



Create a Newsletter

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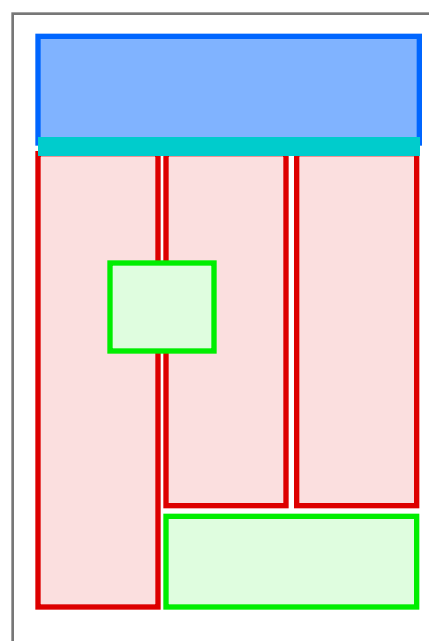
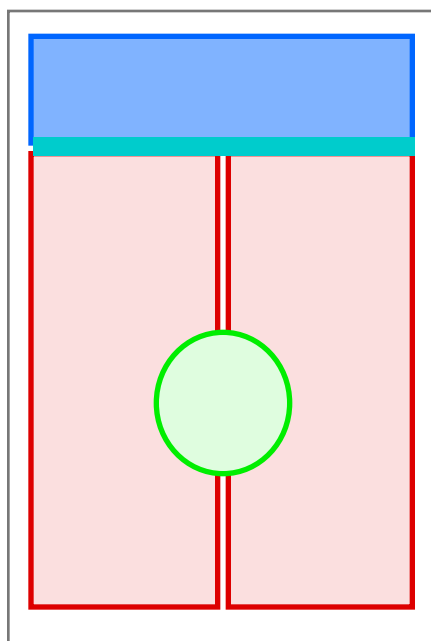
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Using Microsoft Word 98

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Microsoft Word includes wizards and templates that you can use to create a newsletter. With a bit of planning, the word processor can be used to make a newsletter. A newsletter can easily be 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. For this Guide, you will create a two page newsletter on "Space" from the beginning without the wizards. Separate files about space are included.

Newsletter Format Examples



Reference!

Newsletters are a great way to present information. Word 98 has the ability to put in section and column breaks and draw and wrap text around objects.

Format the Newsletter

1. Open a new document in Word.
2. Go to the **Format** menu then Document and set the page margins.
3. A good choice for a multiple column page is .5 inches for all four sides.
4. The front page of the newsletter will have a header or masthead and the second page will not.
5. The examples above are for the front page.

