

Newsletters in Word 2003

Educational Technology Center

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Desktop Publishing Guidelines

Basic Guidelines

- Use the same style consistently throughout the newsletter.
- Use no more than 3 fonts in a document.
- Use no more than 3 columns in portrait orientation and no more than 5 columns in landscape orientation.

Graphic Considerations

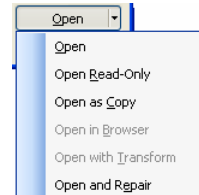
- Use borders to create special effects.
- Use graphic elements to enhance the document.

Text Considerations

- Use sans serif fonts such as **Arial** and a font size of 12 to 18 for headings and titles.
- Use serif fonts such as **Times New Roman** and a font size of 9 to 12 for text.
- Limit the use of italics, bold, and underline.

Opening Documents

- Documents can be opened as a copy so the original is not accidentally replaced.
 - On the **Menu Bar**, click on **File → Open**.
 - Click on the down arrow after **Open** and choose **Open as Copy**.
- Opening documents as read only files protects the original document and forces it to be saved under a different name.
 - On the **Menu Bar**, click on **File → Open**.
 - Click on the down arrow after **Open** and choose **Open Read-Only**.



Repairing a Document

- Documents may become corrupted, but can frequently be opened anyway.
 - On the **Menu Bar**, click on **File → Open**.
 - Click on the down arrow after **Open** and choose **Open and Repair**.
- The program repairs and opens the document.

Selecting Text

Selecting Text with the Keyboard

- Place the cursor at the beginning of the text to be selected.
- Hold down the **Shift** key and use the arrow keys to move the cursor to the end of the text to be selected.

Selecting Text in the Left Margin

- Place the cursor in the left margin directly across from the text to be selected.
- Click and drag down the margin.
- The text is selected one line at a time.

Selecting a Range of Text

- Click at the beginning of the text to be selected.
- Hold down the **Shift** key and click at the end of the text to be selected.

Copying Text

Copying to the Clipboard

- When text or a graphic is copied, it is listed in the **Clipboard** of the **Task Pane**.
- Up to 24 items may be on the **Clipboard** in this version of Microsoft Office.

Seeing the Clipboard

- If the **Task Pane** is not visible, on the **Menu Bar**, click on **View** → **Task Pane**.
- Click on the down arrow at the top of the **Task Pane** and choose **Clipboard**.

Pasting Text

Pasting from the Task Pane

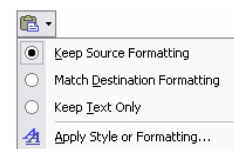
- Bring up the **Clipboard** panel of the **Task Pane** as noted above.
- Click in the document where the text is to be pasted.
- Click on the desired text in the **Clipboard**.

Dragging Text

- Select the text to be moved.
- Place the cursor in the middle of the selected area and drag the text to the new location.
- Release the mouse button.
- **Be sure to watch the shaded marker to see where the text will be placed.**

Smart Tags

- **Smart Tags** help control formatting of pasted text.
- After pasting, click on the **Smart Tag** icon.
- Choose the desired formatting.

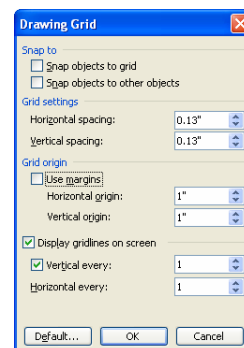


Inserting a File

- Click in the document where the file is to be inserted.
- On the **Menu Bar**, click on **Insert** → **File...**
- Navigate to the location of the file.
- Choose the file and click on the **Insert** button.

Grid Lines

- **Grid Lines** are non-printing lines displayed to guide the alignment of text and objects.
- If the **Drawing** toolbar is not showing, on the **Menu Bar**, click on **View** → **Toolbars** → **Drawing**.
- On the **Drawing** toolbar, click on **Draw** → **Grid...**
- In the **Snap to** section, remove the checkmarks so objects don't move as the grid changes.
- In the **Grid settings** section, set the horizontal and vertical spacing.
- Click to select **Display gridlines on screen**.
- Choose the number of spaces (based on the **Grid Settings**) for the vertical and the horizontal gridlines.
- Click on **OK**.



Sections and Breaks

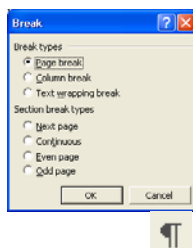
- A section can have its own formatting separate from other parts of the document.

Types of Breaks

- **Next page** – Inserts a break by starting a new page.
- **Continuous** – Inserts a break and begins a new section while staying on the same page.
- **Even page** – Inserts a break and starts the next section on an even-numbered page.
- **Odd page** - Inserts a break and starts the next section on an odd-numbered page.

Creating a Section Break

- On the **Menu Bar**, click on **Insert** → **Break....**
- Choose the desired type of break.
- Click on **OK**.



Removing a Section Break

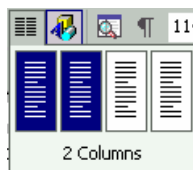
- Click on the **Show/Hide** (¶) button on the toolbar.
- The section breaks and the page breaks are now displayed as dotted lines running across the page.
- Click on the section break to be removed.
- Press the **Delete** key on the keyboard.
- **Note** - When a section break is deleted, the text above that point loses its formatting and takes on the formatting of the section below.

Columns

- Columns can make text more readable.

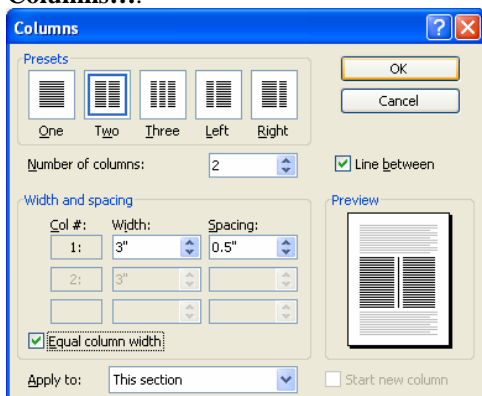
Quick Columns

- Highlight the text to be formatted as columns.
- On the **Standard** toolbar, click on the **Columns** button (¶) and drag to highlight the desired number of columns.



Existing Text to Columns

- Highlight the text to be formatted as columns.
- On the **Menu Bar**, click on **Format** → **Columns....**

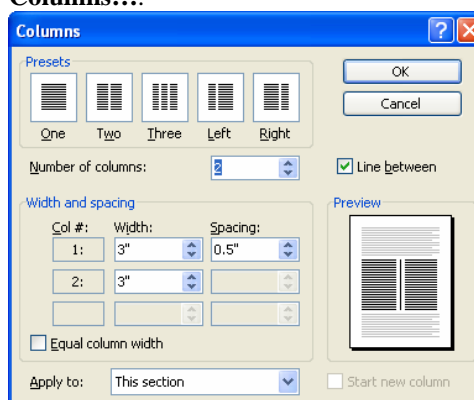


- Click on the desired **Preset** number of columns: Two, Three, Left, or Right,
 - OR Type in the number in the **Number of columns** box.
- Click to place a checkmark in the **Line between** box if a line is desired.

- If the columns are to be of equal width, make sure there is a checkmark in the **Equal column width** box.
- In **Apply to:**, select **Whole document** (to apply columns to the entire document), **This point forward** (to apply columns to the rest of the document), or **This section** (to apply columns to just this section).
- Click on **OK**.

Editing Columns

- Click in the columns where the formatting is to be changed.
- On the **Menu Bar**, click on **Format** → **Columns....**



- **Changing the Number of Columns**
 - Click on the desired **Preset** number of columns: Two or Three,
 - OR Type in the number in the **Number of columns** box.
- **Custom Designed Columns**
 - Click on the desired **Preset** for Left or Right, OR
 - Click to remove the checkmark from **Equal column width**.
 - In the **Width and spacing** section, adjust the width and spacing of each column.
 - Keep an eye on the **Preview**.
- **Line between the Columns**
 - Click to place a checkmark in the **Line between** box.
- **Apply to**
 - Click on the **Apply to** down arrow and choose **This section** or **This point forward**.
- Click on **OK**.

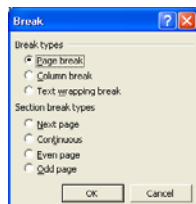
Adjusting Column Widths with the Ruler

- Click in the columns to be changed.
- To move the space between the columns, on the **Ruler**, click on the white square in the middle of the column and drag to the desired location.
- To adjust the size of the column, on the **Ruler**, click on the white bar at either end and drag to the desired size. This changes the size of the space between the columns.



Inserting a Column Break

- Click in the column where the break is desired.
- On the **Menu Bar**, click on **Insert → Break....**
- Choose **Column Break**.
- Click on **OK**.



Balancing Columns

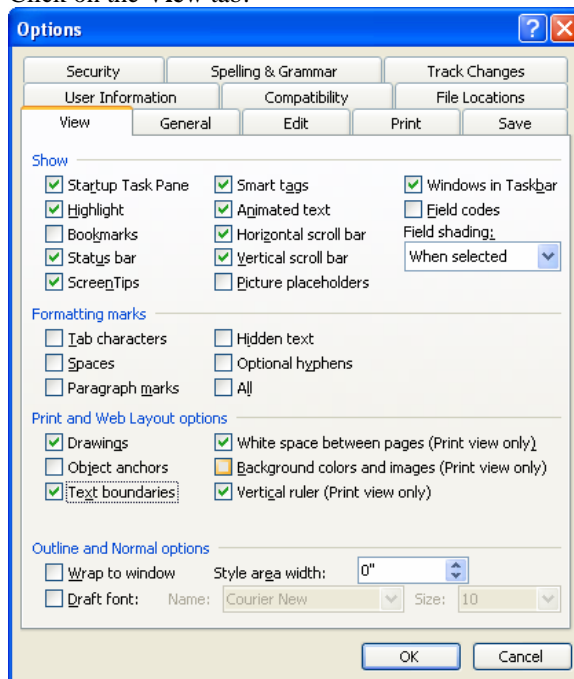
- Columns run down the page and then start over again at the top. Balancing columns means placing a break so that the columns are the same length down the page.
- Click at the end of the columns to be balanced.
- On the **Menu Bar**, click on **Insert → Break....**
- Choose **Continuous**.
- Click on **OK**.
- The text is distributed evenly between the columns.

Heading Across Columns

- A heading may need to span the page across the columns.
- Click at the beginning of the column farthest to the left.
- Enter the heading and then press **Enter**.
- Highlight the heading.
- On the toolbar, click on the **Columns** button and drag to select one column.
- Format the heading as desired.

Text Boundaries Visible

- On the **Menu Bar**, click on **Tools → Options....**
- Click on the **View** tab.




- In the **Print and Web Layout Options** section, click to place a checkmark in front of **Text boundaries**.
- Click on **OK**.

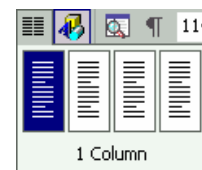
Finding a Column Break



- Click on the **Show/Hide** button on the toolbar.
- The column breaks will now be displayed.
- **Note** – Click on the **Show/Hide** button to turn off the display.

Undoing Columns

- **Note** – **Word** considers all text to be in columns. Normal text is in a single column.
- Highlight the text to be changed to a single column.
- **Note** – To change from this point to the end of the document, click at the desired beginning point.
- On the **Standard** toolbar, click on the **Columns** button () and drag to highlight one column.



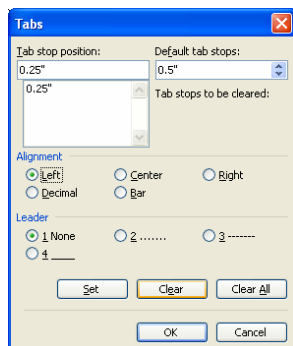
Tab Stops

Default Tab Stops

- Tab stops are set for every .5 inches to begin with.

Changing the Default Tab Stops

- On the **Menu Bar**, click on **Format** → **Tabs....**
- Click on the up or down arrows in the **Default tab stops** window to make the desired adjustments.
- Click on **OK**.



| Types of Tab Stops | | |
|--------------------|--------|--|
| Name | Symbol | Description |
| Left Tab | | Text is left justified against the position of the tab. |
| Center Tab | | Text is centered from the position of the tab. |
| Right Tab | | Text is right justified against the position of the tab. |
| Decimal Tab | | Text is justified with the decimal point (period) in line with the position of the tab. |
| Bar Tab | | Text is left justified against the position of the tab and a bar is placed in the text at the position of the tab. |

What is a Leader?

- A leader is a series of marks like periods to help the eye follow the text easily.
- A dot leader is a series of dots. (.....)
- A hyphen leader is a series of hyphens (dashes). (-----)
- An underscore leader is a series of underscores. (_____)

Setting a Tab Stop with the Ruler

- Highlight the desired text.
- The **Ruler** should be visible. If it is not, on the **Menu Bar**, click on **View** → **Ruler**.
- Click on the tab selector at the far left end of the horizontal ruler until the desired type of tab is showing. (Note table above.)
- Click on the ruler where the tab is to be placed.

Customizing the Tab Stop

- Highlight the desired text.
- Double click on the tab stop to be customized.
- Choose the alignment for the tab stop.
- Choose the leader for the tab stop.
- Click on **OK**.
- **Note** – To change the position of the tab, enter it as a new tab and then clear the tab which is in the wrong position.

Clearing (Deleting) a Tab Stop

- Highlight the desired text.
- On the **Ruler**, click on the tab stop and drag it off the ruler.

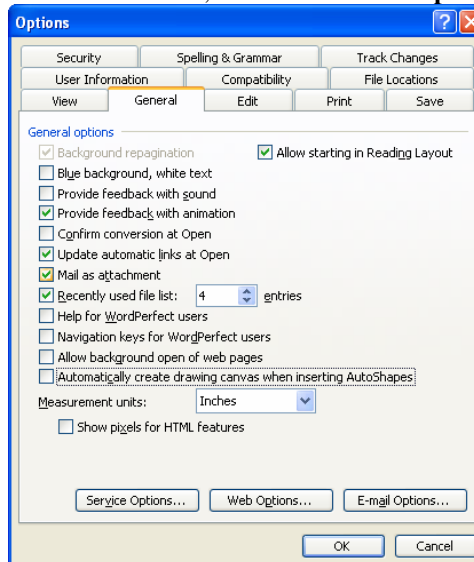
Tabs as You Type

- Set the desired tab(s) using the **Ruler** or with **Format** → **Tabs....**
- Type the desired text that needs the tab(s).
- Remove the tab(s) and type the rest of the text.

Drawing Canvas

Turning Off the Drawing Canvas

- The **Drawing Canvas** appears when drawing an AutoShape unless it has been turned off in **Options**.
- On the **Menu Bar**, click on **Tools** → **Options**.



- Click on the **General** tab.
- Remove the checkmark from **Automatically create drawing canvas when inserting AutoShapes**.
- Click on **OK**.

The Drawing Toolbar



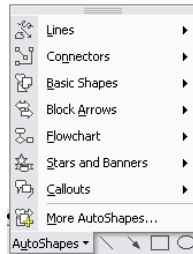
Drawing an Object

Drawing from the Toolbar

- On the **Drawing** toolbar, click on the button for the desired shape.
- In the document, click and drag to create the desired shape.

Inserting AutoShapes

- On the **Drawing** toolbar, click on **AutoShapes**.
- Select the desired category and shape.
 - **Lines** - Choose from lines, arrows, curves, and squiggles.
 - **Connectors** - Choose lines or arrows to connect other shapes.
 - **Basic Shapes** - Choose boxes, shapes, or brackets.
 - **Block Arrows** - Choose from a variety of arrows, bent or straight.
 - **Flowchart** - Choose from a variety of flowchart symbols.
 - **Stars and Banners** - Choose multi-pointed stars or shaped banners.
 - **Callouts** - Choose speech or thought balloons or boxes.
 - **More AutoShapes** - Choose from clip art shapes.
- In the document, click and drag to create the shape in the desired location.
- Make adjustments to the shape as desired.



Adding Text to an Object

- Click on the desired object.
- Right click on the object and select **Add Text** or **Edit Text**.
- Enter the desired text.
- Format the text with buttons on the **Formatting** toolbar.

Moving an Object

- Click on the object.
- Place the cursor over the middle of the object. (The cursor becomes a four-headed arrow.)
- Click and drag the line to the desired location.

Resizing an Object

- Click on the object.
- Click on the hash-mark edge.
- Click on one of the handles (the marks at the corners and the middle of the sides) and drag to the desired size.

Reshaping an Object

- Objects that have a yellow diamond can be reshaped. i.e. A banner made wider to hold more text.
- Click on the object.
- Click on the yellow diamond and drag to the desired shape or position.

Changing Object Attributes

Changing the Color of an Object

- Click on the object.
- On the **Drawing** toolbar, click on the down arrow next to **Fill Color**.
- Choose the desired color.



Changing the Color of a Line or Border

- Click on the line or object.
- On the **Drawing** toolbar, click on the down arrow next to **Line Color**.
- Choose the desired color.



Changing the Style of a Line

- Click on the line or object.
- On the **Drawing** toolbar, click on the **Line Style** button.
- Choose the desired line style.



Changing a Solid Line to a Dashed Line

- Click on the line or object.
- On the **Drawing** toolbar, click on the **Dash Style** button.
- Choose the desired style.



Changing the Style of an Arrow

- Click on the arrow.
- On the **Drawing** toolbar, click on the **Arrow Style** button.
- Choose a style.

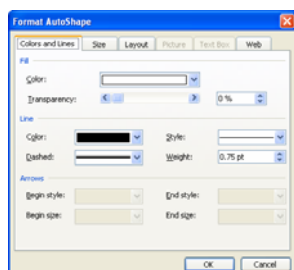


Formatting an Object

- Right click on the object and choose **Format AutoShape...**

Colors and Lines Tab

- **Fill Section**
 - Click on the down arrow and choose a color to fill in behind.
 - Set the transparency of the fill as desired.
 - By choosing **Fill Effects** in the list, a window opens with tabs for gradient fill, texture fill, pattern fill, and picture fill.
- **Line Section**
 - Click on the down arrow and choose a color for the border line.
 - Set other attributes for the line as needed.



Size Tab

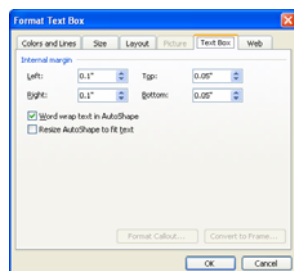
- Set the size by exact measurement or by percentage of the original.

Layout Tab

- Choose the desired layout (usually **Square**).
- Choose the desired alignment, **Left**, **Center**, **Right**, or **Other**.

Text Box Tab

- In the **Internal margin** section, adjust the margins of the text box. Measurements are from the edge of the object.
- To have the **AutoShape** resize automatically to fit the text, click to select **Resize AutoShape to fit text**.
- Click on **OK**.



Shadow Style

- On the **Drawing** toolbar, click on the **Shadow Style** button.
- Choose a shadow or choose **Shadow Settings..** to bring up the **Shadow Settings** toolbar.
- **Note** – Not all objects can have a shadow.



3-D Style

- On the **Drawing** toolbar, click on the **3-D Style** button.
- Choose the 3-D style or choose **3-D Settings...** to bring up the **3-D Settings** toolbar.
- **Note** – Not all objects can use **3-D Style**.



Text Boxes

Creating a Text Box

- On the **Drawing** toolbar, click on the **Text Box** button.
- In the document, click and drag to create the text box.
- Enter the text.

Creating a Text Box from Existing Text

- Highlight the text to be placed in the text box.
- On the **Menu Bar**, click on **Insert** → **Text Box**.

Formatting the Text in a Text Box

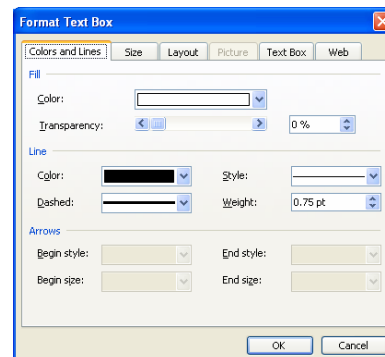
- Click on the text box.
- Click on the shaded border to select all text in the text box OR highlight the desired text.
- Use the **Formatting** toolbar to change the font, font size, font color, etc.
- Click away from the text box.

Formatting the Box of a Text Box

- Click on the text box.
- Formatting can be done from the **Drawing** toolbar OR...
- Right click on the shaded border of the text box and choose

Format Text Box...

- Click on the **Colors and Lines** tab.
- In the **Fill** section, click on the down arrow and choose the fill color.
- Adjust the transparency as desired.
 - By choosing **Fill Effects** in the list, a window opens with tabs for gradient fill, texture fill, pattern fill, and picture fill.
- In the **Line** section, choose the color, the line, the dashed, and the weight of the border around the text box.
- Click on **OK**.



Text Boxes without Text

- A text box could be used as a bar of color or pattern in a document.
- Create a text box in the desired location.
- On the **Drawing** toolbar, click on the down arrow of the **Fill Color** button and select the desired color or go to **Fill Effects** to add a gradient, a pattern, etc.

Moving a Text Box

- Click on the shaded border of the text box and drag it to the desired location.

Resizing a Text Box

- Click on the text box.
- Move the cursor over one of the handles (the open circles at the corners and the middle of each edge).
- The cursor will change to a two-headed arrow.
- Click and drag to the appropriate size.

Rotating Text in a Text Box

- Click on the text box.
- On the **Text Box** toolbar, click on the **Change Text Direction** button.



Deleting a Text Box

- Click on the text box.
- Click on the shaded border of the box.
- Press the **Delete** key on the keyboard.

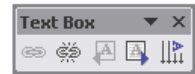
Linking Text Boxes

- Linking text boxes makes the text that does not fit in the first box flow to the designated box.
- Create the second text box the text will flow into if it does not already exist.
- Click on the first text box.
- In the **Text Box** toolbar, click on the **Create Text Box Link** button.
- Click in the second text box. (The cursor is a pouring bucket.)
- The text now flows from the first text box to the second.



Unlinking Text Boxes

- Breaking the link between text boxes prevents text from flowing from the first text box to the second text box.
- Click on the first text box.
- In the **Text Box** toolbar, click on the **Break Forward Link** button.
- The text no longer flows from the first text box to the second.



Graphics

- Graphics can be added by clicking on the **Menu Bar** and choosing **Insert** → **Picture** → **Clipart** to get clipart from within Word or **From file** to get other graphics.
- On the **Picture** toolbar, click on the **Text Wrapping** button and choose **Square** to be able to move the graphic around on the page.

WordArt










- On the **Drawing** toolbar, click on the **WordArt** button.
- Click on a **WordArt** style and then click **OK**.
- Enter the text in the window.
- Choose a font and a font size.
- A font with a simple design seems to work best.
- Click **OK**.



Editing the Text

- Double click on the **WordArt**.
- OR
- Click on the **WordArt**. (Click directly on one of the letters.)
- Click on the **Edit Text...** button on the **WordArt** toolbar.
- Make changes as needed and then click on **OK**.



| WordArt Toolbar | | |
|-----------------------------|---|--|
| Name | Icon | Description |
| Insert WordArt |  | Click to insert a new WordArt . |
| Edit Text | Edit Text... | Click to edit the text of the WordArt . |
| WordArt Gallery |  | Click to choose or change the style of the WordArt . |
| Format WordArt |  | Click to choose or change the colors and other formatting of the WordArt . |
| WordArt Shape |  | Click to choose the shape of the words in WordArt . |
| Text Wrapping |  | Click to choose or change the wrapping of document text around the WordArt . Note - Change the wrap to Square to be able to move it around on the page. |
| WordArt Same Letter Heights |  | Click to make all of the letters the same height (A lowercase a is the same height as the uppercase A). |
| WordArt Vertical Text |  | Click to toggle between a vertical or horizontal orientation of the text. |
| WordArt Alignment |  | Click to choose text alignment: Left, Center, Right, Justify. |
| WordArt Character Spacing |  | Click to choose or change the spacing between the letters in the WordArt. |

Deleting the Text

- Click on the **WordArt**.
- Press the **Delete** key on the keyboard.

Nudging Graphics

- Click on the graphic to be nudged.
- Press the desired arrow key to move the graphic slightly.
- **Note** – To make finer movement, hold down the **Control** key and press the desired arrow key.

Advanced Features under Draw

Grouping Objects

- Grouping keeps all the objects together.
- Click on the first object.
- Hold down the **Shift** key and click on the other objects to be grouped.
- On the **Drawing** toolbar, click on **Draw** → **Group**.

Ungrouping Objects

- Click on the group of objects.
- On the **Drawing** toolbar, click on **Draw** → **Ungroup**.

Regrouping Objects

- Objects that have been ungrouped can be quickly regrouped.
- On the **Drawing** toolbar, click on **Draw** → **Regroup**.

Changing the Order of Objects

- As one object is placed over another, order determines which one is on top, next, etc.
- Click on the object.
- On the **Drawing** toolbar, click on **Draw** → **Order**
- Choose **Bring to Front**, **Send to Back**, **Bring Forward**, or **Send Backward**.

Changing the Arrangement of Objects

- Click on the object(s) to be changed.
- On the **Drawing** toolbar, click on **Draw** and then choose one of the options below.
- **Snap** allows the user to automatically line objects up on a grid.
- **Nudge** allows the user to gently move an object.
- **Align or Distribute** allows the user to determine vertical or horizontal alignment or distribution of objects.
- **Note** - Multiple objects must be selected for this option.

Rotating and Flipping Objects


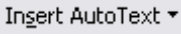












- Click on the object to be rotated or flipped.
- On the **Drawing** toolbar, click on **Draw** → **Rotate or Flip**.
- Choose the desired rotation or flip.

Drawing Toolbar Chart



| Symbol | Name | Description |
|--------|--------------------------------------|--|
| | Draw | A master menu for grouping, arranging, and organizing the object(s). |
| | Select object | Used to select an object. |
| | AutoShapes | A collection of lines, connectors, basic shapes, flowchart objects, stars, banners, and callouts. |
| | Line | Draw straight lines. |
| | Arrow | Draw a line with an arrowhead on the end. |
| | Rectangle | Draw a rectangle. (Hold down the Shift key to create a square.) |
| | Oval | Draw circles and ovals. (Hold down the Shift key to create a circle.) |
| | Text Box | Create text boxes. (When used with an object, it creates text inside the shape.) |
| | Insert Word Art | Inserts Word Art into the spreadsheet. |
| | Insert Diagram or Organization Chart | Inserts a Diagram or Organization Chart. There is a variety of charts. |
| | Insert Clip Art | Inserts Clip Art into the spreadsheet. |
| | Insert Picture from File | Inserts a picture from a file. |
| | Fill Color | Specify the fill color of an object. |
| | Line Color | Specify the color of a line. |
| | Font Color | Specify the color of a font. |
| | Line Style | Change the style of a line. |
| | Dash Style | Change the style of a dashed line. |
| | Arrow Style | Change the style of arrows on the ends of the line. |
| | Shadow | Add or remove a shadow to the object. (The Shadow Settings at the bottom will bring up a Toolbar with additional options.) |
| | 3-D | Add, control, or remove 3-D settings. (The 3-D Settings at the bottom will bring up a Toolbar with additional options.) |

Headers and Footers

| Header and Footer Toolbar | | |
|--|---|--|
|  | | |
| Name | Button | Description |
| Insert AutoText |  | Click on AutoText and select the text to be inserted. AutoText provides standard information for quick insertion such as Attention Line, Closing, Header/Footer, Mailing Instructions, Reference Line, Salutation, and Subject Line. |
| Insert Page Number |  | Click on Insert Page Number to insert the page number. |
| Insert Number of Pages |  | Click on Insert Number of Pages to insert the number of pages in the document. |
| Format Page Number |  | Click on Format Page Number to change the type of page numbering. |
| Insert Date |  | Click on Insert Date to insert the current date. |
| Insert Time |  | Click on Insert Time to insert the current time. |
| Page Setup |  | Click on Page Setup to change the setup of the page. |
| Show/Hide Document Text |  | Click on Show/Hide Document Text to show or hide the text of the document. |
| Same as Previous |  | Click on Same as Previous to make the current header or footer the same as the header or footer in the previous section. |
| Switch Between Header and Footer |  | Click on Switch Between Header and Footer to switch between the header and the footer. |
| Show Previous |  | Click on Show Previous to move to the header or footer of the previous section. |
| Show Next |  | Click on Show Next to move to the header or footer of the next section. |
| Close Header and Footer |  | Click on Close to the Header and Footer toolbar and return to the document. |

Creating Headers and Footers

- Click on the page where the headers and and/or footers are to begin.
- On the **Menu Bar**, click on **View → Header and Footer**.
- Enter the desired information.
- Click on the **Close** button.

No Header on First Page

- Click on the first page.
- On the **Menu Bar**, click on **View → Header and Footer**.
- On the **Menu Bar**, click on **File → Page Setup**.
- Click on the **Layout** tab.
- In the **Headers and Footers** section, click to choose **Different first page**.
- Click on **OK**.
- Click on the **Close** button.

Editing Headers and Footers

- Double click on the header or footer to be changed.
- Make the desired changes.
- Click on the **Close** button.

Different Headers/Footers on the First Page

- On the **Menu Bar**, click on **File → Page Setup**.
- Click on the **Layout** tab.
- The headers and footers can be different on the first page than the rest of the document.
- In the **Headers and Footers** section, click to choose **Different first page**.
- Click on **OK**.

Different Headers/Footers for Odd and Even Pages

- On the **Menu Bar**, click on **File → Page Setup**.
- Click on the **Layout** tab.
- The headers and footers can be different on the odd numbered pages than the even numbered pages.
- In the **Headers and Footers** section, click to choose **Different odd and even**.
- Click on **OK**.

Adjusting Text Alignment in Headers and Footers

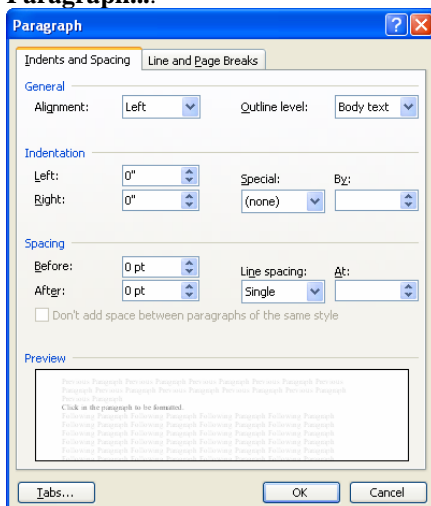
- The header and the footer are set up with a center tab and a right tab.
- To place text on the left and on the right of the same line, enter the text at the left, press the **Tab** key twice, and then enter the text on the right.
- To place text on the left, the center, and the right of the same line, enter the text at the left, press the **Tab** key, enter the text for the center, press the **Tab** key, and then enter the text on the right.

Additional Information

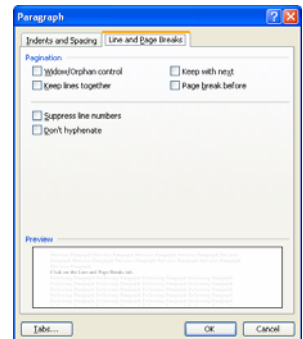
- Headers and footers are used to indicate the page number or the title of the paper.
- The footer can be used to indicate the date of last revision or the name of the file.
- Space used in the header and footer is subtracted from the available space for the body of the document.

Formatting a Paragraph

- Click in the paragraph to be formatted.
- On the **Menu Bar**, click on **Format → Paragraph...**

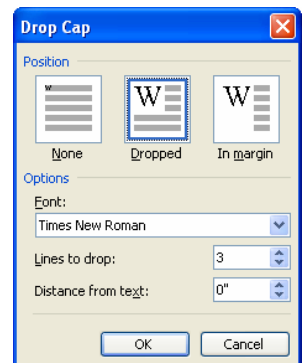


- Click on the **Indents and Spacing** tab.
- Click on the down arrow for **Alignment:**, and adjust as needed.
- In the **Indentation** section, choose the **Left** or **Right** Indentation as desired.
- **Special** contains **First Line Indentation** and **Hanging Indentation**.
- In the **Spacing** section, adjust the spacing before and after the paragraph as desired.
- **Note** - When the spacing is different in a document, check the spacing before and after the paragraphs.
- **Line spacing** adjusts the spacing of all the lines in the paragraph.
- Click on the **Line and Page Breaks** tab.
- Make sure there is a checkmark selecting **Widow/Orphan Control** to keep the text from having a single line alone on the top or bottom of a page.



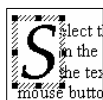
Drop Cap Letters

- Drop Caps are used at the beginning of a paragraph as a decorative flourish.
- **Note** – Drop Cap is not available if there are spaces in front of the letters.
- Click at the beginning of the paragraph that is to have the Drop Caps.
- On the **Menu Bar**, click on **Format → Drop Cap**.
- In the **Position** section, click on **Dropped**.
- In the **Options** section:
 - Choose the font.
 - Choose the number of lines to drop.
 - Choose the distance from the text (usually 0).
- Click on **OK**.



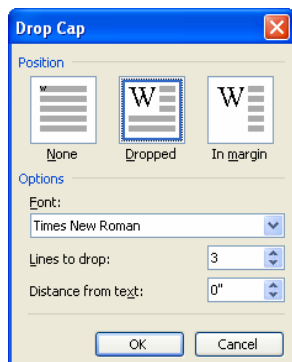
Adjusting a Drop Cap

- Click on the **Drop Cap**.
- Click on the hash-mark border.
- To resize the **Drop Cap**, click on one of the black dots and drag to the desired size.
- To change the position of the **Drop Cap**, click on the border and drag it to the desired location.
- To change the font, highlight the letter and use the toolbar as usual. (The drop down list shows what the font looks like.)



Removing a Drop Cap

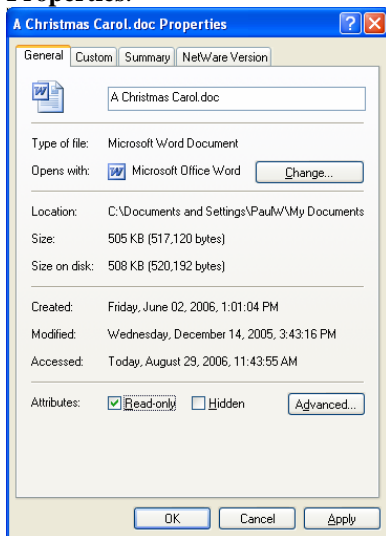
- Click in the paragraph.
- On the **Menu Bar**, click on **Format** → **Drop Cap**.
- In the Position section, click on **None**.



Saving the Newsletter

Making the Newsletter as Read-Only

- This keeps the file from being overwritten.
- Save the newsletter to the desired location.
- Navigate to the location of the newsletter.
- Right click on the newsletter file and choose **Properties**.



- In the **Attributes** section, click to select **Read-only**.
- Click on **OK**.

Saving the Newsletter as a Template

- This makes it available on the computer for future use as the beginning of each new newsletter.

Creating a Template from a Document

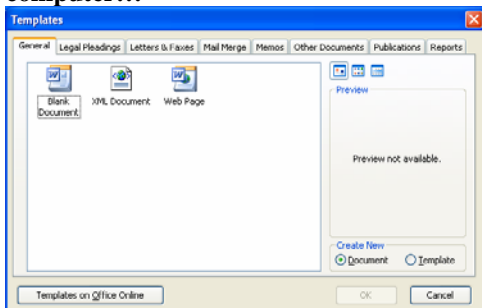
- Open the document to be used as the template.
- Make the desired changes to the document.
- On the **Menu Bar**, click on **File** → **Save As**.
- Enter the name of the template.
- Click on the down arrow in the **Save as Type** box and choose **Document Template**.
- Notice that the template will be saved in the **Templates** folder, making it available in the list of templates on the computer you are working on.
- Click on the **Save** button.

Creating a Template

- On the **Menu Bar**, click on **File** → **New**.
- The **Task Pane** opens in **New Document**.
- In the **New** section, click on **From existing document...**
- Navigate to and open the document that best serves as a starting point.
- Create the template as it should appear.
- Information that will remain the same in all of the documents should be entered.
- Information that will change should have a note about the type of information you want in that location.
- In the **Create New** box, click on **Template**.
- Click on **OK**.

Editing a Template Saved in the Template Folder

- On the **Menu Bar**, click on **File → New**.
- The **Task Pane** opens in **New Document**.
- In the **Templates** section, click on **On my computer...**



- Click on the **General** tab.
- Select the template and click on **Open**.
- Make the desired changes to the template and save it as noted above.

Editing a Template not Saved in the Template Folder

- On the **Menu Bar**, click on **File → Open**.
- Change the **Files of Type** by clicking on the down arrow and choosing **Document Templates**.
- Navigate to the desired template, click to select it, and click on **Open**.
- Make the desired changes to the template.
- Save it as noted above.
-

Deleting a Template

- On the **Menu Bar**, click on **File → New**.
- Right click on the template and choose **Delete**.
- In response to whether the template should be deleted, click on **Yes**.

Templates from Office Online

- On the **Menu Bar**, click on **File → New...**
- The **Task Pane** opens in **New Document**.
- In the **Templates** section, click on **Templates on Office Online**.
- Choose the United States to indicate the location.
- In the first **Search** box at the top, make sure that **Templates** is chosen.
- In the second **Search** box at the top, enter **Newsletter** and click on the **Go** button.
- Scroll through the list and choose a template.
- Click on the **Download Now** button.
- Click on the **Accept** button.
- Click on **Yes** if a **Security Warning** window comes up. ActiveX will need to be installed if it is not currently installed on the computer.
- Work with the template.
- Save the template.

Saving the Template

- On the **Menu Bar**, click on **File → Save As**.
- In the **Save As** window, notice that the template will be saved in a location called **Template**.
- Click on the down arrow in the **Save in** box and notice where the template is being stored.
- **Note:** This could be essential information for deleting the template later.
- Enter a name for the template and click on **OK**.