**How to Make a Simple Newsletter with Word 2010**

Introduction:

Laying out a simple newsletter is relatively easy with Microsoft Word. For this exercise we'll be using Word 2010, but any version should do although the menu looks different with each new version and the tools are in different places.

Menus for different procedures are listed at the top of the computer screen once Word is opened. We'll be using only three of the tabs for this exercise: FILE, HOME, AND INSERT.
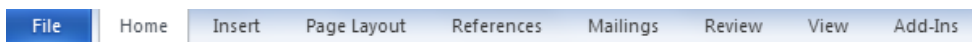

Each of those tabs is sub-divided further into sets of tasks and also opens up a different set of tools. For example, the INSERT tab organizes its different functions based on what they do: Drawing Tools is one of the groups we'll also use, but this only shows up when a picture or text box or table is inserted.
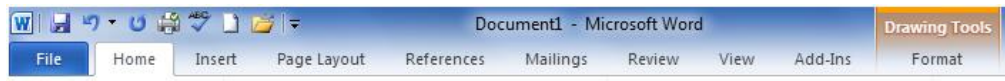
It will be helpful also to get familiar with the various icons in each of the tabs. Clicking on an icon will perform the task, and icons are somewhat intuitive, that is, you can see what the selected icon will do by the nature of the picture.

Text editing tools are found in the HOME tab.
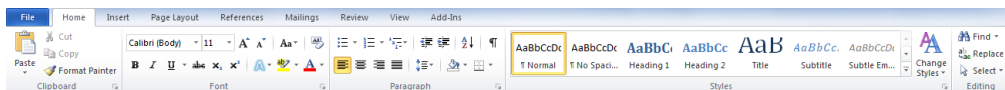
You might want to familiarize yourself with where a lot of these are before you go any further. You'll also need to know a few key commands:

1. Select – highlights an object or text by left clicking the mouse over the object.
2. Highlighting – by clicking, holding, and dragging the cursor over a section of text it can then be changed
3. Choose – highlights a menu item or dialogue box item.
4. Dialogue box – a box that opens up when you've chosen a certain function; options for performing the function are listed in the box
5. Drop Down Menu – when choosing certain tools, this lists various functions performed by the tool
6. Mouse functions – left click once usually chooses an item; clicking while holding down the mouse allows you to resize and item, move it, or highlight text.
7. Hovering the mouse over the outline of a selected item reveals tools you can use to resize, move, or even rotate the item.

Let's begin with an outline of the tasks we are going to do in order to create the newsletter.

NOTE: The last of these directions is my completed newsletter. You can refer to the comments on that document to know where you are in the process of inserting the various boxes and pictures. I'd recommend that you print the page so you can refer to it during practice. I make references to the Newsletter within the directions by pointing out the various Comments on that page.
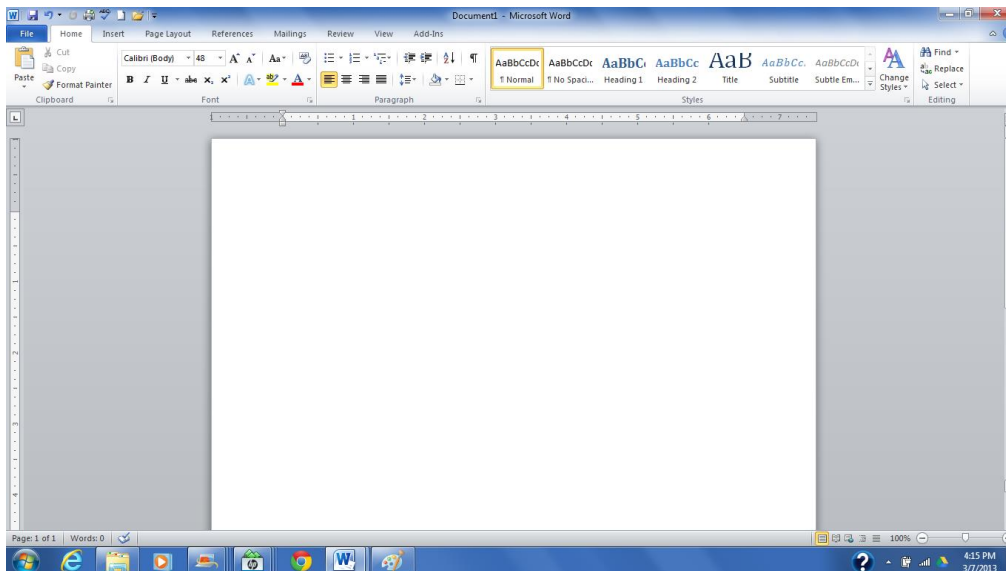
Outline of Tasks:

I.   Draw three text boxes and one table

II.   Write text in boxes and fill with color

III.   Insert pictures

IV.   Save and print or upload to Facebook

Step 1: Draw three text boxes and one table

A. *Open Word and a blank document*

1. As soon as you open the software, a new blank document appears on the screen.
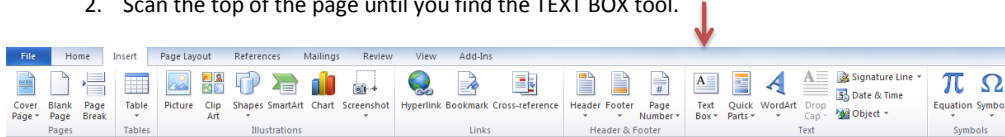

2. We are going to add our boxes, text, and pictures to this.

3. Although you could use Templates to create an already formatted newsletter, you don't need to do that for our exercise, and frankly I think this is a little easier.

B. *Draw first text box (Comment B1 on the first page)*

1. Click on the INSERT tab
2. Scan the top of the page until you find the TEXT BOX tool.


3. Using your mouse, left click on the tool.
4. A Drop-Down menu appears. At the bottom of the box select Draw Text Box.
5. Once you go now to the blank page, the mouse cursor appears as a large plus (+) sign.
6. Left click and drag the mouse on the page and a box appears as you are dragging the mouse.
7. Size the box to whatever dimensions you want. If you need to resize it, hold down the left mouse button over one of the corners and drag to the size you want.
8. Your box will automatically have an outline so you can see it.
9. Now your page looks something like this (without the text):

First text box
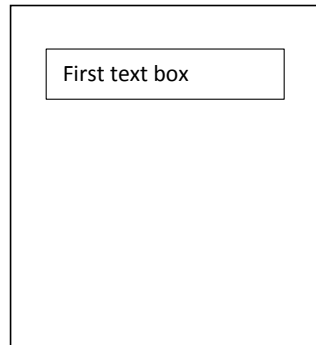
C. *Draw the second box (Comment B2)*

1. Follow the same procedure to insert a second text box.
2. Resize the box to match the example.
3. Now your page looks like this:

Second box.
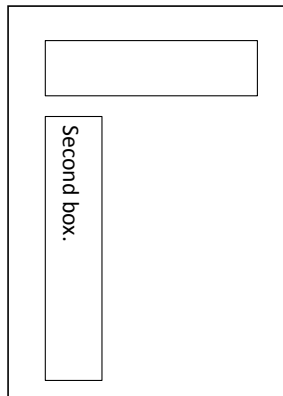
D. *Draw the table. (Comment B3)*

1. Click on the INSERT menu tab.
2. Closer to the left side of the page there is an icon for Table.
3. Click it.
4. It reveals a box with lots of boxes inside it.
5. You want a box with four sections so highlight two boxes from left to right and two more below that.
6. Your drop down box should now read 2 x 2 Table. You'll also notice that the table shows up but won't be in the document until you select Insert Table in the drop down box.
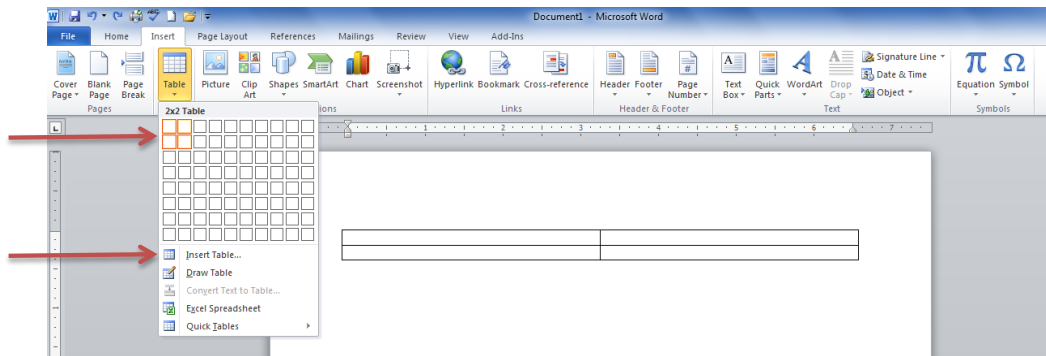

7. Once you've highlighted the four boxes, left click your mouse and the table appears in your document.
8. Resize and move the table.
   - Hold the mouse near the side of the table. Symbols appear on the top left and bottom right
   - Click and drag the four-arrowed box in the top left to move it
   - Click and drag the box at the bottom right to resize it
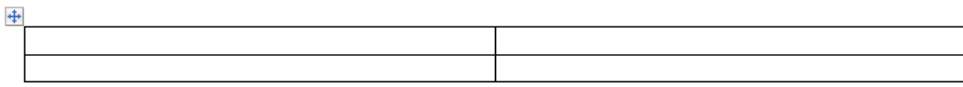
E. *Insert the third text box (Comment B4). The procedure is the same as the other boxes. See step B above.*

1. For now make sure you outline the box, but later my preference will be to take the outline off so the text sits by itself as a description of the pictures.
2. Your newsletter should look something like this:
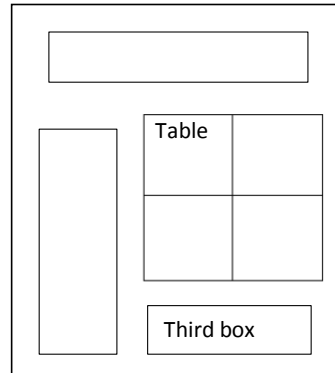
Step II. Write text in the boxes and fill with color.

A. *Write text in your boxes*

1. Select box 1: hold the cursor over the box and left click the mouse.
2. The box shows that it is selected by an outline with "o" markers at the corners and squares in the middle of the top and bottom.
3. Click inside the box and your text cursor appears as a blinking vertical line.
4. Use the HOME tab to format the text according to the size, font, and position (left, middle, right justify) you prefer
5. Type your message.
6. See under Troubleshooting if you want to change the text and layout later.
7. Repeat this procedure for all three boxes.

B. *Color fill the background of each box (optional)*

1. Select the box: hold the cursor in the box and left click the mouse.
2. When you select any object, the FORMAT menu appears (normally it is hidden within the INSERT menu).
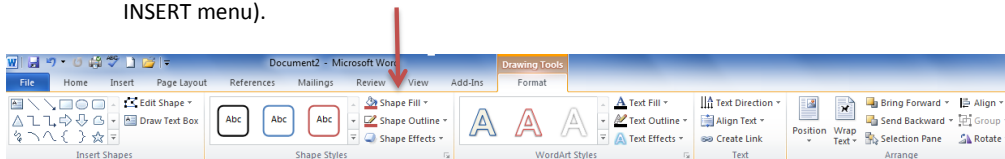
3. In the middle part of the menu bar look for the words "Shape Fill." Click on the arrow next to it.
4. A drop down menu appears. Choose one of the "Standard Colors." (There is an option for More Fill Colors if you want more choices.)
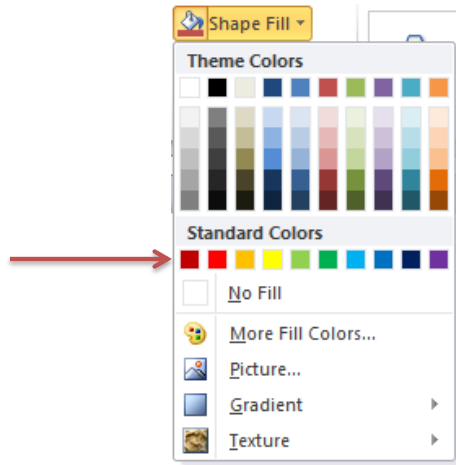
5. Click on your choice to highlight it; the color appears inside the box.
6. Click the mouse on a spot outside the box and the box will be de-selected.
7. Do this for as many of the boxes you want filled with color. I did this only for two.

Step III. Insert Pictures

A. Click inside the first cell (each separate section of a table is called a cell) of the table and the cursor will appear

1. Click the Insert menu tab.
2. Click the Picture icon.
3. Navigate to the folder on your computer where you have your pictures filed.
4. Select the picture you want (click on it with the mouse cursor). The picture will be highlighted.
5. Click the Insert box at the bottom of this dialogue box.
6. The picture appears on your page but may not be the size to fit into the table.
7. Resize the picture the same way you would resize a text box: click on a corner of the picture, hold down the mouse button, and move the cursor to make the size you need.

B. Click inside each of the remaining table cells and follow the same procedure to insert and resize the pictures.

Step IV. Save and Print or upload to Facebook

A. Save your document

1. Click on the FILE menu tab.
2. The first item is Save, choose this.

3. A dialogue box will open for you to decide a name for the document as well as a destination folder.
4. Make your selections.
5. Click OK.

B. *Print your document*

1. Click on the File menu tab again.
2. Choose the Print option.
3. A new box appears.
4. Choose Print.

C. *Upload to Facebook*

1. You can upload the document to Facebook for all your friends.
2. See the Troubleshooting Guide to find out how to do this.

TROUBLESHOOTING GUIDE

How do I upload the document to Facebook?

Facebook cannot upload Word documents directly. However if you look at this web page, http://www.ehow.com/how_7320489_upload-word-document-facebook.html, you will see the directions for this.

Why is the font different in each box?

You must choose the font, font size, and position for each box. There is a default setting when a box is first created, but if you want different fonts and sizes you have to change them. Some people like different fonts for headings and another for paragraphs. It is up to your own taste.

What if all my text doesn't fit in the box?

You can do one of two things. Either highlight the text and choose a smaller font size, or select the entire text box and resize the box. Just be careful to keep your box from infringing on other items on the page.

What if I want to change the text?

You can always select the text inside of the boxes and change it anytime.

Why do I need text boxes? Can't I just type on a Word document?

Yes, you can type anywhere in the document you wish. Text boxes allow you to move whole blocks of text and allow you to put them anywhere on the page without worrying about setting up tabs and paragraphing all over the page. Each text box has separate tabs and formatting inherent to that text box,

and this gives you a little more flexibility as to where you want your text and how text can be arranged on the page. Text boxes also allow you to frame the box with special effects.

How come I can't find the drawing tools when I select an item?

Word includes certain menu items within other menu items. When you select an object, the menu tab FORMAT is highlighted and the Drawing Tools menu appears above it. Point to and select Drawing Tools and an entirely new set of tools appears above your document. Now choose the tool you want.

Can I insert the pictures without drawing the table?

Yes. Technically you don't need the table to do that. I used the table to help position the pictures evenly. If you have a good eye you can skip the table.

I sent the newsletter to my family, but they can't open it. What can I do?

They may have an older version of Word that might not want to open up a document made with your Word 2010. Try this.
- Open your newsletter
- Click File and choose Save As
- When a new dialogue box opens, you'll see line item at the bottom of the box where you can choose your file type. Click on the arrow next to it and other choices appear
- Choose the file type consistent with the version of Word that your family members have and click OK
- When you go to send the document again make sure you send them this version. (I'd recommend that you give it a new name so you can tell which is the Word 2010 version and which is the older version.)

Can I jazz up the appearance of the newsletter?

You most certainly can. You can play with any number of the Drawing Tools on the format menu. You can add effects to your text box (shadows, larger lines, etc.). You can change the color and style of the fonts. You can add various shapes, word art, and clip art. I've given you the basics. The rest is up to your imagination.

I want to insert pictures, but I can't find them on my computer.

When you click Insert on the menu tab then choose Picture, a box opens so you can navigate to where your pictures are located. You have to know where you put them. I'm using Windows 7 so on the left side of the box there is a location called Libraries. I store all my pictures in the Pictures folder under that heading. Yours may be in another place, and I'd recommend that you store them there so you'll find them all in one place.

Brock's Newsletter:

How to Handle Grandparents

As you may know Grandparents are easy to operate. You can make them cry, laugh, do silly dances, and a host of other crazy things. It doesn't take much; just add one or more grandchildren (the more the merrier).

You don't need to wind them up either. Although they've been known to tire out easily, all they probably need is a nap. They will usually let you know when they've had enough because they say, "OK, time to go back to Mom and Dad now."

If they don't react to most of what you do, try any one of the pictures to the right. They'll turn to mush quicker than a bowl of oatmeal.
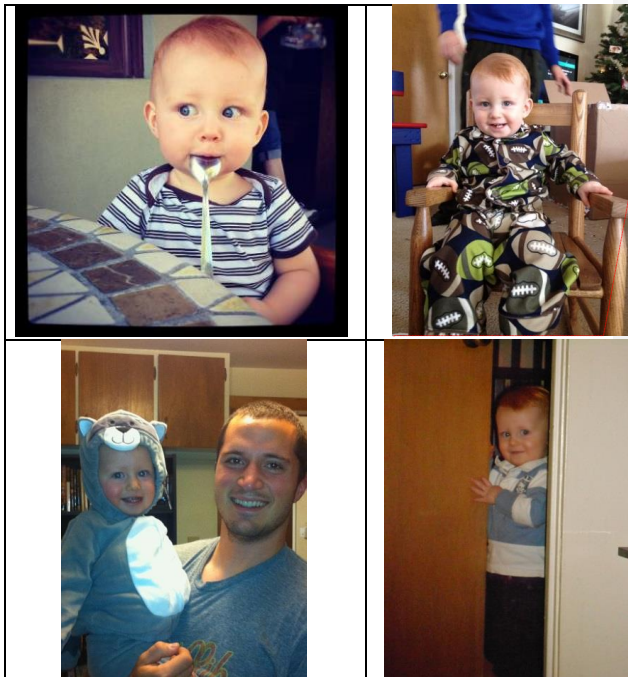
Clockwise from top left: "Is anyone watching?"; Brock Rockin'; "Maybe I'll come out and maybe I won't"; Halloween is soooo much fun.