



Create a Newsletter with MS Word

Technology for Classroom Teachers
Marilyn Western

Format your newsletter:

1. Open a MS Word document.
2. Click on **File** and **Page Setup**.
3. Change all margins to **.5"** – top, bottom, and both sides.
4. Save your newsletter NOW! Click **File** and **Save As**.
5. Put it in a new folder called *Newsletters*.
6. Name this file with today's date.

Add a title:

1. Click **Insert** and **WordArt**.
2. Select a WordArt style. Click **OK**.
3. Type in the name for your newsletter. Choose the font and style. Click **OK**.
4. Click and drag your WordArt to the top, center of your newsletter.
5. Resize the title by clicking & dragging any of the sizing handles (little boxes around the edges of your WordArt).
6. **Save** your work: Click **File** and **Save** or click the **floppy disk icon** on the toolbar or hold the **Ctrl** key and press **S** for Save.

Add Borders:

1. To add a border around your whole page, go to **Format and Borders and Shading** and click the **Page Border tab**.
2. Select a setting, a style, and a width, then **OK**.
3. Save your work.

Adding Articles:

1. Select the **text box tool** from the **Drawing Toolbar** (a white square with the letter A and lines)
2. Click and drag a text box for your first newsletter article.
3. Enter your text.
4. Change the font, size, style, and alignment if you wish.
5. Move the text box by dragging the edge.
6. Resize the text box by dragging a corner resizing handle.
7. Your article will have a border around it. To change the style of the border, **double click on the border**, then click on the **Line Style dropdown** to choose different border. To have no border at all, **double click on the border**, then click on the **Line Color dropdown** and choose **No Line**.
8. **Save** your work.

Adding Graphics:

1. Click on **Insert** and **Picture** and **Clip Art**.
2. Select the picture you want. Click the **Insert** button.
3. Add a digital photo or picture you have copied from the Internet by clicking on **Insert** and **Picture** and **From File**.
4. Or select **Insert** and **ClipArt** for drawings to put in your newsletter.
5. **Save** your work.

Classroom News

How to create a newsletter in five easy steps

Save your work

Click **File** and **Save**

or

Click the **floppy disk icon** on the toolbar

or

Hold the **Ctrl** key and press **S** for Save.

#2 Add a title

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#1 Format your newsletter

1. Open a MS Word document.
2. Click on **File** and **Page Setup**.
3. Change all margins to **.5"** – top, bottom, and both sides.
4. Save your newsletter NOW! Click **File** and **Save As** *news*.
5. Put it in a new folder called *Newsletters*.

#3 Add Articles

1. Select the **text box tool** from the **Drawing Toolbar** (a white square with the letter A and lines)
2. Click and drag a text box for your first newsletter article.
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#5 Add Borders

1. To add a border around your whole page, go to **Format** and **Borders and Shading** and click the **Page Border** tab.
2. Select a setting, a style, and a width, then **OK**.
3. Save your work.