

Creating a Newsletter Using Word 2007

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Introduction

There are several ways to lay a newsletter out.

1. Just type, and use floating pictures positioned where necessary
2. Format the page into columns and use either in line pictures, taking up the whole width of the column or floating pictures
3. Use a table and merge or split cells to get the appearance you want. In line pictures can be placed alone in suitably sized cell
4. Using text boxes, with linking so that text which overflows one text box automatically flows into another. Photos can be floating, or placed in text box

This manual attempts to do a broad introduction of the last three of these different approaches, along with some fancy features to make it “pretty” such as dropped capitals at the beginning of a paragraph, picture borders on the page and use of clipart.

The manual also deals with saving your basic design as a template so that you can avoid using the previous month’s newsletter each time, with the risk of overwriting the data.

If you choose an unusual font you may find that other people opening your word document on their computers do not have that font. This manual explains how you can deal with this

The manual also covers using Word Art to make headings sparkle

Multiple Columns

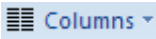
Note: The columns will only be shown correctly in **Print Layout View**. If you have any other view the text will be shown as one long column.

Selecting required text

If you leave your cursor flashing in the text the column setup will apply to the whole document (or section).

If you select a portion of text Word will automatically insert a section break before and after the highlighted text so that only the highlighted text is placed in columns.

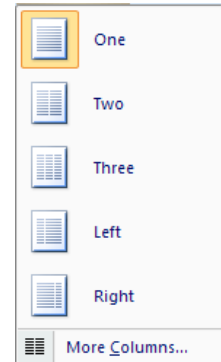
Changing the number of columns

On the **Page Layout** ribbon click  **Columns** ▾

Click the option for the number of columns you want

Note that **Left** and **Right** have columns with unequal widths.

For arrangements that are not in this list see [Creating columns of Unequal widths](#)



The column setup will be shown in the ruler



If the ruler is not shown, from the **View** ribbon click to select **Ruler**

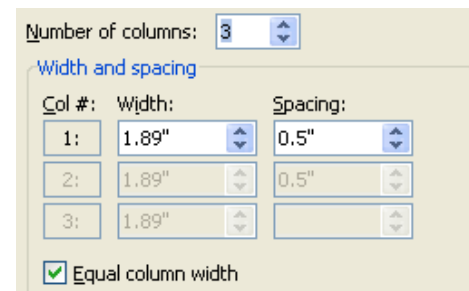
Creating columns of Unequal widths

On the **Page Layout** ribbon click , 



First define the **number of columns** you want

The first width and spacing options are black and therefore available to change. If you change these all the columns will change to the measurements given in this first row. You can change **either** the width **or** the spacing and the other measurement will automatically be calculated.

To make columns of unequal width you must first click in



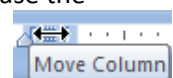
the **Equal column width** box to remove the tick. Then it will be possible to change each column width separately Click **OK** when you are happy.

Once you have removed the tick from the **Equal column width** option you can also change widths in **Page Layout view** by using the ruler. You can tell that you have unequal columns because of the symbol in the margin area  equal column margins have no symbol 



Move the cursor to the blue area to right of the relevant column and drag to the right to increase the width, or the left to decrease.

Your cursor will change to a double headed arrow as shown right.




Space between columns

On the **Page Layout** ribbon click  **Columns** ,  **More Columns...**

You can adjust the amount of space that Word leaves between right margin of text in one column and the left margin of text in the next column.

You can adjust this by typing new measurements in the **Spacing**

In **Page Layout view** you can also use the ruler.

The ruler below shows the ruler where columns are equal (no  symbols)

Col #:	Width:	Spacing:
1:	2.06"	0.38"
2:	1.77"	0.38"
3:	1.91"	

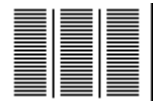
Equal column width



To alter the space between columns move to the right edge of the blue margin area you wish to change. Your cursor will change to a double headed arrow hold the left mouse button down and drag towards the blue area to decrease the spacing between columns, (increasing the column width). Drag away from the grey area to increase the space between columns. This will change the spacing between **all** columns.

When the columns are of unequal width you can change the spacing between each pair of columns

Line between



On the **Page Layout** ribbon click  **Columns** ,  **More Columns...**

If you wish to see a vertical line drawn between each column click on the option at the right of the **Format, Column** dialogue box. **Line between**

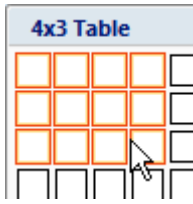
Tables

Inserting a table

From the **Insert** ribbon, in the **Tables** group click .



Drag the mouse to the right and down until the size of table which you require is shown. Click the mouse button



A grid is inserted in your document. Use the **Tab** button to move between "cells". Press **Tab** at the end of a row to create a new row.

If you press ↵ (Enter) a new line within the current cell will be created.

Note: Once you click within a table you will see 2 new ribbons, **Design** and **Layout**. These are only available when your cursor is within a table

Merging cells

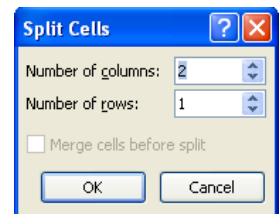
You can merge cells by selecting the relevant cells and from the **Layout** ribbon, in the **Merge** group click **Merge cells**. You can merge cells in a row, or in a column e.g. merged cells

	1999			16	31	
	Imports	Exports	Apples	9		
	2,000	1,987		21		

Splitting cells

To split a cell into two or more cells select the cell or cells you wish to split and then from the **Layout** ribbon, in the **Merge** group click **Split cells**. You will then be asked to say how many rows and columns you wish to split into.

If you have selected more than one cell and want to split those cells a different way you should select **Merge cells before split**



Borders

The table will automatically be set up with borders that will print. To remove the borders, from the **Design** ribbon, click the down arrow to the right of **Borders**. Click **No Border**. You will then see pale grey dotted borders called gridlines. These will not print.

Gridlines

Even when you have removed the printing borders from the table you will see dotted borders. These will not print, and are merely guidelines. You can, however, remove them from view. From the **Layout** ribbon, in the **Table** group click **View Gridlines**. If this shows with an orange background the gridlines are showing. If it has a grey background the gridlines are not showing.

Selecting a table

Move your mouse cursor over the table, at the top left of the table a will appear. Click this.

Deleting a table

From the **Layout** ribbon, **Rows and Columns** group click **Delete, Delete Table**. You can also move your mouse cursor over the table, at the top left of the table a will appear. Click this and press the **Backspace** key on your keyboard.

Deleting the contents of a table

Move your mouse cursor over the table, at the top left of the table a will appear. Click this and press the **Delete** key on your keyboard. The table grid will still exist

Moving a table

Move your mouse cursor over the table, at the top left of the table a will appear. Click this, hold the left mouse button down and drag the table to its new destination.

Borders and gridlines for Tables

When the table is inserted it automatically has borderlines that will print.

Altering borders for the whole table using the menu

Place the cursor anywhere within the table and click the **Table Tools: Design** ribbon.

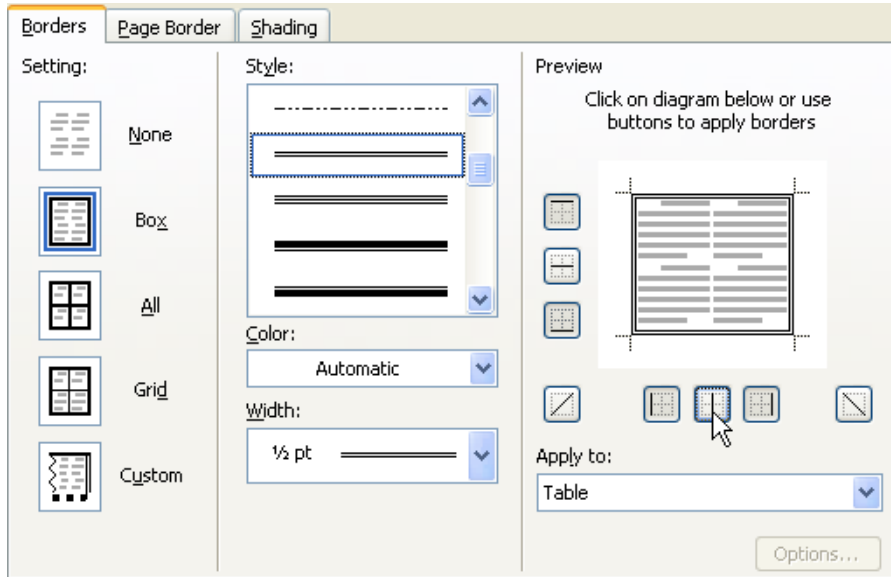
You can then select the option for the particular border you want.

For more control, click the down arrow beside  **Borders** and click  **Borders and Shading...**

The dialogue box shown right will appear.

The **Apply to:** box at the bottom right should say "Table". If it does not either your cursor is not in a table or you have selected a row, column, text etc. In the latter case you can just click to select **Table**. In the former case you must cancel from the dialogue box, move your cursor into the table and try again.

You can now select **Box** under the **Setting** option in order to have lines round the outside of the table and none inside



To add new line borders, select the required style of line from the **Style** box and then click on the position of the line shown in the grid.

In the example shown above a double line border is about to be added to the horizontal line between cells (note the position of the mouse pointer arrow)

To *remove* a border line simply click on the line until it disappears (in the dialogue box shown)

Altering borders for a row, column or cell

Select the relevant row, column or cell

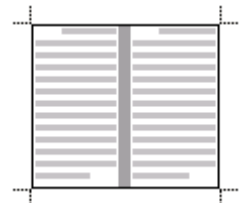
Table Tools: Design ribbon,


You can then select the option for the particular border you want.

For more control, click the down arrow beside  **Borders** and click  **Borders and Shading...**

The dialogue box shown above will appear, but the grid shown will differ. For example if a row is selected the grid shown right will be seen. Change the borders as above.

Note in the example shown here the central vertical line is shown shaded. This is the case where some lines within the selection are different from others: i.e. in this case some vertical lines in the row in the table are set, and some are not. Any changes you make will be applied to *all* vertical lines within the row.



You can also select the row, column or cell and use the options from  button as explained above

Gridlines

If you choose to remove all the borders the table will still be shown on screen with dotted grey border lines – referred to as Gridlines. These will not print. To view all the tables without the gridlines select **Table, Hide Gridlines**.

Using Text Boxes

Inserting a text box



To insert a text box click the **Insert** ribbon and click

You can select one of the preset text boxes, or you can create your own.

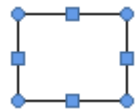
To do this click **Draw Text Box** your mouse cursor will change to .

Click on the document in the position you want the top left corner to be, hold the left mouse button down and drag to the bottom right of the box. Release the mouse button

You can now click inside the text box to insert text or a picture

Altering the size of a text box

When you click an existing text box it will have “handles” on its corners and sides as shown right. Click a corner to alter the size of the box both horizontally and vertically.



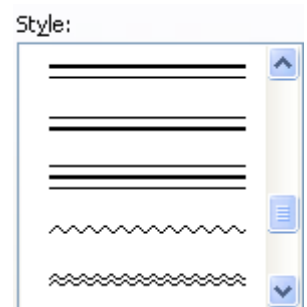
To retain the proportions of the box hold the **shift** key down while you click and drag on corner handle.

Altering the borders of a text box

Click the text box and click the **Table Tools: Design** ribbon.

You can then select the option for the particular border you want.

Note that if you click **Borders and Shading...** you can also alter the type of the type of line used, in the **style** box shown right



Linking text boxes

Create two or more text boxes which you want text to flow between.

Click the text box in which the text starts.

Click the **Text Box: Format** ribbon

Click **Create Link** at the left of the ribbon – the cursor will change to

Move your cursor over the text box which you want the text from the first box to overflow into – the cursor will change to Click the left mouse button.

Unlinking text boxes

Click the text box that you are linking **from** and from the **Text box: Format** ribbon click **Break Link**

Changing the colour of the background and border of text boxes

Click the edge of the text box

On the **Text Box Tools; Format** ribbon -

Click **Shape Fill** and choose a colour for the background


Click **Shape Outline** and choose a colour for the border

Dropped Initial Capital

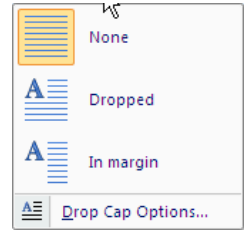
You cannot use this inside a text box or a table

Inserting


Select the first character of the paragraph


Click the **Insert** ribbon and select  Drop Cap ▾

Select either **Dropped** or **In Margin**



Altering the Dropped Capital

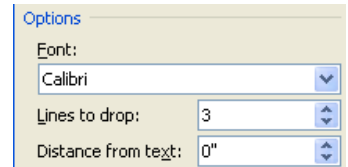
Click the dropped capital box, click  Drop Cap ▾ and select

 Drop Cap Options... you can then change the capital between dropped and in margin

You can also change the font for this character

Lines to drop: This controls the number of lines the capital is beside – this will change the height of the character.

Distance from text: This controls the margin between the dropped capital and the text



Using a style for headings

If you use heading within your newsletter it would be efficient to format the heading using a style.

A style is a collection of formatting.

There are built in Heading styles which you can either use “as is” or modify them to your own preferences.

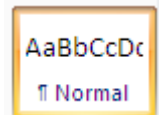
Your normal paragraphs are automatically formatted using a style called **Normal**


The advantage of using styles is that if you create your document and then decide the heading text should be larger, or in a different font, you can just alter the style you used for the heading, and all the headings will change. This makes for speed and consistency!


What style I am using for a paragraph?

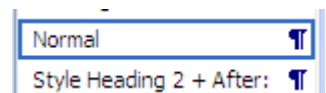
Click the paragraph in which you are interested and click the **Home** ribbon

In the **Styles** section you will see 4 styles shown. This is called the **Style Gallery**. If one style is surrounded by an orange border then that is the style in use for that paragraph.



If none are indicated in this way, click the  symbol to the right of the four styles. You will see more styles. Again if one has an orange border that is the one in use

If no style is shown even then you must click  to the right of **Styles** and the Style pane will appear at the right of the screen with a list of styles in use in the document. One style will be outlined in blue and this is the style in use. You may need to scroll through the list the find this style



Note All paragraphs are formatted using a style. The default style is **Normal**

Changing which style is used to format a paragraph

Click in the paragraph, look in the style list and click the name of the style you want to use.


You can use Keyboard shortcuts for some of the standard heading styles:

Ctrl Alt 1 gives **Heading 1**


Ctrl Alt 2 gives **Heading 2**

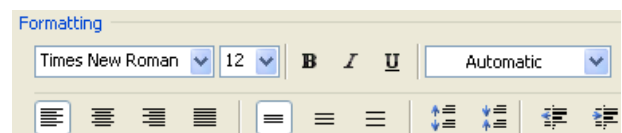
Ctrl Alt 3 gives **Heading 3**

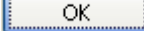
Changing the formatting applied by a style

Find the style name either in the Style Gallery or the Style Pane. Right click the name and click  **Modify...**

Use the formatting area to change formatting. If you need to change formatting that is not shown here (such as paragraph formatting, e.g. the space after a

paragraph) click  and click the option for the type of formatting you want to change.




Once you have changed all the formatting you want to, click 

All the paragraphs formatted with this style will change – unless you formatted the paragraph individually

Note: Changes made to a style apply within that document **only**. If you want the changes to be reflected in all future documents you must click **New documents based on this template** in the **Modify** window of the style.

To return the formatting of a paragraph to that of the underlying style

Select the whole paragraph and press **Ctrl** spacebar



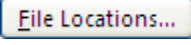
or, from the **Home** ribbon, and the **Font** group, click 

Templates




If you are using the same layout regularly often you bring up the previous document, delete the text and then write the new document. This can be dangerous – you may forget to rename the document and lose the previous document. You could instead choose to create a layout with only standard headings, text etc - and then save the document as a template.

There are also many ready made templates that you can use. Most need to be downloaded from the internet on first usage. There are templates for brochures, bookmarks,

Where are the Templates saved?

Click  and click  **Word Options**. Click **Advanced** and then scroll to the bottom until you see  **File Locations...**. Click this and then look at the two lines concerning templates. One may be blank. The other will probably be a location on your hard disk.

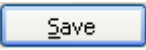
Saving as a Template

Click  and then click  **Save As** and then click  **Word Template**
 Save the document as a template that can be used to format future documents.



Make sure the **Save As** box shows the location in which your templates should be saved.

Type a file name in the File name box

Note that the file type is **Word Template**

Click 

Using Templates

Click  and then click  **New**

On the left hand side of the **New Document** dialogue box you will see a list as shown right. To create a blank new document click **Blank and recent** and then double click the



Blank document icon.

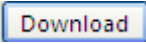
Installed Templates are Microsoft produced templates which are on your computer – scroll down the right hand area to see what is available. For example, if you preferred the look of the Heading Styles etc used in Word 2003 there is a template which gives you those styles – called **Office Word 2003 Look**

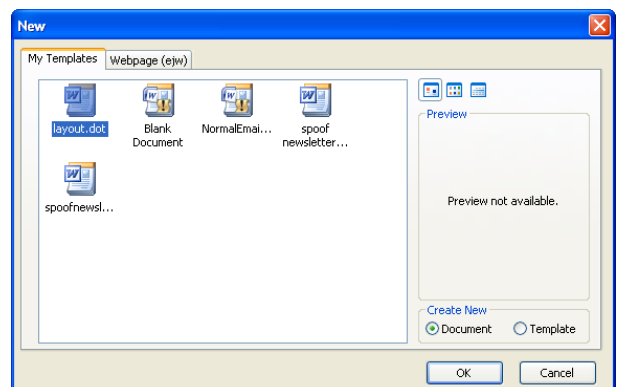
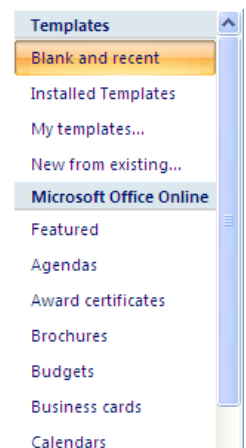
My templates will show templates you have created or downloaded. When you click this another dialogue box will appear. (shown right)

Click the template you want to use and click **OK**

Note: you normally intend to create a new **document** using a template, so this option should be chosen on the bottom right.

New from existing... allows you to use an existing document as a template for a new document.

Under the **Microsoft Office Online** heading you will see various topics listed. Click a topic, and then view the options on the right. Double click one that you want, or click to select and then click 



Pictures

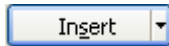
Inserting

First click in the text that the picture relates to



From the **Insert** ribbon click

Locate the relevant picture and click



Wrapping Text around

Click to select the picture

Right click and click  **Format Picture...**

Click the **Layout** tab



Click **Square** and click **OK**


Moving the picture

If text does not wrap round the picture

Click the picture, hold down the left mouse button and drag until the vertical dotted cursor is where you want the picture to appear. Release the mouse button. Note that your mouse cursor will change to an arrow and a box as shown right. The location of this is unimportant – always look at the vertical dotted line.




If the text does wrap round the picture

Click the picture. The cursor will change to 

Hold down the left mouse button and drag the picture to its new location.

Anchoring a picture

This only applies to pictures which have text wrapping switched on

When you click on the picture you will see an anchor  appear in the left margin next to the text the picture is “attached” to. (the first line of the paragraph) When that text moves to a new page, the picture automatically moves too.

You should make sure the anchor is in the correct text, otherwise the picture may move unexpectedly. You can click the anchor and move it separately from the text.


Normally, when you move the picture the anchor moves to the closest text. You can stop this happening.

Once the anchor is next to the correct text, right click the picture, and select **Format Picture**

Click the **Layout** tab, and click **Advanced...**

Look to the bottom of the dialogue box to select **Lock anchor**

Click **OK** and **OK** again.

When you click the picture again you will see that the anchor now has a close padlock attached 

If you move the picture now the anchor will remain unmoved. – You will not be able to move the picture to another page until you have unlocked the anchor.

Compressing

If you insert full sized photos into the document you will find that the size of the document increases dramatically. You can compress the size of these photos within Word

Select a picture.

From the left of the **Picture Tools: Format** ribbon, click  **Compress Pictures**

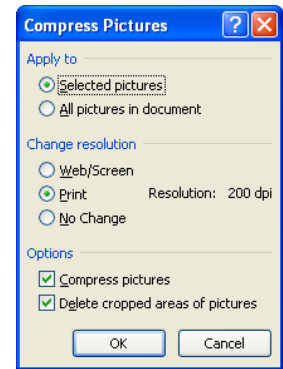
Click **All pictures in Document** to apply this to all pictures

Select the resolution you need

Click **OK**

Remember to save the document ☺

Note: the option at the bottom **delete cropped area of pictures** is on by default, and thus you will lose any cropped areas of the pictures.



Changing the size

Click the picture

Move your mouse cursor over any of the 8 small blue squares on the corners and half way long the edges (these are called handles). The cursor should change to a double headed arrow as shown on the picture right.

Hold the left mouse button down and drag in towards the picture to make it smaller, or out away from the picture to make it bigger.

Release the left mouse button once the picture is the correct size.

Note to keep the correct proportions of the picture use only the 4 **corner** squares





Deleting

Click to select the picture and press the delete key on your keyboard

Rotating

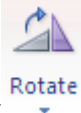
This only applies to pictures which have text wrapping switched on.

Click the picture and note the green "lollipop" coming from the top 

Move your mouse cursor around this so that it becomes a circle . Drag the mouse in a circular movement and the picture will follow.



Flipping

Click the picture. From the **Picture Tools: Format** ribbon click . Select **Flip Horizontal** or **Flip Vertical**

Cropping

Click the picture. From the **Picture Tools: Format** ribbon click .

The cursor changes to  and the picture has black line frames around it.

Move your cursor onto one of the frame markings, hold your left mouse button down and drag in towards the picture to cut off unwanted material. Release the mouse button

Note: You can drag out to un-crop previously cropped areas, unless you have compressed the pictures.

Page border

Line Border

From the **Page Layout** ribbon, and the **Page Background** group, click  **Page Borders**

Select a **line style** (note you can scroll to the end for wavy lines etc)

Select a **colour** for the line

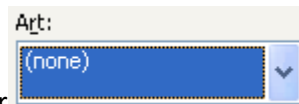
Select a **width** for the line

In **Apply to** select the area of the document you want to apply to (if you have no sections the options will apply to the whole document)

Click **OK**

Picture border

From the **Page Layout** ribbon, and the **Page Background** group, click  **Page Borders**



Click on the down arrow for  and click an option



You can also use  to change the width of the **Art** border

Click **OK**

Clip Art

You can use clip art to brighten your newsletter. Some clip arts can be “broken” and altered.

Insert Clipart



From the **Insert** ribbon click **Clip Art**.

In the pane on the right there is a **Search for** box. If you just want to browse through all clip arts (there are a lot) leave this blank and click **Go**.

To search for a clipart on a particular subject type a word in the **Search for** box and click **Go**.

The results will be shown below. Don't forget to use the scroll bar!

When you find a clip art you like, click it and it will be inserted

You can change the size, crop, move, rotate, flip etc exactly as described above for pictures.

“Breaking” the clip art

Some clip arts can be broken into parts and the parts deleted, or altered and the picture put together in a different way. This is called “ungrouping”

To ungroup a picture, right click it

Click **Grouping** and then **Ungroup** (If ungroup is greyed out this is not a clip art you can “break”)

You will see the warning **This is an imported picture, not a group. Do you want to convert it to a Microsoft Office Drawing object?** - Click **Yes**

The picture will be shown with a frame round – at this stage it has only been converted, so we need to ungroup again to see the different parts

Right click the picture, click **Grouping** and then **Ungroup**

Each individual object that makes up the picture is now surrounded by its own “handles”. Click on something other than the picture so that nothing in the picture is selected, and each has its own rotation handle.

Now click one part of the picture (the arm is selected on the right)

You can now rotate, flip, move or delete the part you selected

(Note that the left arm has been flipped horizontally and moved to the other side of the body)



Putting the picture back together

If you wanted to have the man facing left instead of right you could flip the picture, however, if it has been ungrouped and you select all the parts and flip – **each part** will be flipped in place and you would get a mess.

To avoid this, the parts must be grouped together as one object

To select all the parts quickly, from the **Home** ribbon in the **editing** group, click **Select** and then **Select Objects**. Click to the top left, just above, of the group, and drag to the bottom left, including all of the picture. Release the mouse button.

All items within the box you drew should now have handles.

Right click one of the items and click **Grouping** and then **Group**

The items are now collected into one object and you can flip the whole group satisfactorily.

Note: some clip arts can be “broken” or ungrouped and then each “broken” part can be ungrouped again.

Saving fonts in the file

If you have used the following fonts you have a 95% chance that someone with a Windows computer will also have the font.

Arial, Verdana, Courier, Times New Roman, Georgia, Tahoma, Arial Black, Trebuchet, Impact and Lucida.

If you have used a font other than these, or you are passing the file to someone with a Mac or a Linux computer you may find that when they open the file it looks very different, with line breaks and page breaks in the wrong place.

To avoid this you can choose to embed the font information within the file – but be aware that it will increase the size of the file (and how much it increases depends on the font you have used)

One other point – if you are using a font you have bought yourself, make sure you have the right to send it to another computer! Some fonts have copyrights that will not allow them to be embedded.

To embed fonts

Click  and then 

Click **Save**

Click to add a tick to **Embed fonts in this file**

- Embed fonts in the file** ⓘ
- Embed only the characters used in the document (best for reducing file size)
- Do not embed common system fonts

Note that common system fonts will not be embedded so as not to waste space.

You do have another choice to make though.

Are you sending the document to someone merely for information? Or are you expecting them to edit the document?

If it is for information only, click **Embed only the characters used in the document**

If they need to edit, they may need to use characters that you have not used, so they need the whole font range. In this case leave the **Embed only the characters used in the document** un-ticked.

Once you have made your choice, click **OK**

Remember to save the document! 😊

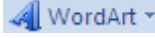
Word Art

You can create interesting text headings using Word Art

Creating a WordArt

If the text already exists select it first

Otherwise just do the following

From the **Insert** ribbon, in the **text** group, click 

Click one of the styles (it can be changed later)

You will see the dialogue box shown right

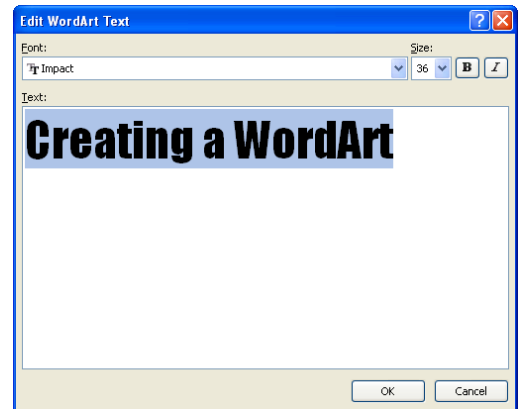
If you selected text first that text will be shown in the box – otherwise you can type the text you want

You can change the font used, from the **font** box at the top, and the size and whether it is bold or italic.

(Make sure you have no blank lines in the box)

Click **OK**

The WordArt will be inserted into the document.



Changing the shape

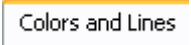
When you click the WordArt you will see a yellow diamond somewhere on its edge. Click this and drag up and down (or left and right) to change the shape

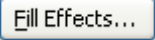
e.g. dragging the diamond down makes the words shorter.



Changing the colours

Right click the WordArt and click 


Click the  tab and change the **Fill** and **Line** colours

For the **Fill** option you can click  to choose a gradient filling consisting of 2 or more colours

Changing the whole look

Click the WordArt

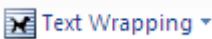
Click the **WordArt: Format** ribbon

In the **WordArt Styles** group, click  at the right of the group shown right.



Click the style you want to use.

The WordArt: Format ribbon

- You can choose to wrap text around the WordArt – click  and choose the relevant option



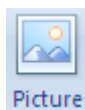
- Adjust the letter spacing by clicking
- Adjust the closeness of the shadow to the text by using the nudge buttons shown right to move the shadow in the direction of the arrow clicked



Watermark

To use a picture as a faint background for your text – i.e. a “watermark”

Insert a picture



From the **Insert** ribbon click

Select and Insert your picture

Make the picture lighter

Right click the picture and select **Format Picture...**

Click the **Picture** tab

In the **Color:** box select Washout

Click **OK**

Change the lightness

If the picture is too light (or too dark)

Right click the picture and select **Format Picture...**

Click the **Picture** tab

Change the brightness

Either drag the slider to the left (to make the picture darker) or type a percentage in the box.

Click **OK**

Place the picture behind the text

Right click the picture and click **Format Picture...**



Click the **Layout** tab and click **Behind text**

Change the size of the picture and move it where you want to.