

Creating Newsletters Using MS Publisher

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In classrooms today, communication is extremely important. Teachers need to communicate with students, parents, colleagues, administrators and the community. Positive, well planned communication is great public relations for your classroom and your school.

Newsletters can be an excellent way of communicating and can serve many purposes. Creating a newsletter that highlights lessons, activities, special events and student achievements, is a great way to tell people about all of the fabulous activities going on in your classroom. Including general information in your newsletter, such as schedules, lunch menus, classroom policies and contact information is a great way to inform on a large scale. Newsletters can also showcase student creativity in the form of weekly columns, student taken photos, comic strips, editorials or a poetry corner.

Getting Started

Go to the Start menu
Select programs
Slide over to Publisher and click

You will see the Microsoft Publisher Catalog window. This window shows the Wizards that you can use to create a variety of publications. A wizard allows you to create a publication quickly by inputting key information and making a few design choices. The wizard sets up the formatting and design elements for you.

Move your cursor down to highlight **newsletters**. The window to the right will display samples of the various types of newsletters. Look through the samples and select the one you like. Then, click on the box that says **Start Wizard** in the lower right hand corner of the screen.

Personal Information

A screen will appear the first time you use Publisher. The wizard will prompt you for information to place in the newsletter. You can update this information at any time by going to the **Edit** menu, slide down and select **Personal Information**.

Changing Color Scheme

The publication you select has a color scheme that has been applied already. You can change this color scheme by selecting the **Color Scheme** option and choosing a new palette.

To Move an Object or Frame

All objects in your publication are put into frames. To change the size of an object, first click on it. This will make the object active. You will see handles around the object that look like little black boxes. By dragging these handles you can change the size of an object.

Grouping Objects

To connect objects so that you can move, resize or rotate them as one, first click on the **Select objects tool**. Then draw a box around all of the objects you want to group by dragging your mouse over the objects. When you release the mouse, the Group Items icon will appear. Click on this icon to group the objects.

Text Overflow

If there is not enough space in a text frame, the text will be placed in a text overflow. You will know when this happens when you see a rectangle icon at the bottom of the object with an **A...** inside of it.

To Connect Text Frames

You can connect one text frame to another in order to continue a topic in a different object. Click on the text frame that has too much text. Then click the linking tool. The mouse will turn into a pitcher. Click in the text frame you want the text to continue in.

To Add or Delete a Page

You might decide you need to add or delete a page from your publication. To delete a page, click on the page from the bottom left page icon. Go to the Edit menu and select Delete Page. To add a page, go to Insert and slide down to Page. A box will appear in which you can decide the layout of the new page.

Drop Cap

A drop cap is a fancy first letter used to capture the reader's attention. To add a drop cap, click on the text frame you want it to appear in. Select the format menu and click Drop Cap. Choose the drop cap you like. Click ok.