

NEWSLETTER INSTRUCTIONS

- ★ **View toolbars**
 - **Standard and formatting**
- ★ **Change Margins**
 - **.75 top, bottom**
 - **.75 left, right**
- ★ **Create Nameplate**
 - **Click on Drawing button**
 - **Insert Wordart**
 - **Click on first 1**
 - **Press okay**
 - **Type Newsletter**
 - **Change size to 72 font to Old Century**
 - **Press okay**
 - **Format/Wordart**
 - **Layout Inline**
 - **Color and lines, fill**
 - **Click on ABC**
 - **Center**
 - **Put Cursor on paragraph symbol and view tables and borders**
 - **Click format borders and shading**
 - **Change to 3 weight**
 - **Press enter key**
 - **Normal left align**
 - **Type Monthly newsletter**
 - **Right align (set tab at 7")**
 - **Type date**
 - **Click in front of M in Monthly Newsletter**
 - **Highlight Line**
 - **Click on top and bottom border**
 - **Insert picture from clipart**
 - **Textwrap should be IN FRONT OF TEXT**
 - **Move to desired location**
- ★ **Insert, Break, Continuous (This allows you to change column settings)**
- ★ **Format Columns (3 columns)**
- ★ **Justify columns**
- ★ **Insert paragraph 1 and communications article**

- ★ **Drop Cap**
 - **Highlight W in first paragraph**
 - **Format, Drop Cap**
- ★ **Highlight Column 3**
- ★ **Format/borders and shading**
- ★ **Change to _**
- ★ **Put border on**
- ★ **Show Pull Quote**
 - **Highlight Sentence**
 - **Control, Copy**
 - **Control, Paste**
 - **Put Quotes before and after it**
 - **Select Quote (Not paragraph mark)**
 - **Select Text**
 - **Double click**
 - **Change color**
 - **Change text, paragraph**
 - **Bold**
 - **Format, paragraph**
 - **indent spacing .1 left**
 - **indent spacing .1 right**
 - **resize box (middle of box)**
 - **Format shading**
 - **Format textcolor**
- ★ **Show Page Break**
 - **Go to Internal Modems**
 - **Insert, Break, Page**
 - **Type before break, Continued on Next Page**
 - **Return**
 - **Insert Column, Break (This will allow you to type in column 3)**
- ★ **Show how to link boxes**
 - **type a small text box**
 - **Insert a textbox**
 - **Type in the text box**
 - **Run out of room**
 - **Link the box somewhere else on the document**
 - **Show TEXTBOX toolbar**
 - **Highlight textbox**
 - **Link and fill in other textbox**