars > Drawing) to draw separation lines.

**To save space in the left column for clip art or photos** you'll insert later and move to the right column to continue adding text, click Insert > Break > Column break > OK.

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Your newsletter now might be going to look something like this:



## STEP THREE: ADD CLIP ART, BORDERS, AND BOXES

### To add a photograph or clip art:

- ❑ Click the place in the newsletter where you want to insert an image.
- ❑ Click Insert > Picture > and choose Clip Art or From File.

If you choose Clip Art and don't see the clip art you want, go online to Microsoft's Clip Art Gallery.

Edit (resize, re-align...) images as needed.

### To add a border:

- ❑ Click Format > Borders and Shading, and choose the Page Border tab.
- ❑ Click the drop-down menu under Art and select a border. (Note: Choose a border that is fairly small and simple -- especially if you have several pieces of clip art. A line or two will give your newsletter distinction without cluttering it up.)

### Boxes draw attention to important features.

#### To add a box:

- ❑ Click the rectangle icon on the Drawing toolbar, and then click near the article or information you want to draw a box around.
- ❑ Draw the box.  
(Note: If you don't see the Drawing toolbox, click View > Toolbars > Drawing.)

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- ❑ Click the paint can and choose No Fill (so the white paint in the rectangle won't hide the text.)
- ❑ Use the line tool on the Drawing toolbar to select desired line width, color, and pattern.
- ❑ To add a soft background colour to the box, click the menu next to the Paint can icon and choose a colour.
- ❑ Click Fill Effects > Texture to choose a fun patterned design.
- ❑ To make sure the text still is legible, Click, and then click Order > Send Behind Text

The newsletter now might look something like this:

