

How to design a History newsletter

This section will show you how to create a three-column newsletter from scratch using:

1. Layout guides to help you plan the page
2. WordArt button to make a title
3. Text and picture frames

Your final effort will be in standard three column format as in this diagram:



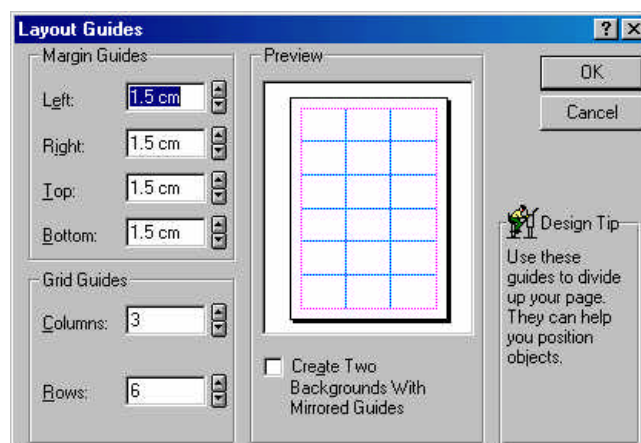
■ Starting

- Load Publisher or if Publisher is already loaded, select **File** and then **Create New Publication**
- Select **Blank Page**
- Select **Full Page** in the **Select A Page Layout** section
- Select **OK**

■ Setting up the page

To help you lay out your newsletter you can add guides to the page.

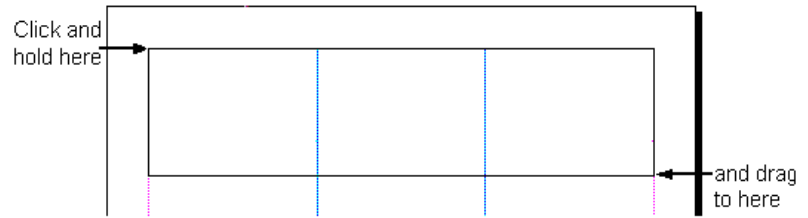
- Select **Arrange**
- Select **Layout Guides**
Publisher will place the Layout Guides dialogue box on the screen:
- Set the Margin and the Grid Guides so that the box looks like this:
- Select **OK**



■ *Using WordArt to make a newspaper title*

- Select 


- Drag out a frame from top left to bottom right of the first row



Publisher will display a dialogue box, ready for you to enter your text.

- Type: East Grinstead
Evening News

You can use the formatting toolbar to change the style and size of the font as in a word processor

- Select  on the toolbar to stretch the letters across the frame


This will ensure that your text will take up all the frame.

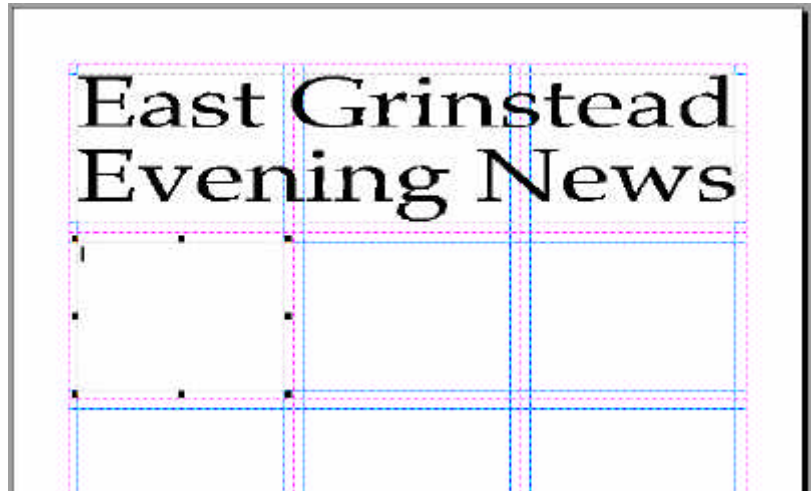
- Select **Update Display**

Your title should look like this:

East Grinstead
Evening News

■ *Adding a text frame for a story or headline*

- Select 
- Drag out the text frame you need from top left to bottom right. Here are two examples



■ *Adding a picture frame*

- Select 
- Drag out the frame you need. Here is an example



■ *Copying pictures from the Virtual Museum into the newsletter*

- Create your newsletter layout using the ideas and techniques in this booklet
- Minimise Publisher
- Find the picture or text you want in Sainsbury's Virtual Museum
- Click on the picture with the RIGHT mouse button and select Copy from the menu that appears on the screen
- Minimise the Virtual Museum
- Select the picture frame where you want your selection to be pasted
- Select the Paste button

■ *Adding text to the newsletter*

- Select the text frame
- Type in the text