



# Create a Newsletter

© 2002 from Scratch using Microsoft Word XP Vol. 153 issue 6

Using **Microsoft Word**, you can create a newsletter that contains multiple columns, graphics, and photos. By the time to complete this guide, you will be able to create a newsletter from scratch, using sections with columns or text boxes. Separate files for use as articles are included.



### Check It Out!

For an introduction to working in Microsoft Word, refer to the *Word Basics* guide.



### Reference!

You can divide your document into different **sections**, each with their own formatting options. A **section break** tells Word you are beginning a new section, and can either be **continuous** (the new section follows the previous with no page break) or **next page** (there is a page break between sections).

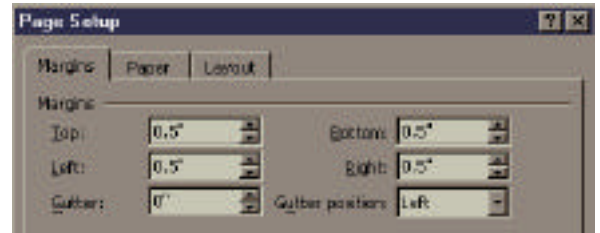


### Reference!

The **Show Invisibles** button will allow you to see formatting marks such as paragraph marks and spaces.

## Get Started

1. Open a new document in Word.
2. Go to the **File** menu, to *Page Setup*.
3. Set the margins to a half-inch on each side, then click **OK**.



## Create a Masthead

1. Click the **Center** button on the Formatting toolbar.
2. Set the font 36 pt bold Arial.
3. Type "Booktown Gazette" then press **Enter** twice.
4. Go to the **Insert** menu, to *Break*.
5. Select *Continuous Section Break*, then click **OK**.
6. Click the **Show Invisibles** button on the *Standard* toolbar.

