

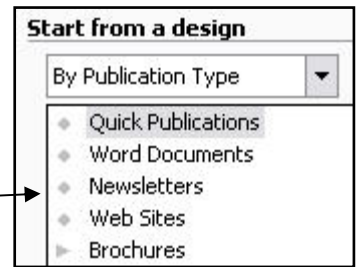
# Making a Newsletter with Microsoft Publisher

## Open Publisher

- Find the icon on desktop: "Microsoft Publisher" and double-click it.

## Use a template

- On the left side, click Newsletters (towards the top).
- On the right side, pick the newsletter that looks good by double-clicking on it.



## Input basic information

- The first time you create a document, it will ask you personal information.
- Put in very basic information for future publications.

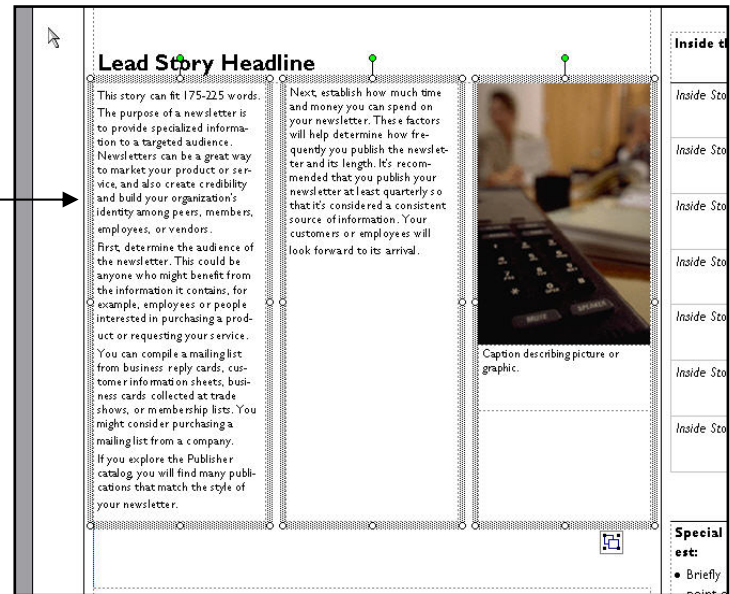
## Replacing template information with what you want

- Click on an area you want to put text.
- Press F9 to zoom in to the area you are typing.
- Delete the text that is currently in there and replace it with your own.
- After you are finished typing, press F9 again to zoom out to see the whole document.



## Resizing text boxes

- To select one text box, click on the region once.
- To select multiple boxes, hold down the CTRL key and click on each region you want. If you accidentally click on a region you do not want, click on that region again to unselect.
- Once the boxes are selected, simply put the mouse on the edge of the side you want to adjust and click and hold the mouse after you see the double-arrow cursor. Continue to drag the boxes to the size you want and then let go of the mouse button.
- If after you have moved the boxes and do not like what you did, press and hold the CTRL key and also press Z. This will undo the action you did.



## Inserting a new text box

- On the very left side of the screen, look for the small icon that looks like a box with a small A inside it. This will let you create a text box.
- Your mouse cursor will now look like a crosshair.
- Click and hold the mouse down and drag it until you get a box the size you want.
- Release the mouse button once you are satisfied with its dimensions.

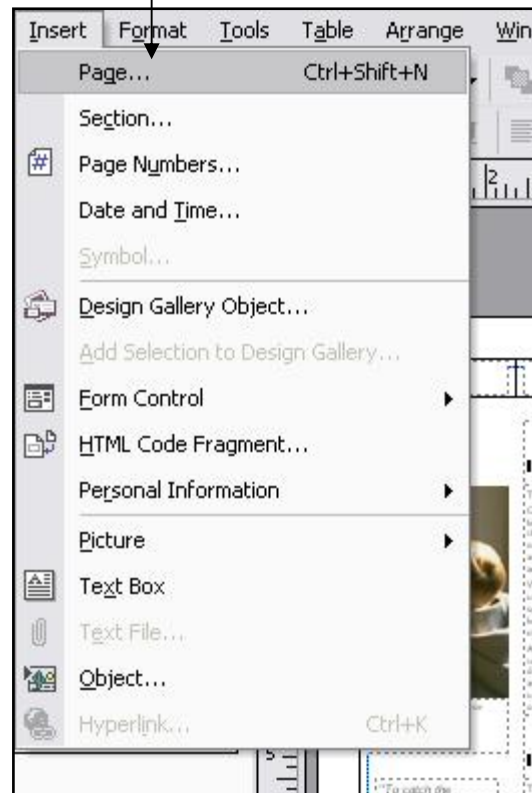
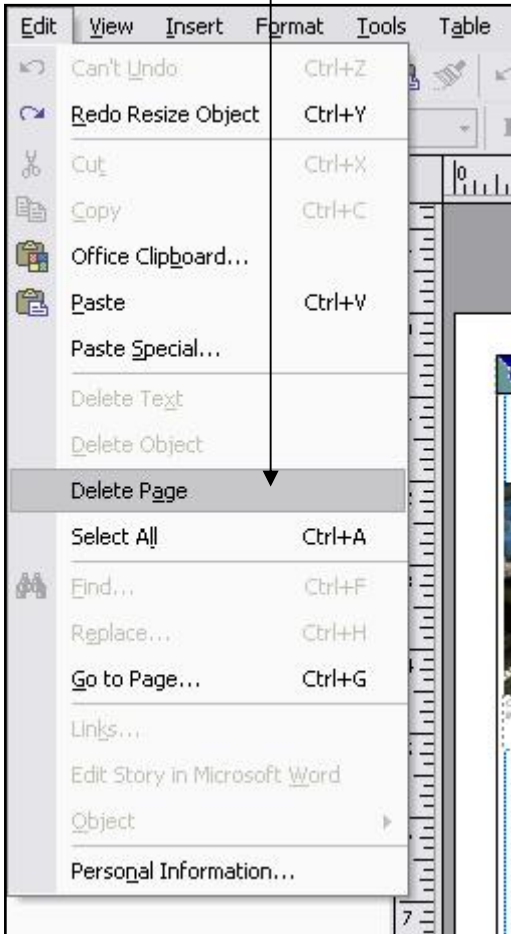
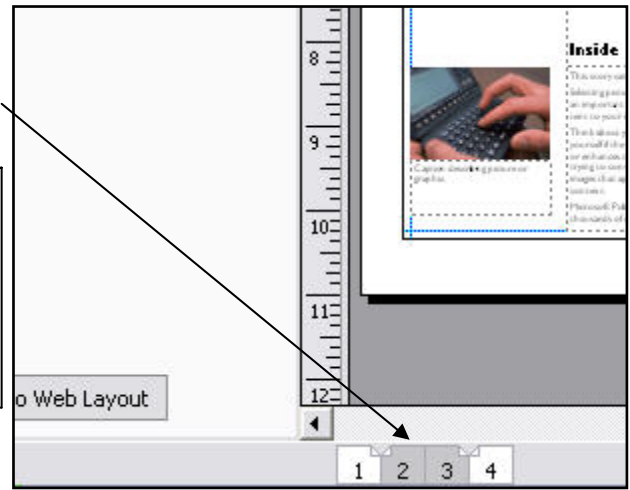
## Inserting an image

- If you like where the template graphics are located, then you are already halfway there.
- First delete the template graphic by clicking on it once, which selects it, and press the delete key.
- Now find the icon on the very left-hand side that is yellow and looks like a small landscape. This will let you put a new graphic in the old one's place.
- Click and hold the left-mouse button down and drag it until you get a box the size you want.
- A new window will pop-up that asks you what graphic you would like to insert.
- Browse to where you have some images or use the built-in ClipArt and double-click the one you want.
- If you want to resize it, simply put the mouse to the side that you want to resize and drag the picture until it is the size you want. Make sure the mouse cursor has the double-arrows again.



## Adding and deleting pages

1. The template will most likely have four pages. You do not have to use them all.
2. To remove a page, click on the page number that you do not want at the very bottom.
3. Then click "Edit" at the top of the screen and look for "Delete Page".
4. If it is a double-page, it will ask if you want to remove both, the right or left sides. Choose which you want and click OK.
5. To add a page, first click on the page number you want to insert the new pages after. Then click "Insert" and "New Page". It will ask you what kind of style pages you want. Most likely you will want "Story".



## Saving the file

- Once you are finished click the floppy disk icon at the top left and save the newsletter to your G: drive.

