

## Designing a Class Newsletter in Publisher 2000

This sheet explains using:

- Layout guides
- Word Art
- Text and picture frames and linking
- Using graphics and digital images
- Text wrapping, drop caps, lines and shapes

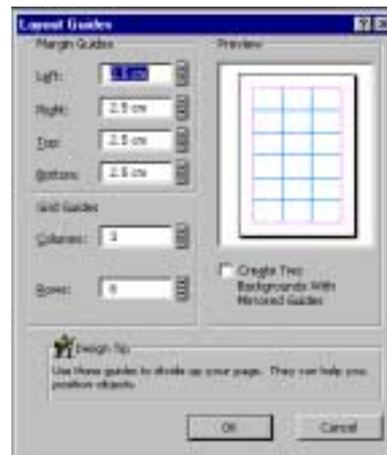
Open Publisher 2000 and a 'Microsoft Publisher Catalog' will appear. There are Wizards here for lots of different designs including Newsletters although they are quite complex. Once you have gone through this sheet you could explore the wizards which will help you to create more complex designs.

Exit the catalogue and a blank page will appear.

Go to **Arrange** and **Layout Guides**.

This box will appear. Set the margins and the grid guides 3 columns and 6 rows and OK.

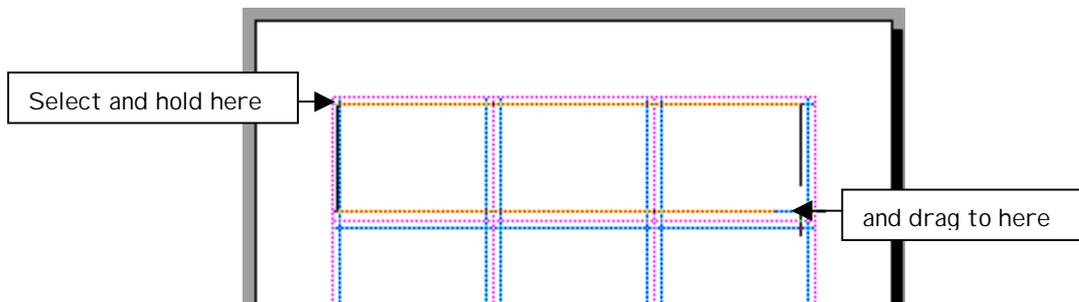
If you don't want your text to automatically stick to these guides go to **Tools** and take the tick off **Snap to Guides**.



### Using Word Art

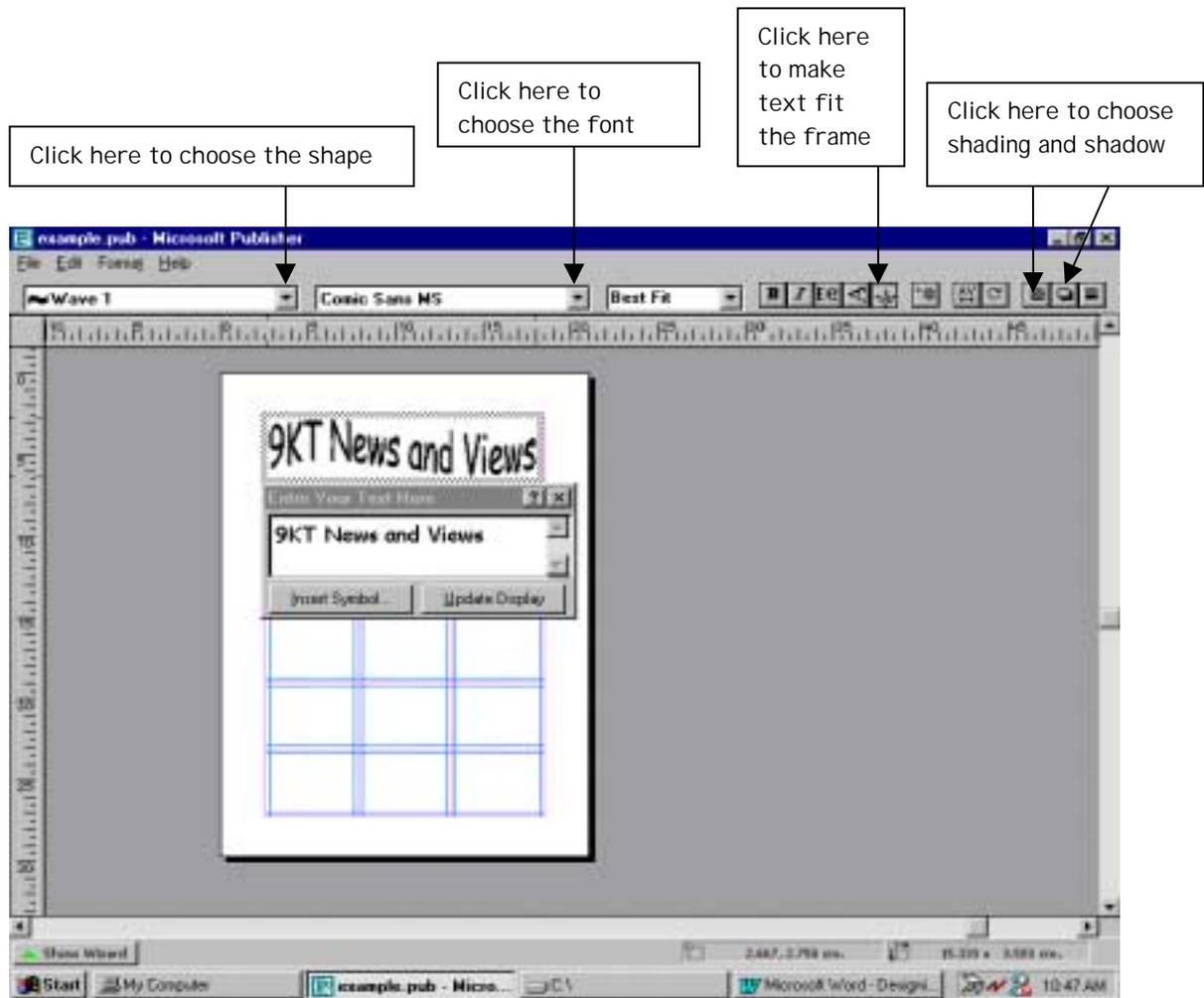


Click here and drag a frame for your Word Art at the top of the page using the guides to help you.



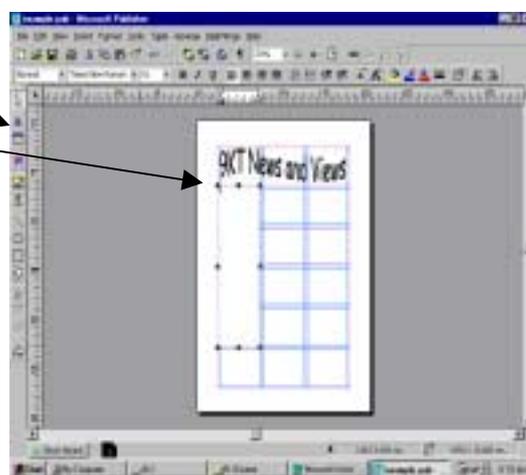
Once you have done this the Word Art dialogue box will appear filling the whole of the page.

Type in the text you want. You can now customise your Word Art title. To get out of the Word Art dialogue box just click anywhere on the blank page or grey background.



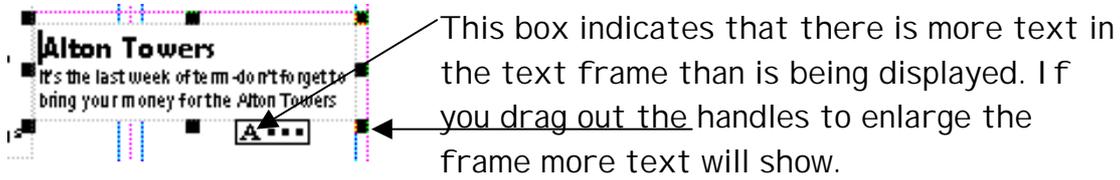
## Working with text frames

Click on the A tool.  
 Then drag the frame size and shape you want.  
 A cursor will appear and you can start to type. You can change the size, font and style by using the formatting toolbar.  
 You can also insert text by going to Insert-Text-File or simply copying and pasting text you have in another document.



## Linking Text Frames

Text frames can be linked to each other so a story can flow from one to another.



If you want to make your story flow into another frame in another part of your page or document.

1. Make another frame for your story to go into

2. Click on the original frame

3. Click on the link icon on the top toolbar.



(The pointer will turn into a jug with an arrow pointing downwards.)

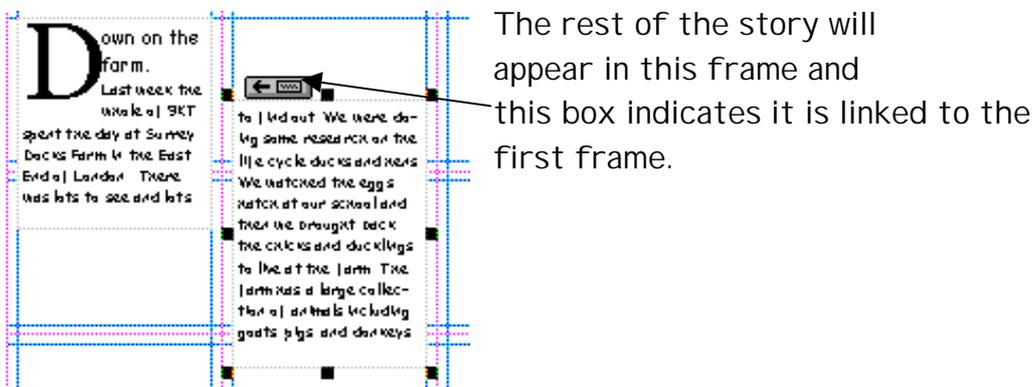


4. Click on the frame you want the text to flow into

with the pouring jug pointer.

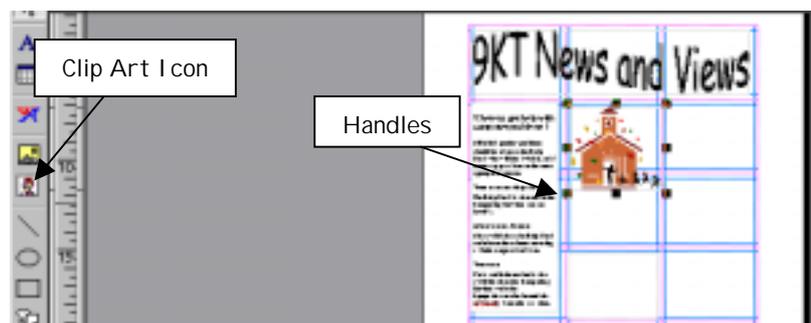


It is worth trying this out a few times to get the hang of it.



## Inserting Graphics

To insert clip art go to the clip art icon and then draw a frame on your page, when you let go you will go to the clip art gallery. Choose a graphic and insert. You will have handles which will allow you to enlarge or stretch the graphic.



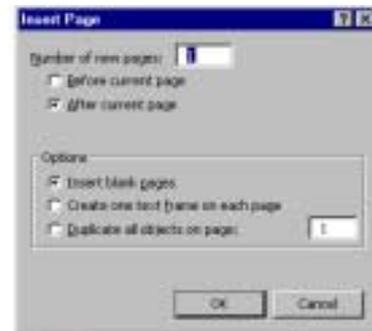
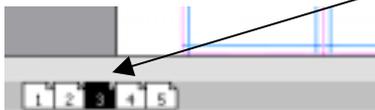
## Inserting other images

If you want to insert other images, digital photos or paint images use the Picture Tool frame to draw a frame for your image on your page. Then double click and this dialogue box will appear. Find the image you want and then click on it and insert and it will appear in your picture frame and you can adjust it.



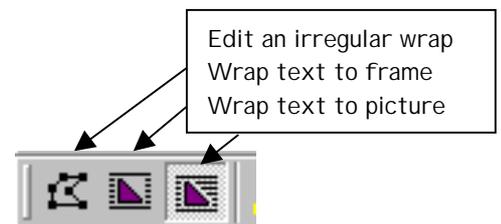
## Adding new pages

To create another page go to Insert-Page and type in how many pages and OK. To move from one page to another click on the page icons in the left hand corner of the window. The page you can see in this case is Page 3.



## Text Wrapping

Text wrapping is how the text flows around an image. First click on the image you want the text to flow around and choose how it should flow using these icons.



## Drop caps

This is an easy way to liven up your text. Click on the frame you want to have the drop cap in. Go to Format and Drop Cap and choose the style you like and OK.

## Lines and Shapes



To give your newsletter a more professional feel it is good to use lines to break up the articles etc. Experiment with the lines and shape tools. To draw a straight line or keep the exact proportions of a shape hold the shift key down on the keyboard while you draw it. If you double click on the line this dialogue box will appear and you can make changes to the colour, shade, thickness etc.

