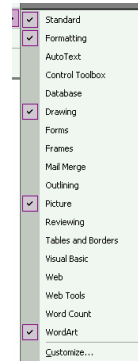


#1 Newsletter Masthead

Check that you have the appropriate toolbars available.

Choose **View, Toolbars**. Checks should be in front of:

Standard
Formatting
Picture
Drawing
WordArt



WordArt

From the menu, choose **Insert, Picture, WordArt**.

Click once on the desired style. You can change the font, color, and shape later.

Type in the text. Click on **OK**.

The toolbar can be used to edit the WordArt.

ClipArt

From the menu, choose **Insert, Picture, Clip Art**.

Click on the desired clip art.

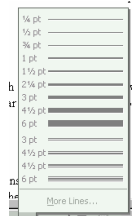
Click on **Insert**.

Lines

From the **Drawing** Toolbar, click on the **Line** tool.

To draw a straight line, hold the **Shift** key while you drag the line across the page.

The toolbar can be used to change the thickness and style of your line.



#2 Newsletter Pictures

ClipArt

From the menu, choose **Insert, Picture, Clip Art**.

Click on the desired clip art.

Format Clipart

Make sure the clip art is selected (click on it once).

RIGHT click on the clip art on your page.

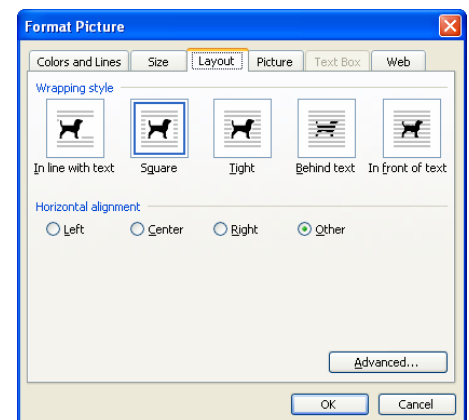
Click on **Format Picture**.

Click on the **Layout** tab.

Select the **Square** dog.

Click **OK**.

Now you can move the picture anywhere on the page.



Digital Pictures

From the menu, choose **Insert, Picture, From File**.

Navigate to the picture you want.

Click on **Insert**.

Drop Letters

Note: You cannot do this in a text box!



Place the cursor in the line where you want the Drop Cap.
Click on **Format** on the menu bar and choose **Drop Cap**.
Make the necessary changes.
Click on **OK**.

#3 Newsletter Text Boxes

Borders

From the menu choose **Insert, Text Box**.
“Draw” the text box in the document.
Type in the text.

To change the Border lines, click on the border of the text box.
Then use the **Drawing** toolbar to change the thickness and style of border.



Save as Template

Saving as a template will allow you to use this format again and again. There are several ‘tricks’ to doing this...

1. Click on **File** and **Save As**.

In the **Save As Type:** box, use the drop down arrow to choose **Document Template**. This will save your newsletter as a Read Only document (you can read it, but you can’t save any changes that you make). Don’t do this until you are totally finished with the newsletter!
To be able to change the text, simply **Save** the Newsletter as a **Word Document** with a new name.

2. Open your last newsletter. Click **File** and **Save As**.

Change the file name (eg: change the name from **March 2008.doc** to **April 2008.doc**)
Change the text in each text box (or add or delete text boxes) to update your newsletter for this month.

3. Locate your newsletter, but do NOT open it.

RIGHT click on the file and click on **Properties** (at the bottom of the list).

Put a check in the box in front of **READ ONLY**.

Click **OK**.

You can make changes to this document, but you can’t save them unless you change the name of the document.

To make changes in this document, **RIGHT click** on the file, click on **Properties**, and **UNCHECK Read Only**. Make your changes, then return to check Read Only.