



Word: Producing a Newsletter

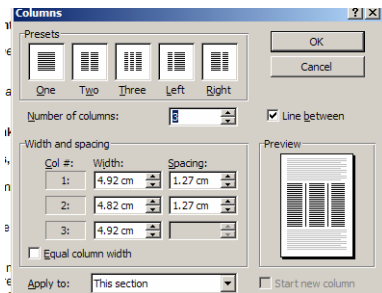
- **Open Word** and type your chosen newsletter title
- **Highlight** the text
- **Click Format, Font**

Use this to change the font, style and size of the text.

If appropriate enter a date and issue number.

To create columns

- **Click Format, Columns**



Using the above box you can enter the exact column widths and spacing you require

Entering Text

Newspaper columns are usually justified at both margins.

Before you start typing your text

- Click on the **Justify** icon on the **Formatting Tool Bar**



- The text will automatically “wrap” to fit the column
- It will also continue to the next column.

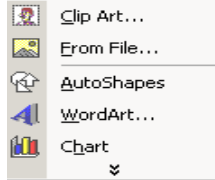
Inserting Pictures

To insert a Clipart image:

- **Place the cursor** where you want the picture to appear

- **Click on Insert** from the tool bar then picture

- You will see the following



- **Click Clip Art** for a selection of pictures
- **Double Click** on the Picture you require


To Insert your own picture:

- **Follow the 1st** previous instruction on **inserting pictures**
- **Click on From File.**
- **Choose the location of the picture**
- **Double click** on the picture you require

To resize the picture:

- **Click** on the picture

Small boxes appear around the picture.

- **Place the mouse pointer** over a corner box and the cursor changes to a two headed arrow 
- **Hold down** the left mouse button
- **Drag** the cursor to make the picture larger or smaller

To move the picture:

- **Place the cursor** over the centre of the picture
- **Drag** the picture holding down the left mouse button

Inserting Frames

To insert a frame around your text:

- **Highlight** the text you wish to frame
- **Click Format, Borders and Shading**

- Choose the type of border you require and select **OK**