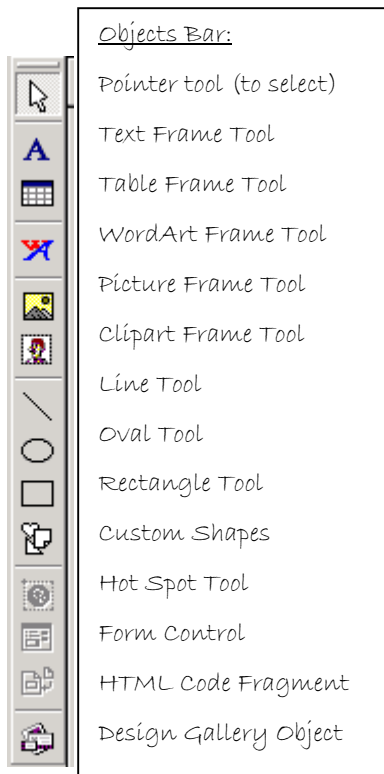


Creating a Newsletter in Publisher



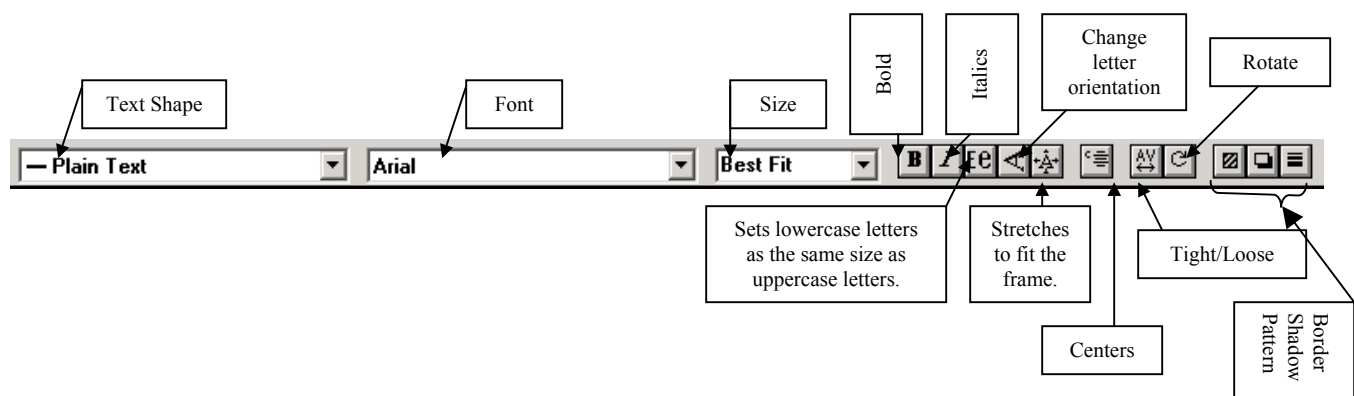
Object Frame Toolbar

Any time you want to create any kind of object in Publisher, you have to make a box or frame for that object. For example, before I can type text, I have to make a text box to type it in. That is what the toolbar to the left is for.


Generally, in a newsletter you will use the tools for Text, Tables, Word Art, Pictures, Clipart and some shapes. The other tools won't be used as much.

Create the title for your newsletter using WordArt

Click on the WordArt frame tool button. Move your cursor over to the paper and you will see a crosshair (skinny black plus sign). Place it where you want the upper left corner of the box to be then click, hold and drag it down and to the right until you have the box where you want it to be. You will then see a new toolbar just for the WordArt frame you have created.



Inserting text into your newsletter

1. Create a text frame the same way you create the word art frame. You can then type your text into the box. You can use the toolbars to format your text just like you would in Word or other Office programs.
2. The easiest newsletter to create will have 3 columns. Use the rulers on top and the side to position these columns. Create the first text box making it as long as you want but exactly 2 inches wide. Then you can copy that text box and move it over to be your second column and do the same for the third column.
3. Link these three columns together so that text will flow from one to the next. Do this by clicking on the first column, then click on the connect text frames button  on your toolbar. You will see what looks like a cup of coffee and then when you move it over the second text frame, it will look like it's pouring out click when you see this. Then link the second and the third text frame in the same way.

Inserting clipart into your newsletter

Using the clipart frame tool, click and drag to make the box for the clipart. When you release, the clipart gallery will come up. Insert the picture you want. You can resize by using the handles (black squares) around the clipart frame.

Making a text frame transparent

If you want to put text over a picture or a colored shape, but you still want what's underneath to show through, you will need to highlight the text frame and then holding the Ctrl key down hit the T and it will make the box transparent.