

Create a Newsletter

How do you let others know about events and activities taking place in your community? Do you want to create a newsletter to share the information? A newsletter is a publication that is distributed frequently. It contains information about topics that are of interest to its readers. In a community, newsletters can act as the medium among those who live in your neighborhood, nearby schools and community organizations, or local elected officials to give an update about events and activities taking place in your community.

Look at the following example:

Albany Central Newsletter

VOLUME 1, ISSUE 1
MAY 10, 2012

Hello and Welcome to Albany Central Newsletter!

We've gathered a variety of resources on this newsletter that you, as a member of our community, will definitely find helpful. Check out these features:

- **News** from the community or area
- **Calendar** for events and reminders
- **Services** offered by residents and local businesses

When you need to know what's going on in our community, this should be your first stop.

Weekly News for May 4th -9th

- ❖ **School Play** –A play was organized by the students of Albany High School on May 5th, to raise funds for the pediatric wing at the St. John's Hospital.
- ❖ **New President** – Albany Rotary has a new President. Stephen French, a retired Principal of Albany High School will take on his new role from this month.
- ❖ **Albany Mother's Association** –On May 10th, the Albany Mother's Association conducted a workshop on "Healthy Food for Children". Participants learnt about preparing nutritious diets for their families. There was also a quiz where winners were handed healthy recipe books as prizes.

Services

- ❖ **Electrical and Plumbing Repair** – For all kinds of electronic repair, Jo's Electricals and Plumbing - (518) 555-0132
- ❖ **Mother's Kitchen** – Home-baked delicious cakes and muffins. Home delivery available. (518) 555-0181

Calendar of Events: May 14th -20th

- ❖ **Rowing Competition** – May 19th @ Hudson River Corning Preserve, Public Boat Launch Area. Exciting Prizes to be won. To register download the form from <http://albanyrowingcenter.org>
- ❖ **Albany Tulip Fest** – Don't miss the week long Albany Tulip Fest in Lincoln Park from May 14 - 20!







News Flash

Walk-a-thon in aid of World No Tobacco Day.

Sunday, May 13th at the Washington Park.
6:30 am – 11 am.

We cannot always build the future for our youth, but we can build our youth for the future. ~Franklin Delano Roosevelt

Community Newsletter Example

Newsletter

As in the example given, a Newsletter created on the computer typically has:

- A title that explains what sort of information is in the newsletter
- The newsletter edition and the date in a text box with a fill and a border
- Information and a picture about recent and upcoming events
- A text box with information about a “News Flash”

Before you begin using the computer to create your newsletter, take a moment to get familiar with the **Intel® Education Help Guide**. The Help Guide provides handy step-by-step instructions for common applications right as you work.

Please refer the activity card - **How to Use the Help Guide**.

Steps on How to Create a Newsletter

A. Set Page Margins For Your Newsletter

1. **Start the word processing software, and open a new, blank document.**

For help, see Word Processing Skill 1.1: To start word processing software

2. **Make the page margins or the empty spaces along the edges of the page smaller so you have more room for your information.**

For help, see Word Processing Skill 6.5: To set the empty spaces, or margins, around the edges of a page

3. **Save your work.** Make sure you save your work after every couple of steps you complete.

For help, see Word Processing Skill 1.7: To save a word processing document for different uses

B. Design a Title For Your Newsletter

1. **Type a title for your newsletter at the top of the page. Change the look of the text so it looks like a title.**

For help, see:

Word Processing Skill 1.5: To use the Drawing (Shapes) tool

Graphics Skill 9.1: To make art out of words, or WordArt

2. **Change the look of the title as you wish.**

For help, see:

Graphics Skill 9.2: To change the words in your WordArt

Graphics Skill 9.3: To pick a different WordArt look or style

Graphics Skill 9.5: To change the WordArt shape

3. **Save your work.**

C. Add Text Box to Your Newsletter

1. **Below the title, make a text box that runs the width of the page.**

For help, see Graphics Skill 7.1: To make a box so you can add words to a drawing

2. **Save your work.**

D. Add Text to the Text Box

1. **Type “Volume 1, Issue 1”.**

For help, see Graphics Skill 7.2: To type words into a text box

Note: The Volume number and Issue number will change as you publish more newsletters in future.

2. **Then, set and use a right-aligned tab to move the cursor to the right side of the text box. Insert today’s date, and pick whichever date format you like.**

For help, see:

Word Processing Skill 4.4: To set and use a tab to space your words from left to right

Word Processing Skill 10.1: To put today’s date into a document

3. **Change the look of the words as you wish.**

For help, see:

Word Processing Skill 3.1: To pick the letter design or font for your words

Word Processing Skill 3.3: To change the style of words

Word Processing Skill 3.4: To change the color of words

E. Design Text Box

1. **Change the line style, color, and width of the text box border. You can also fill the text box with color.**

For help, see:

Graphics Skill 6.6: To change the look or style of a line or shape’s border

Graphics Skill 6.7: To change the color of a line or shape’s border

Graphics Skill 6.8: To change the fill color inside a shape

2. **Save your work.**

F. Add Another Text Box and Text to Your Newsletter

1. **Move the cursor below the text box. Make another text box that runs the width of the page.**

For help, see Graphics Skill 7.1: To make a box so you can add words to a drawing

2. **Type a welcome note and a summary about what your newsletter contains. Change the look of the words as you wish. Then, change the line style, color, and width of the text box border. You can also fill the text box with color.**

For help, see:

Graphics Skill 7.2: To type words into a text box

Word Processing Skill 3.1: To pick the letter design or font for your words

Word Processing Skill 3.3: To change the style of words

Word Processing Skill 3.4: To change the color of words

Newsletter

Graphics Skill 6.6: To change the look or style of a line or shape's border

Graphics Skill 6.7: To change the color of a line or shape's border

Graphics Skill 6.8: To change the fill color inside a shape

3. You might want to make a bulleted list to a section in your summary.

For help, see Word Processing Skill 4.7: To make a list of information with different symbols or a bulleted list

4. Save your work.

G. Format the Page to Two Columns

1. Move the cursor below the text box. Then, format the page so the information from that point forward will split into two columns. You might wish to check the box to add a line between your columns.

For help, see Word Processing Skill 6.6: To set up a page with columns, like a newspaper or a magazine

Note: Be sure to select "This point forward" when formatting the columns.

2. Save your work.

H. Add Subtitle or Headings and Events to Your Newsletter

1. Type a subtitle, or heading, for the newsletter section on last week's events. Below the subtitle, write about the events. Change the look of that section's subtitle or heading so it stands out.

For help, see:

Word Processing Skill 3.1: To pick the letter design or font for your words

Word Processing Skill 3.3: To change the style of words

Word Processing Skill 3.4: To change the color of words

2. Save your work.

For help, see Word Processing Skill 1.7: To save a word processing document for different uses

I. Make a Bulleted List

1. Change the look of the lines of words so they are easy to read. You might want to change the amount of space between lines, indent the first line of each paragraph, or even make a bulleted list of items.

For help, see:

Word Processing Skill 4.1: To change the space between lines

Word Processing Skill 4.3: To move lines in a paragraph in or out, or to change the indent

Word Processing Skill 4.7: To make a list of information with different symbols or a bulleted list

2. Save the look, or formatting, of your subtitle and the lines of words below as styles that you can use for the next section of the newsletter to save time.

For help, see Word Processing Skill 10.6: To make and use shortcuts to change the look of words

3. Save your work.

J. Add Picture to Your Newsletter

1. Add a picture of one of the events that took place in the last week.

For help, see:

Word Processing Skill 5.2: To add a picture you have already made and saved on your computer

Word Processing Skill 5.1: To add premade computer pictures, or clip art

Word Processing Skill 5.3: To add a picture you have copied from a Web site or another document

2. Change the text wrapping so the words flow tightly around the picture. Then change the picture's size, and move it to the place you want.

For help, see:

Word Processing Skill 5.4: To change the way words flow, or wrap, around a picture

Word Processing Skill 5.5: To make a picture bigger or smaller

Word Processing Skill 5.6: To move a picture

3. Save your work.

K. Insert a Column Break

1. Insert a column break.

For help, see Word Processing Skill 6.7: To end the information in one column and start it in the next

2. Save your work.

L. Add Text and Picture

1. Type a subtitle "Services". Below the subtitle, write about the local services and businesses available in your community. Then, type a subtitle for the section about what will happen in your community in the upcoming week. Below the subtitle, write about next week's events. Use the formatting styles you just saved to quickly change the look of the subtitle and the lines of words below. You might want to change the amount of space between lines, indent the first line of each paragraph, or even make a bulleted list of items.

For help, see:

Word Processing Skill 4.1: To change the space between lines

Word Processing Skill 4.3: To move lines in a paragraph in or out, or to change the indent

Word Processing Skill 4.7: To make a list of information with different symbols or a bulleted list

Word Processing Skill 10.6: To make and use shortcuts to change the look of words

2. If you wish, you may add a picture of one of next week's events. Change the text wrapping so the words flow tightly around the picture. Then, change the picture's size, and move it to the place you want.

For help, see:

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Word Processing Skill 5.6: To move a picture

3. Save your work.

Newsletter

M. Add Text Box and Words in the Text Box

1. **Make a text box in an empty space on the page. Type a title, “News Flash”. Then below the title, type the information about the “News Flash”. Change the look of the words and the text box to make this information really stand out.**

For help, see:

Graphics Skill 7.1: To make a box so you can add words to a drawing

Word Processing Skill 3.1: To pick the letter design or font for your words

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Word Processing Skill 3.4: To change the color of words

Graphics Skill 6.6: To change the look or style of a line or shape’s border

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Graphics Skill 6.8: To change the fill color inside a shape

2. **Save your work.**

N. Save Newsletter as Document Template

1. **Save the newsletter as a document template so you can use it over and over again to quickly and easily make newsletters in the future.**

For help, see Word Processing Skill 10.4: To make and use your own document style and template

2. **To make sure the newsletter template works, start a new document by finding your template file. Then, close the file without making or saving any changes.**

For help, see Word Processing Skill 1.1: To start word processing software

3. **Save your work.**

O. Newsletter Challenge (Optional)

1. **Add a pattern in the text boxes.**

For help, see Graphics Skill 6.13: To fill a shape with colors that blend together, or a gradient

2. **Add a catchy phrase or slogan at the bottom of the newsletter in the document’s footer. Change the look of words anyway you wish.**

For help, see:

Word Processing Skill 3.1: To pick the letter design or font for your words

Word Processing Skill 3.3: To change the style of words

Word Processing Skill 3.4: To change the color of words

3. **Save your work.**

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Community Newsletter Challenge Example

Review Your Work

Look over your newsletter. Make sure each has the following elements:

- A title that explains what sort of information is in the newsletter
- The newsletter edition and the date in a text box with a fill and a border
- Information and a picture about recent and upcoming events
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If any of these elements are missing, add them now. You should also make any other desired changes. Remember to **save your work** when you are finished.

Optional: Print Your Newsletter

1. **Preview your newsletter before you print it. Set up the document so it prints sideways, or landscape.**

For help, see:

Word Processing Skill 1.2: To use the Menu (Ribbon) bar

Word Processing Skill 1.3: To use the Standard (Quick Access) toolbar

Word Processing Skill 6.4: To setup a document so it prints sideways, or landscape

Word Processing Skill 6.18: To see how a document will look before you print it

2. **To print your newsletter, click File. Then, click Print.** A Print window pops up.

Note: For Microsoft®Office 2010 users, when you click the File tab, you will notice a Backstage view.

3. **To select the printer you want to use, click the arrow in the Name or Printer list and select the printer.**

Note: You will notice that the box has a drop-down menu or a list which allows you to select one option from several printer choices. If there is a drop-down menu, just click on the down arrow and move your cursor to the option you would like to choose. If a list is displayed, scroll to the printer that you want. Highlight your choice, and then click on it.

4. **To select the page you want to print, place your cursor on that page and click Current Page. Or, click Pages, and then type the page number that you would like to print.**

Note: If your newsletter covers only page 1, then by default, the page will be automatically selected for printing. You may skip this step and move to Step 5.

5. **To select more than one copy you want to print, click the up arrow in the Number of copies list.**

Note: For Microsoft®Office 2010 users, click the up arrow in the **Copies** list.

Note: By default, the number of copies to be printed is 1. Just click on the up arrow for more than one copy to print. Click on the down arrow for lesser number of copies to print.

6. **Click OK or click Print.**