

Newsletter Production 101

First, think of a name for your newsletter, in this case I have chosen the "Merritt Gazette" in Buckingham pt. Size 36 like this:

The Merritt Gazette

I also put a line under it, you can do this using the borders toolbar.

Now this part is a little tricky, we have to insert a page break to separate the top part from the rest of the newsletter.

To do this:

- GO to the INSERT menu
- Click on BREAK
- Click on PAGE BREAK
- Click on CONTINUOUS
- Click on OK
- You should be back in your document

Ok now we are going to make the rest of our paper into columns.

- Go to the FORMAT menu
- Click on Columns
- Chose TWO
- Click on OK
- You should be back in your document.

Now write your newsletter, you can make it just one page long. It should be in two columns.

If you like you can make big fancy capital letters, just do the following

- Highlight the first LETTER of the word you want a big letter on.
- Go to the format menu
- Click on DROP CAP
choose the second type of DROP CAP
- Click on OK
- You should be back in your document with a big fancy letter staring you in the face!

GRAPHIC!

Please insert a graphic in your newsletter, make sure to format the text so that it wraps around the graphic. If you can't remember how to do this, consult the lesson on graphics placement that we did earlier in the semester.

GOOD LUCK!

I Can't Wait to see the RESULTS!!