

How To Make A Newsletter

Sue Goldberg

Note: Presently, AppleWorks does not have a template for a newsletter. But, it's not difficult to make one on your own. Here's how to do it ---

To Begin:

- Open AppleWorks
- Click on Drawing from the Basic set of Starting Points
- If you will need more than one page for your newsletter, use the Format menu and highlight "Document" -- then choose how many pages across (or down)

The Next Step:



You will be using several tools from the Tools Palette:

- the "A" or text tool for creating text boxes
- the Arrow tool for selecting and moving boxes and graphic objects
- the Straight Line tool for creating dividers on your newsletter page

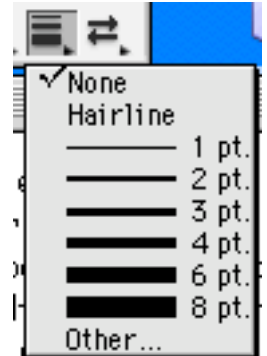
Creating Your Banner:

- Select the Text tool and drag a long rectangle across the top of your page
- When you see the cursor, go to the Text menu and choose your Font, Size, Style, etc.
- Type a title (banner) for your newsletter
- Now select the Arrow tool and point to your banner's text box. When the handles appear, you will be able to click the "fill" box on the palette and choose a color for the background of the banner



To Divide the Page Into Sections:

- Select the Straight Line tool and click on the Line Size button to adjust the thickness.
- Drag down or across your page to create a line where you need one (holding SHIFT will make your lines perfectly straight every time)
- Re-select the Straight Line tool for each line you draw



Writing the Articles:

For each article or section of your newsletter, simply select the Text Tool and create a box on the page. You choose the width and length. These can always be adjusted, later, by using the Arrow tool to create handles on your text box. Then pull or push the handles until your box is the correct size.

Note:

When you are using the Text Tool, use the Text Menu for font changes

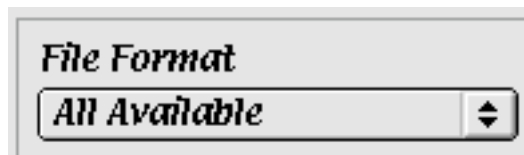
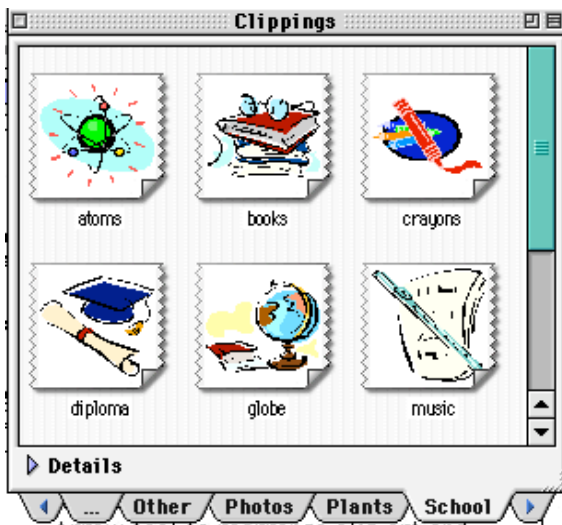
When you are using the Arrow Tool, use the Format Menu to find all the Font changes

Adding Text From Other Places:

You can type in any word processing document, then Copy and Paste into a text box on your newsletter page

You can also type in an AlphaSmart, create a text box and be sure to see the cursor blinking before you SEND from the AlphaSmart keyboard. The text will go right into your text box.

Remember to use the Arrow Tool to reshape your text boxes, as needed.



Adding Clip Art to Your Newsletter:

BE SURE TO SELECT THE ARROW TOOL BEFORE INSERTING GRAPHICS

Once you have the Arrow tool, use the File Menu and select "Show Clippings" to use AppleWorks graphics (see example in left hand column).

You can also use images you've placed on other documents, as well as images from a commercial clip art package.

When selecting a graphic from another source, tell AppleWorks to find "All Available" before navigating to your graphics folder.

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