

CREATING A NEWSPAPER USING MICROSOFT PUBLISHER

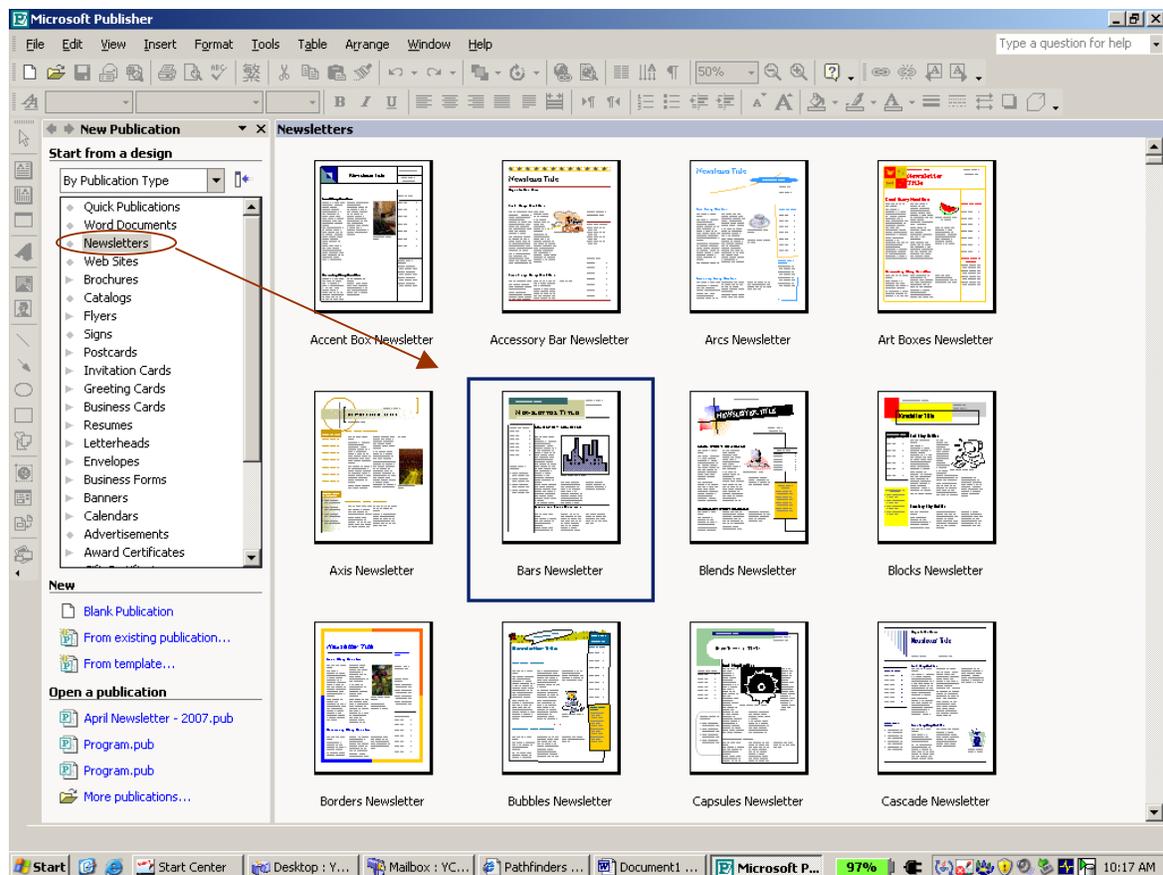
Publisher is the desktop publishing application for Windows that allows users with little or no design experience to create professional quality publications in a few easy steps. In Publisher, you will see many pre-designed publications that you can use for your own work. Wizard design assistants walk you through the creation of brochures, newsletters, greeting cards, flyers, coupons, business forms, invitations and more, then create the layout for you.

Step 1: Before you begin.

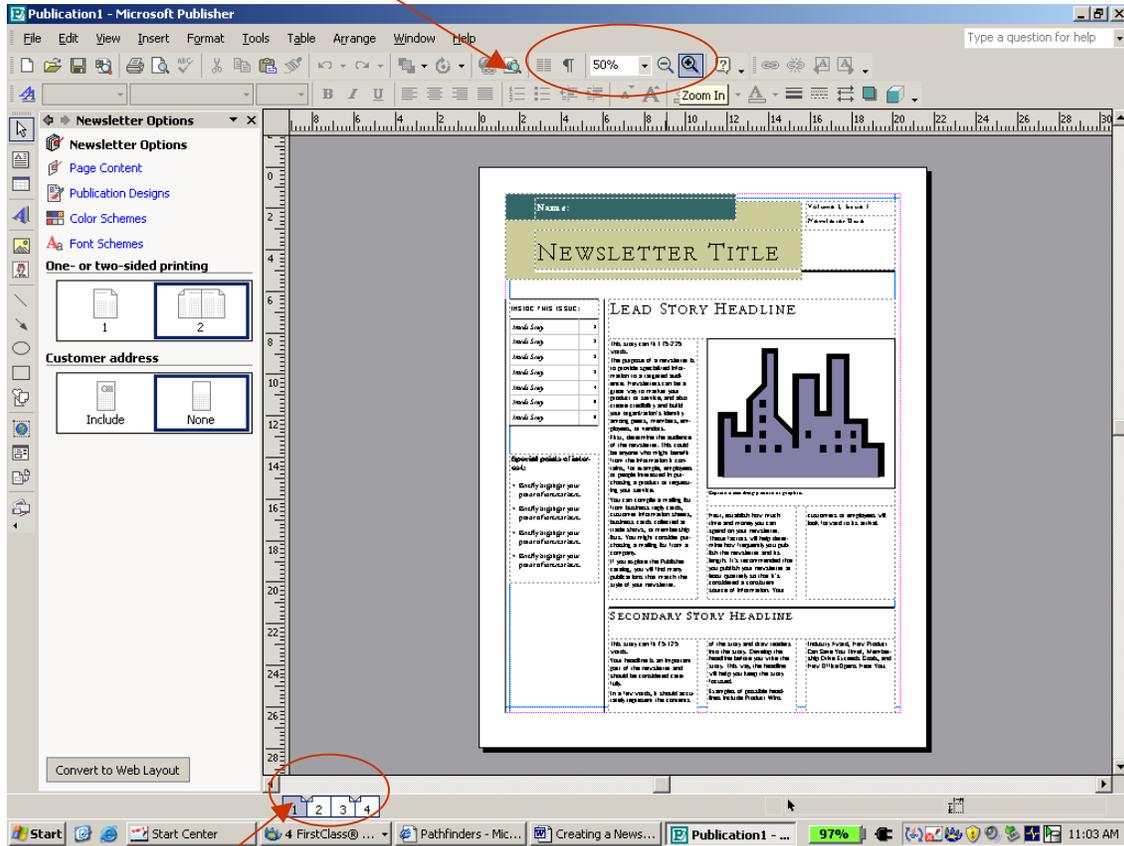
Gather all of the information (pictures, clipart, text) that you wish to add to your newsletter. You may copy and paste items from and program in Microsoft Office.

Step 2: Start a New File.

Open **Microsoft Publisher**. Select **Newsletters**. Select the desired template.



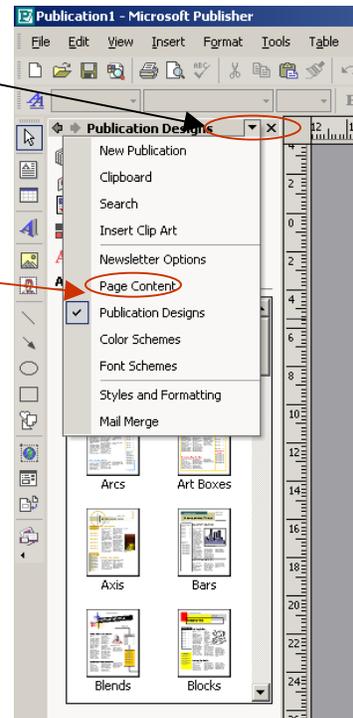
Step 3: Adjust the view



Page indicator. You may add or delete pages as needed. Use this icon to move back and forth between pages.

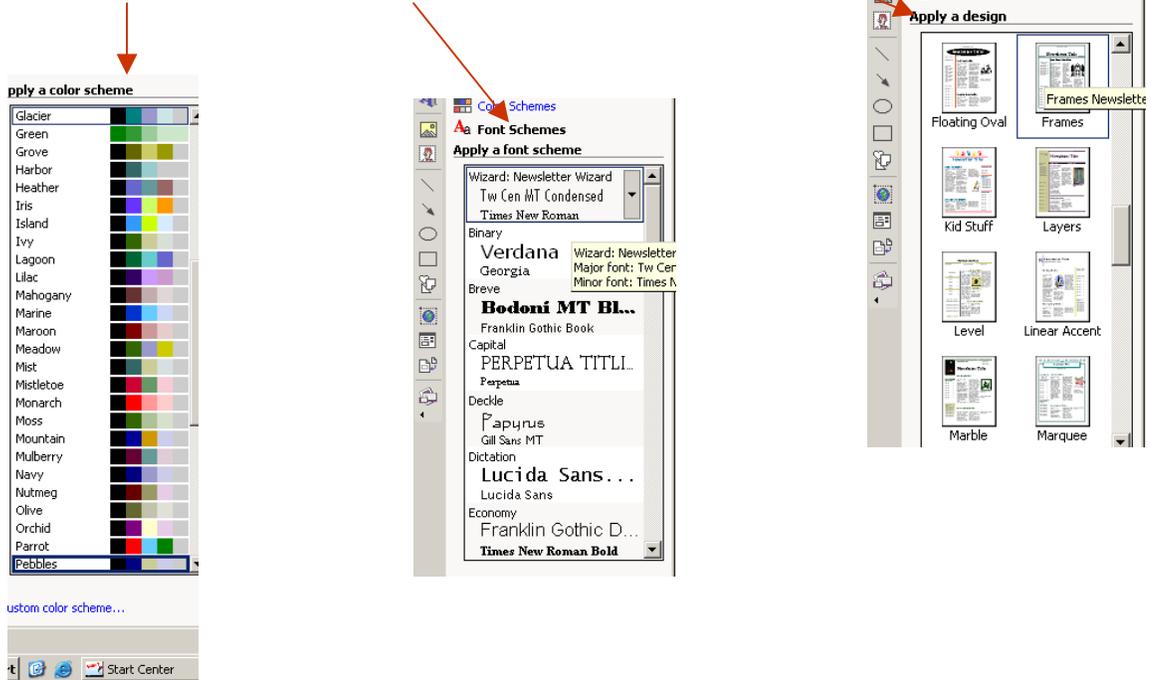
Select the drop down menu to access additional task panes.

Select **Page Content** to change columns and styles.



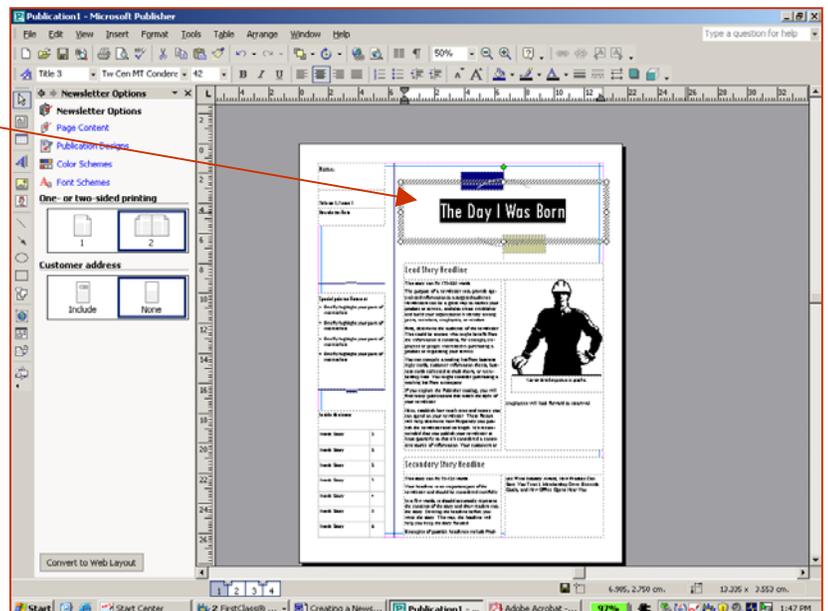
Select **Publication Design** to change the overall design of the Newsletter. There are 49 different layouts and designs to choose from.

Select **Colour Schemes** and **Font Schemes** to format the newsletter.



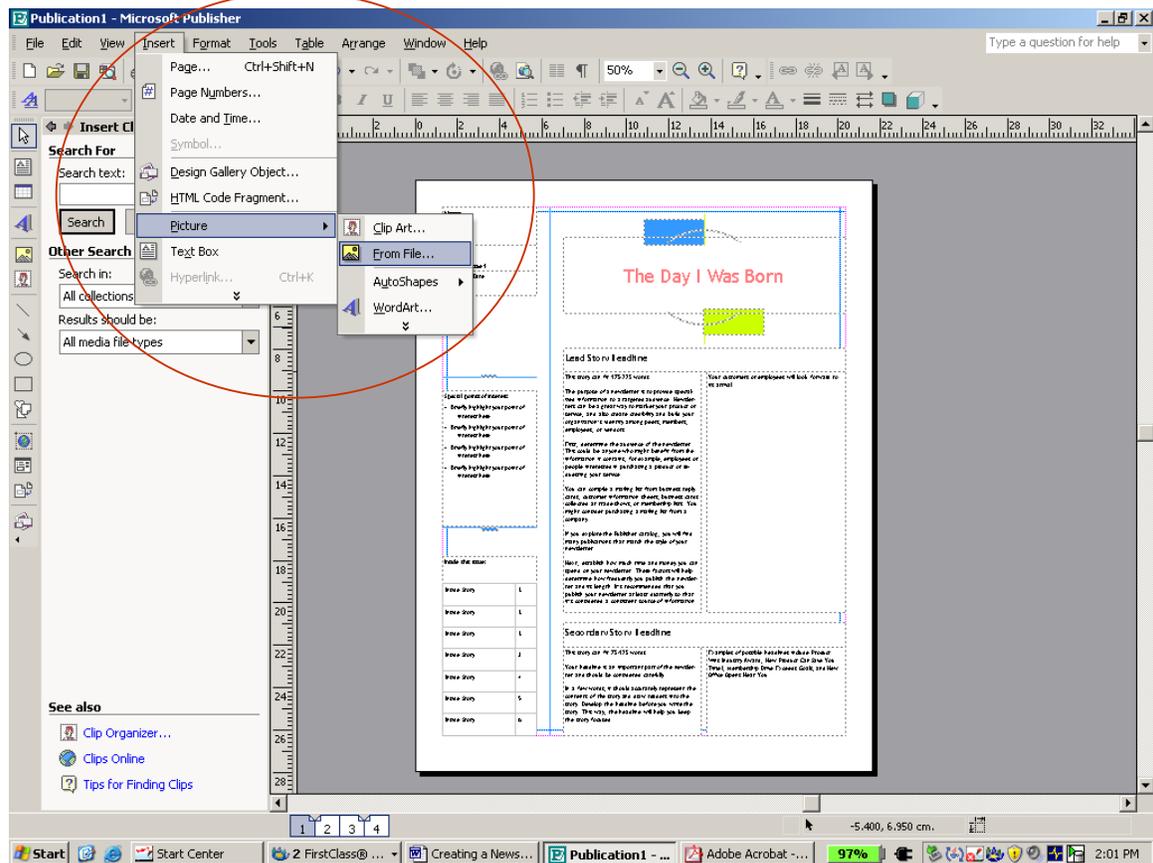
Step 4: How to Write Inside a Text Frame:

Click on the **Text Frame**. Eight resizing handles will surround the *text frame*.
 Bring your cursor inside the Text box and type your desired caption.
 Use any of the available formatting features to change font, colour, and size. Press the **Enter** when done or click outside the *text frame*.



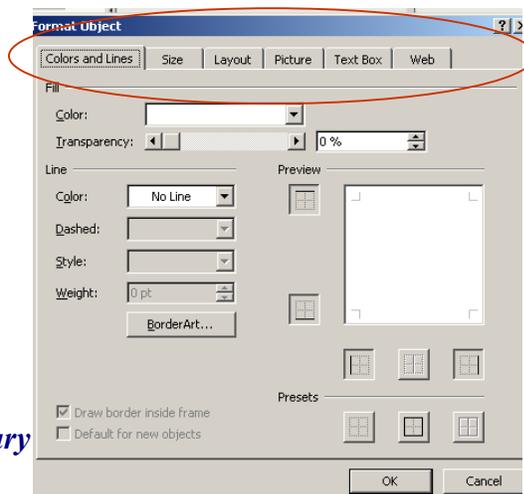
Step 5: How to Insert a Picture Inside the Picture Frame:

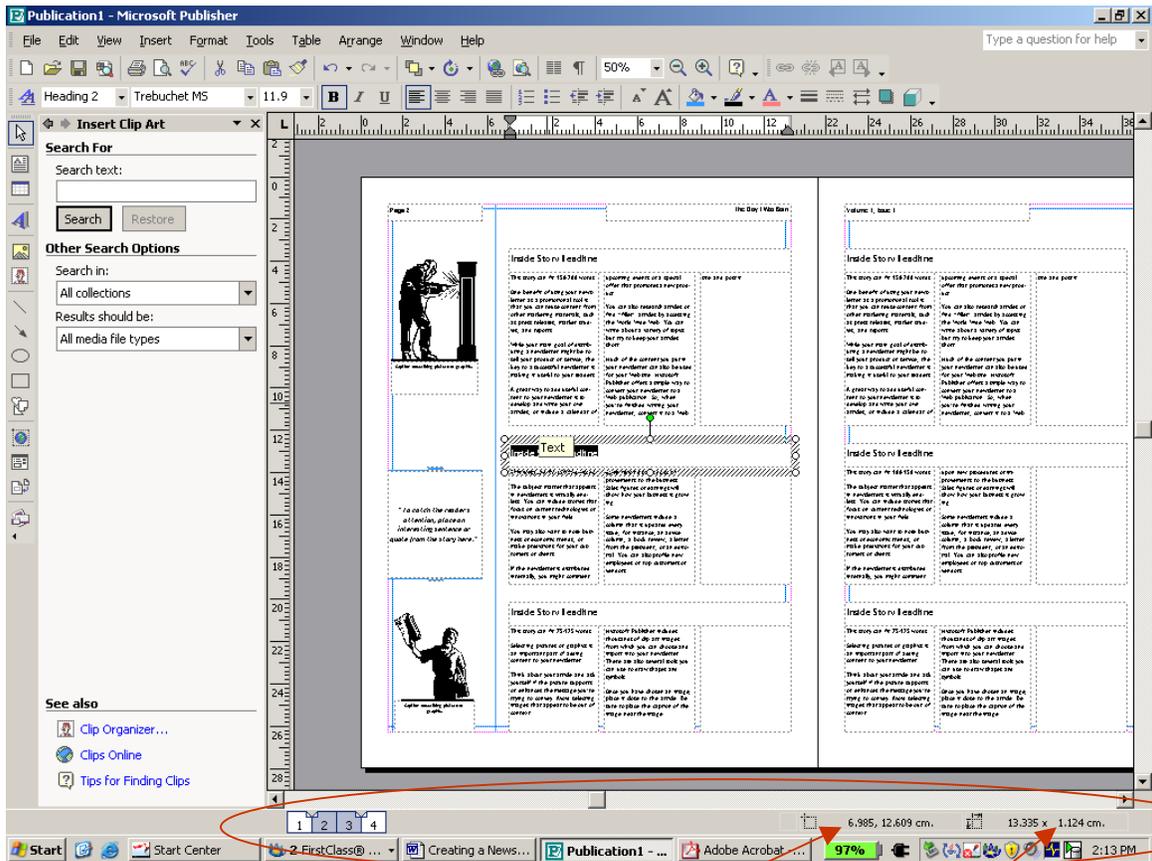
Double click inside the **Picture Frame** to insert *Clip Art* or click **Insert** on the menu toolbar. Point to and click on the **Picture**, and then click on **From File**. An **Insert Picture** dialog box will appear. Locate the picture on your computer and **double click** on the picture or click the **Insert** button.



To format a picture, click on the image. A **Format Object** dialog box will appear.

Use this box to adjust colour, size, layout and add text boxes.





The **Status bar** is located at the bottom of the workspace. It provides the precise information about the location of the pointer and the dimensions of the objects currently selected. It shows an icon for each page in the publication.

With continued works and customization, you will soon be ready to print your newsletter.

For more precise information on Publisher tools and to further customize your newsletter, go to the **Microsoft Publisher Help** file.