



Mastheads

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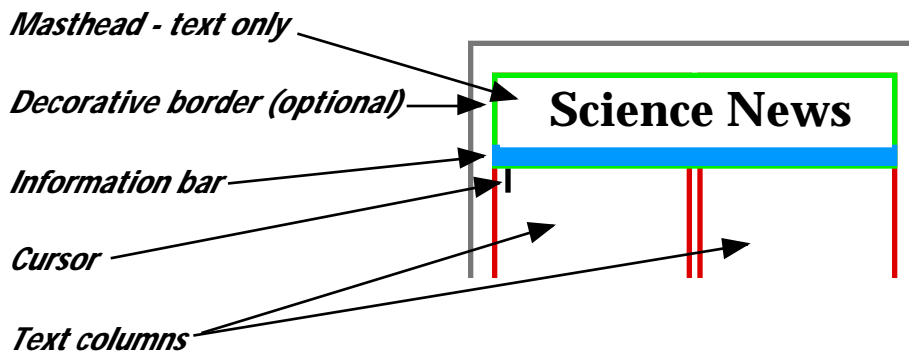
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Mastheads appear at the top of page one of newspapers and newsletters. Mastheads can contain a graphic and the name of the publication in a large font size. An information bar can contain the publisher's geographical location, the publishing date, volume and issue numbers, and the price of the publication. A Masthead's design usually remains the same from one publication to the next. With seasonal or thematic newsletters, a graphic may represent the time of year, a particular business, or educational theme. Some information in the information bar can change with each issue.

This tutorial will cover a few examples of Mastheads that have been done for newsletters created in the word processor using the draw tools, and newsletters created in the draw module.



Reference!

Working with draw tools in the word processor can be troublesome at times. It may be easier to do the Masthead in a draw document, then copy and paste the final product into the newsletter.

Design Considerations for Mastheads

1. Mastheads that contain text only.
2. Mastheads that contain text placed on a color background.
3. Mastheads that include a graphic in addition to text.
4. Mastheads that contain a graphic directly behind the text.



Reference!

When working with columns, keep the left and right margins to at least .5 inches to provide more room for text. Go to the **Format** menu, choose Document and set the left and right margins to .5.

Mastheads in Word Processor Newsletters – Use Draw Tools

1. Choose the number of columns to be used in the newsletter. Click the double box – in circled icon – to add columns. Click the single box on the left to remove columns.
2. Click the tools icon in the lower left corner of the window to display the Draw tools palette.

