

Three Column Newsletter with Sidebar and Graphics Using Word

Getting Started:

- q Log onto the network, make a word processing file using **Word**.
- q File ‡ SaveAs, name your file and save in an appropriate folder (make a new folder if necessary).

Heading & Setting 3-Columns:

1. Turn centering on.
2. Change the font and size (you can always adjust this later).
3. Type in your Title, then *before pressing RETURN* change your font to Times , size to 12 or 14.
4. Press RETURN 2 or 3 times (you can always adjust this later), turn centering off.
5. Go to Insert ‡ Break, select Continuous under Section breaks, then click on OK.
6. On Menu Bar ‡ Format -> Columns, select three, click on OK (or locate the column icon on the tool bar and select 3 columns).
7. Save before going on.

Subheadings & Newsletter Body:

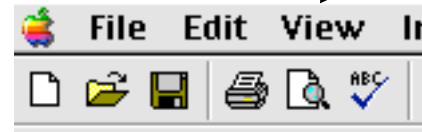
- 1 Type your subheading, press 2 RETURNS.
- 2 Type in the text for that section of your newsletter.
- 3 Remember: Each subheading should be distinctive by using bold, different font, etc. Keep subheadings consistent – looks more professional.
- 4 Save frequently.

To Add a Text Box:

1. Your cursor should be in the place where you want to put your text box (you can move it if you wish).
2. On Menu Bar ‡ Insert ‡ Text Box
3. Your cursor will now be the crosshair cursor (it will look like a + sign). Click and drag to create your text box (you can adjust the shape later if you need to).
4. Type your information, resize if necessary
5. To format the text box: On Menu Bar ‡ Format ‡ Text Box to shade (Fill) and outline (Line).
6. Save before going on.

Spell check:

1. To spell check, on Menu Bar ☞ Tools ☞ Spelling and Grammar OR click on the Spelling and Grammar icon below the Menu Bar.



To Add a Picture or graphic:

NOTE: Before adding your picture, you may need to use the Graphic Converter reference sheet to reduce the memory size of your picture.

1. On Menu Bar, Insert ☞ Picture ☞ From File. Navigate to the folder where you saved your graphics, select the image that you wish to use.
2. You may need to do the following steps before you resize or move your graphic:
 - q On Menu Bar ☞ Format Picture
 - q Select the Position tab, be sure that there is a check next to “Float over text”
 - q Select the Wrapping tab, select Tight
3. Resize the image by dragging on a corner handle. Move the image on the page if necessary.
4. To add a “comment” below the picture:
 - a. click your cursor just below the picture, press return 1 or 2 times to make space for your comment
 - b. move your cursor in the empty space below the picture
 - c. turn on centering or italics or change the font to make the comment stand out
5. Save and print