

(MS Word Document)

The Set-up:

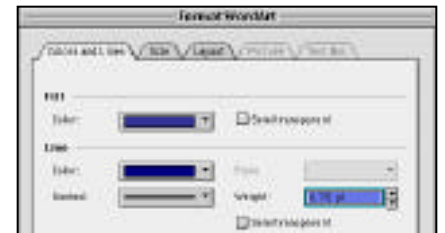
- CLICK top menu bar: View / Toolbars
 - Check: Standard, Formatting and Drawing options
- To change MARGINS
 - .Click top menu bar: File / Page Set-up / Margins
 - .75 top/bottom, left/right




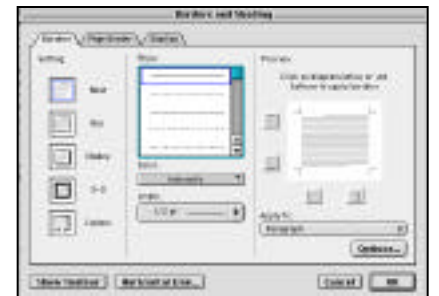
Creating the NAMEPLATE:

(at top of Newsletter's or Newspaper's front page)

- Click on Drawing icon/button (OR top menu bar: Insert / Picture / Wordart)
 - Insert Wordart
 - Select Style
 - Press okay
 - Type Newsletter title/heading, etc.
 - Select FONT style and POINT size (i.e.: Old Century, 72)
 - Press okay
 - Click top menu bar: Format / Wordart
 - Select "Layout Inline with Text" for Nameplate
 - Select "Color and Lines"
 - Select color choice OR More Colors / Fill Effects
 - Click on newsletter title
 - Center

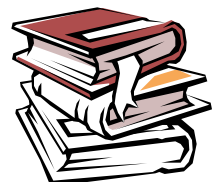


- Adding Border Lines 
 - Put Cursor on paragraph symbol, highlight
 - Click top menu bar: Format / Borders and Shading
 - Change to 3 weight
 - Press enter key
 - Double click below border line to move cursor
 - Normal left align
 - Type Subheadings (Monthly/Weekly)
 - Right align (set tab at 7")
 - Type 2nd subheading (Volume/Date)
 - Click in front of M in Monthly Newsletter
 - Highlight Line
 - Click on top and bottom border



Adding a GRAPHIC:

- Click Insert / Picture / Clipart OR From File (something you've saved)
 - To TEXTWRAP: Select Format / Layout / IN FRONT OF TEXT
 - Move graphic to desired location



Setting Columns: *(below the nameplate)*

- Click Insert / Break / Section Break (Continuous)
- Click Format / Columns (select 3 or 2 column design)
 - Justify columns

Creating a Drop Cap:

- Highlight 1st letter in first paragraph
 - Click Format / Drop Cap
 - Select Dropped OR In Margin
 - Options to select:
 - Font style
 - Lines to drop
 - Distance from rest of text

Creating a Pull-Out Quote:

- Highlight Sentence
 - Copy & Paste sentence to pull out
 - Put Quotes before and after selection
 - Select / highlight Quote (Not paragraph mark)
 - Click Select Text box icon from Shortcut Toolbar
 - OR from Top menu bar: Insert Text box
 - Options:
 - Resize box (middle of box)
 - Format shading
 - Format text color

