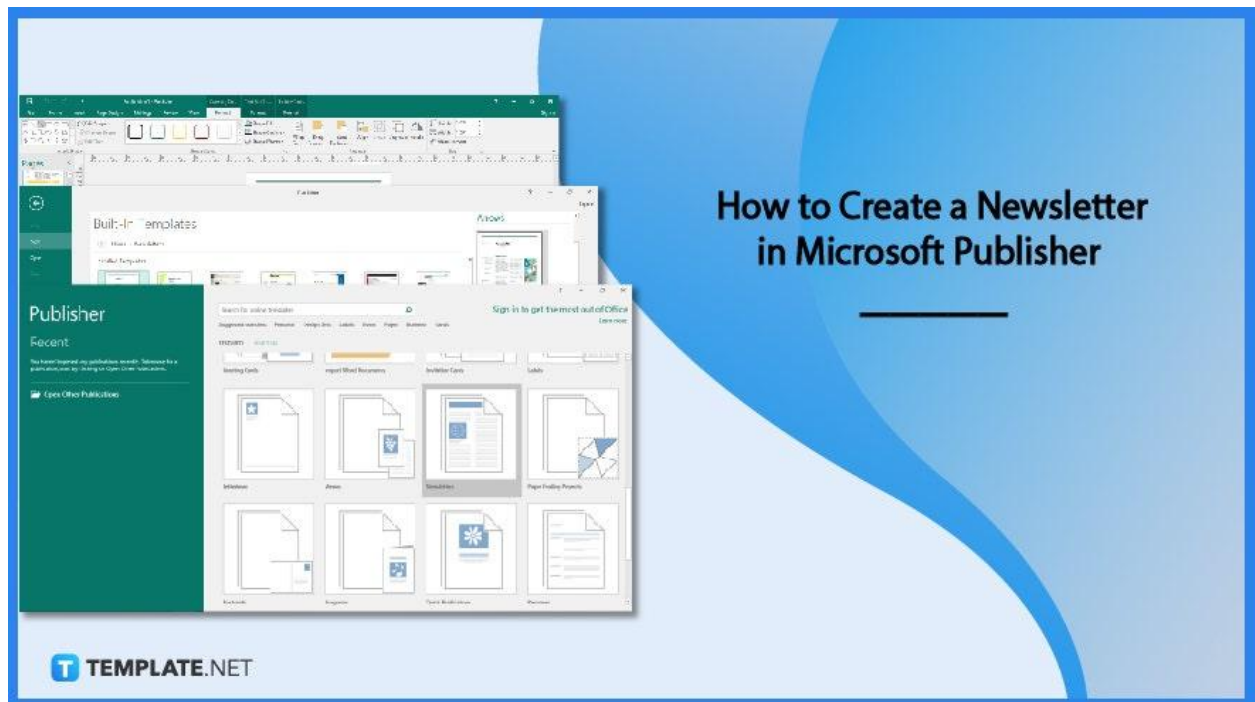# How to Create a Newsletter in Microsoft Publisher

Microsoft Publisher newsletters are a digital marketing tool that businesses utilize to reach out to a larger, more devoted audience with news about their brand or product. Find out how to create one in MS Publisher with ease using this simple tutorial.

How to Create a Newsletter in Microsoft Publisher
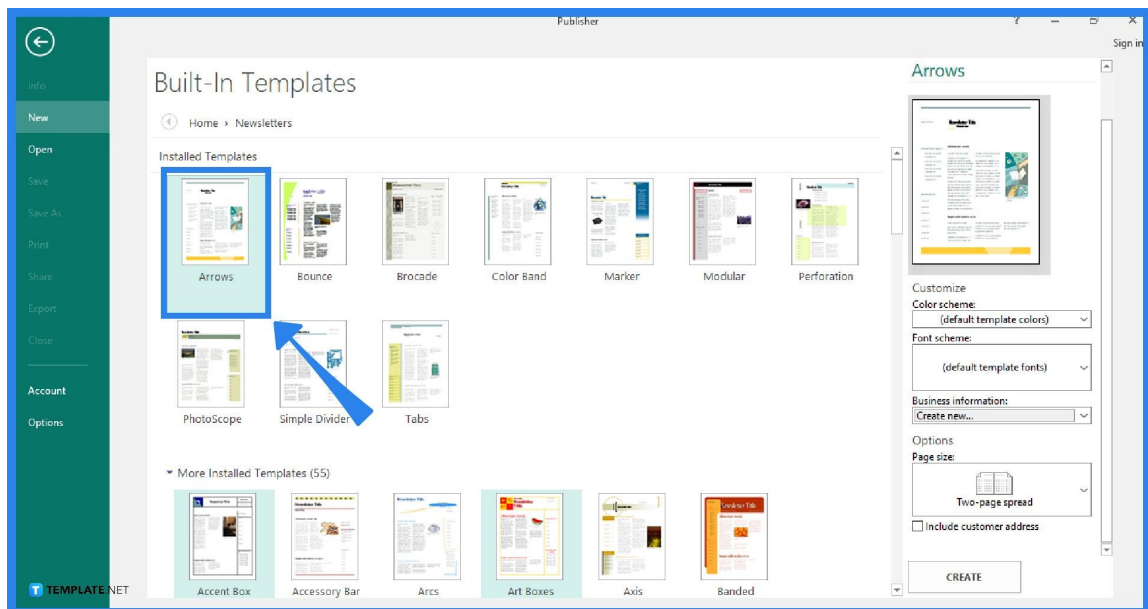
A powerful and well-structured email or newsletter can be made with a Publisher newsletter template.

- **Step 1: Select the Built-In Option and Choose Newsletters**
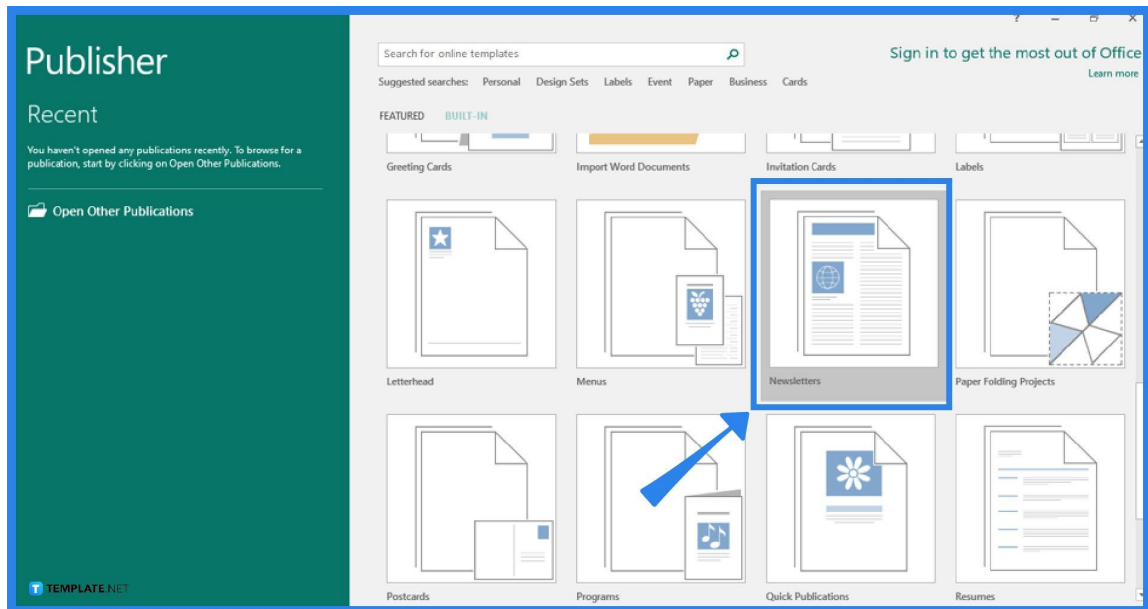
Launch your Microsoft Publisher application. On the start page, click "Built-in" and scroll down to find and select "Newsletters" from the categories.

- **Step 2: Pick a Template for the Newsletter**

Choose a template for your newsletter, and under Customize on the right part of the screen, choose the colors and fonts you wish to use. Next, select the business information set that you want, or create a new one. Under Options, choose

One-page spread (if you plan to print your newsletter one or double-sided) or Two-page spread (if you want to work with a design that includes facing pages and you plan to print your newsletter on tabloid-sized paper). If you want the customer address to appear on the newsletter itself for mailing rather than on a separate envelope, check the Include customer address check box. Then, select Create.

- **Step 3: Customize the Newsletter Template**
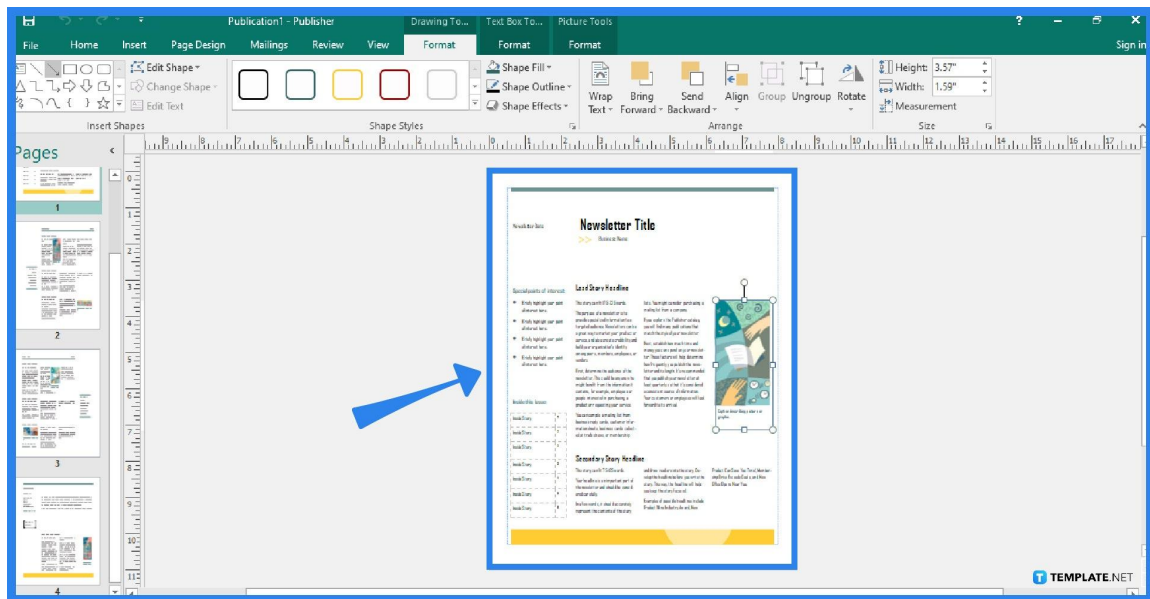
Now, customize the information in the newsletter template. To do so, simply click on the parts where you want to change, including text and pictures, and go to the Format tab on the Microsoft Publisher ribbon to choose and experiment with the newsletter design.

- **Step 4: Save the Newsletter**
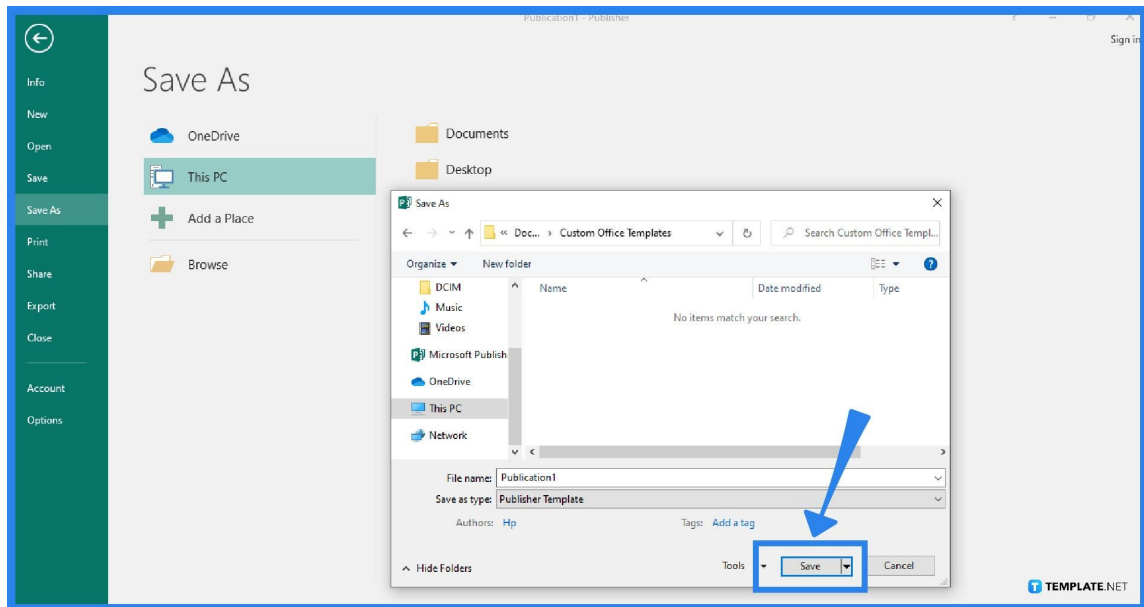
To save your new newsletter, go to the File tab and click Save As. Choose your desired file location and folder, enter the file name, and choose Publisher Template in the Save as type box. Finally, click on Save.

FAQs

What is a newsletter used for?

A newsletter is a digital marketing tool used by businesses to share news about their brand or product with a larger, more devoted audience; on the other hand, email newsletters are typically distributed to a specific email list, which includes both current and future clients.

How do I make design changes to the newsletter layout?

Choose the number of columns you want on each page by clicking Options on the Page Design tab; on the inside pages (such as, pages 2 and 3 of a 4-page newsletter), the "Select a page to modify" option appears; then click Left inside page or Right inside page; and for each page, click one of the following formats: 3 stories, Calendar, Order form, Response form, or Sign-up form.

How can I change the picture of the newsletter template?

To change the picture of the newsletter template, right-click the placeholder picture, hover to Change Picture, click the Change Picture option, then choose a new picture from one of the available sources in the Insert Pictures dialog box, and finally, click Insert.

How do I print a newsletter in Microsoft Publisher?

To print a newsletter, go to the File tab, click Print, select the printer to use (a printer that can print on 11 x 17 or tabloid paper), select the desired printing information under Settings, and click OK to print the newsletter.