



Create a Newsletter

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Using AppleWorks 6 Word Processor

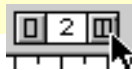
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With a bit of planning, the **word processor** can be used to make a newsletter. By working in various AppleWorks' modules from within the word processor, such as draw and paint, a newsletter can be easily created that contains multiple columns, graphics 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** guide.



Check it out!

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

Set Up Format

1. Open AppleWorks 6 and select Word Processing.
2. Go to the **Format** menu to Document and set the page margins. A good choice for a multiple column page is .5 for all four sides.
3. 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. Go to the **Windows** menu to Show Tools .
2. Activate the Draw module by selecting the Draw Tools icon.
3. 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.**
4. With the rectangle selected (grabber handles visible), click the fill button in the bottom section of the tool palette.
5. With the mouse button held down slide out to the color icon and choose white.
6. With the rectangle still selected, go to the **Options** menu to Text Wrap. Follow directions for text wrap on next page.
7. Click **Regular** and click **OK**.
8. Lock this rectangle in place by going to the **Arrange** menu to Lock.

