



Newsletters

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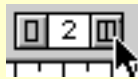
Using AppleWorks 5/ClarisWorks 4/5 Word Processor Vol. 153 Issue 1

With a bit of planning, the word processor can be used to make a newsletter. By working in various AppleWorks' modules from within the word processor, such as draw and paint, a newsletter can be easily created that contains multiple columns, graphics and photos. There are two approaches: single or multiple pages using columns automatically created by the word processor, or single or multiple pages that are divided into sections. Each section has its own formatting.



Tip!

To add columns, click the double box on this icon on the tool bar. To decrease columns, click the single box.



Check it out!

For more extensive details and design ideas, refer to the **Masthead** tutorial.




Check it out!

For examples of text made using draw and paint techniques, see the **Text Effects Using Draw and Paint** skill sheet.

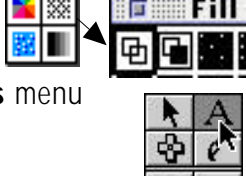
Get Started

1. Go to the **Format** menu then Document and set the page margins. A good choice for a multiple column page is .5 for all four sides.
2. Decide on the number of columns for text : one, two, or three. Do not exceed three columns on standard-sized paper.


Create the Masthead

1. Activate the draw tools by clicking this icon in the lower left corner of the WP window. 
2. Choose the rectangle tool and draw a 1.5 to 2 inch rectangle against the top margin from left margin to right margin.

Its purpose is a place holder.

3. With the rectangle selected (grabber handles visible), click the transparent icon in the Fill Palette to make it transparent, go to the **Options** menu Text Wrap, Click **Regular** and click **OK**. Last, make its line color white. 

Add Text to the Masthead

1. Choose the **"A"** tool from the draw tools palette. While pressing and holding the **Option** key, drag a text frame inside the rectangle at the top of the page.
2. Choose any font and make it a large font size (36pt to 72pt), center the text by clicking the center icon in the tool bar 
3. Type the Newsletter title.
4. Include an information line in the Masthead that contains date, volume and current newsletter issue. Use a text frame for the purpose.

February, 2000

Hometown School District

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