

Modifying the Word Newsletter Template

About the Template:

This template is made up of 6 text boxes (Title, Date, Calendar, Class News, Curriculum, and Announcements) and one large rectangle (surrounding all the text boxes). The empty space between the Class News and Announcements text boxes is purposely left empty as a place holder for clip art.

Changing the Border:

1. Click **FORMAT, BORDERS** and **SHADING**
2. Click the **PAGE BORDER** tab
3. Click the up/down arrow under **ART**
4. Scroll through the list to choose a new border
HINT: To view the list in a bigger window: Scroll down a little bit and click any border. The scroll window will close. Now click the up/down arrow again and the scroll window will open bigger.
5. To make the pictures bigger, click the up arrow below **WIDTH...** the highest you can go is 31 point.
6. Click **OK**

Changing the View of the Page:

To View the Whole Page:

When working with the layout of the page you'll probably want to see the entire page on your screen.

1. Click **VIEW** and **ZOOM...**
2. Click the button next to **WHOLE PAGE** and **OK**

To View Close Up:

When adding your text, you'll probably want to view the page 100%.

1. Click **VIEW** and **ZOOM**
2. Click the button next to **100%** and **OK**

Adding Your Information:

1. Change the view of the page to 100%.
2. Click the box that you want to add your information in (you may have to scroll up or down to find the box you're looking for.)
3. Simply type your information
4. Repeat for each box

Changing the Font or Size of the Text:

You must resize the font and size for each box individually.

1. Click the first box.
2. Highlight the text to be changed. (COMMAND + A is the shortcut for SELECT ALL)
3. Click the down arrow in the font menu at the top of the screen to pick the font you want.
4. Click the down arrow in the size menu at the top of the screen to pick the size you want. If the size you want is not an option, simply click on the numbers in the size menu, delete them, type in the desired number, and press return.
5. Repeat for all boxes

Changing the Size of the Boxes:

You can resize the text boxes to create any configuration you want. To resize one box, you must also resize the box either above or below it so that they do not overlap

1. Begin by making one of the boxes SMALLER. Click on the box that you want to be smaller. This will select it (8 small boxes will appear around the text box.)
2. Click and drag the middle box either on the top or the bottom of the text box to make the box smaller.
3. Click on the box that you want to be bigger.
4. Click and drag the middle box either on the top or the bottom of the text box to make the box bigger..

Inserting Clip Art:

1. Click in the empty space that is the clip art place holder.
2. Click INSERT, PICTURE, CLIP ART
3. Select your clip art (the FIND feature in the Clip Gallery is helpful for finding exactly what you want)
4. Click INSERT. This will place your picture on the page. You will most likely need to resize it.
5. Click on the picture ONE TIME to select it.
6. Click and drag from the corners to resize the clip art
or
click and drag from the middle of the picture to move it to the proper location.