

# CREATING A NEWSLETTER IN MICROSOFT WORD

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This handout is most useful when you have a computer in front of you and can work through the steps as you are reading.

## Terms we'll be using in this class:

- **Banner:** the area at the top of your document that contains your title, graphic, issue and volume information.
- **Masthead:** contains contact information for the organization that's creating the newsletter. This information is often found in a footer at the end of a newsletter.
- **Column Graphic:** small graphics that fit within a single column.
- **Text Highlight Table:** a 1 x 1 table which contains text that's meant to stand out from the rest of your document.

## Formatting Steps

**Step 1:** go to Page Layout > Margins and select Narrow.

**Step 2:** Hit the return key to space down several times before you insert the tables that will become your banner and masthead

**Step 3:** Move your Mouse to the top of the page, then click *Insert > Table* and click on the box in the top left of the drop-down menu that appears to create a 1 x 1 table. Enter and format your banner information. If a graphic designer has created a Banner graphic for you to use, you can use *Insert > Picture* to add that graphic at the top of the page. Click *Home*, and the *text-center* icon

to center the graphic on your page. Additional information on positioning images in Word Documents may be found here:

<http://office.microsoft.com/en-us/word-help/insert-and-position-graphics-in-word-documents-HA001034916.aspx>

**Step 4:** Move your mouse outside of that table, hit return several times, and insert another 1 x 1 table, which will become your masthead.

**Step 5:** Click between the two 1 x 1 tables with your mouse and start typing your content. It's easiest to apply the two or three column format after you've started typing. To apply a multi-column format, highlight the text you want arranged into columns, click *Page Layout > Columns*, and in the drop-down menu that appears, select the two or three column format. Additional information on tweaking your multi-column format may be found here:

[http://office.microsoft.com/en-us/word-help/create-newsletter-columns-](http://office.microsoft.com/en-us/word-help/create-newsletter-columns-HA101857734.aspx)

[HA101857734.aspx](http://office.microsoft.com/en-us/word-help/create-newsletter-columns-HA101857734.aspx). Don't worry that your masthead is moving up and down while you're typing. You can fine-tune the placement of your masthead after adding your other content.

**Step 6:** Add your column graphics, and text highlight tables. Create a text highlight table the same way you create a 1 x 1 table banner.

A Text Highlight table is a 1x1 table that contains text meant to stand out from the rest of the document.

Refer to the link on placing images in documents that was mentioned in Step 3. Stick with smaller images that fit within a single column at first. Cross-column graphics, which are larger and span multiple columns, can be difficult to work with. If you are going to publish the document, don't have your own original images, and need pictures that are either Open Source, or in the Public Domain, you can search through some of the public domain image archives listed in this document, or you can do a search for public use image repositories by going to Google and using a search-string like "Public domain image archive" or "Free stock photos".

contents, you might Google something like "MS Word table of contents". If you use a general search string like "newsletter", you could spend hours sorting through all the results until you find the information you need.

**Step 9:** Remember to check your print settings, and print a single copy – commonly referred to as a "proof copy"- for proofreading. It's common to catch mistakes on a proof copy that you may have overlooked on the computer screen. Fix any errors, and make a hand-written note on your proof copy of any print setting adjustments before you do your batch print.

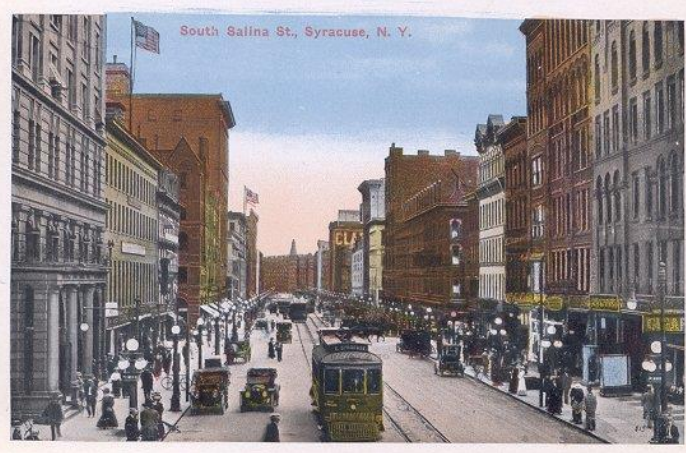


Figure 1: This is an example of a column graphic. Notice how it's narrow enough to fit within a single column.

**Step 7:** Fine tune the placement of your masthead by placing your cursor at the bottom of the last column on your last page, then using the return and backspace keys. You can also adjust your font sizes, and the sizes of your column graphics to get the masthead to sit exactly where you want it.

**Step 8:** Be persistent. If you run into any problems just keep trying, and remember the *Undo* key. Search for formatting help online. Be sure to name the problem in your search string. If you're doing a larger newsletter and want to try adding a table of

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**Public Domain and Open Source Image archives:** this list is not exhaustive. You can find additional archives by searching Google.

<http://commons.wikimedia.org>

<http://www.loc.gov/pictures/>

<http://publicdomainarchive.com/>

<http://www.usa.gov/Topics/Graphics.shtml>

<https://www.flickr.com/photos/britishlibrary>

<http://picdrome.com/>

<http://www.mypublicdomainpictures.com/>

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Baldwinsville Public Library  
<http://www.bville.lib.ny.us>

Note how the masthead is at the end of the document and contains name and website info.