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# Newsletter Instructions: Word and Columns

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**Activity Overview:** In this activity, you will create a newsletter using Microsoft Word. Be sure to include primary source photographs to illustrate your articles.

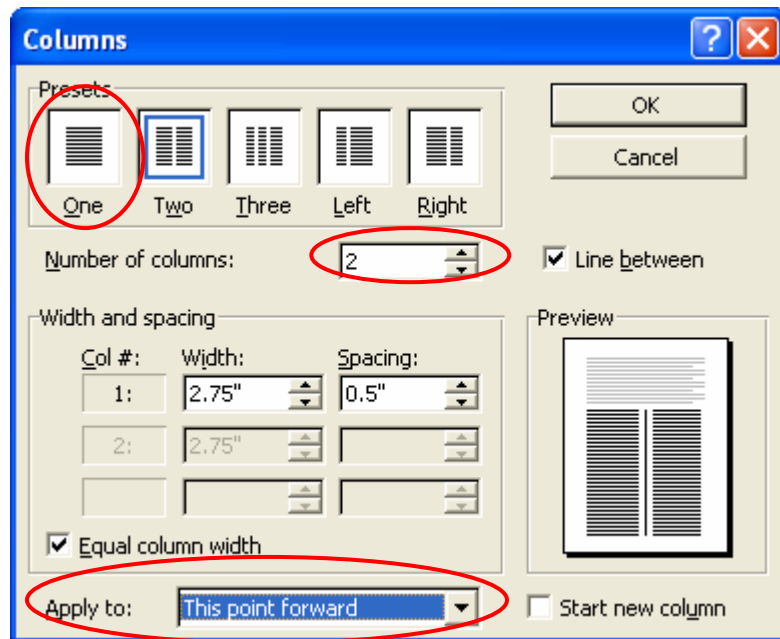
## The Process:

1. Open Microsoft Word
  - If there is no shortcut on the desktop, click on **Start**
  - A Microsoft Word icon may appear on the right side of the popup menu. If not, scroll to **All Programs** and locate **Microsoft Word**
2. Create a title for the newsletter in the header of the document...
  - Begin by clicking on **View, Header and Footer**.
  - Click on the center justify button on the toolbar.
  - Choose a font style for your text.
  - Choose a font size for your title.
  - Press **Enter** once and then type your title.
  - For example, The San Francisco Chronicle
  - Press **Enter** once more.

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3. Add columns...

- Click on **Format** and select **Columns**
- Beside **Number of columns**, select **2** columns
- Place a check in the box beside **Line between** (click once in the box)
- In the **Apply to** box, choose **Apply to this point forward**



4. Write your story

- Begin typing your story
- Remember to save your work often

5. Locate and insert picture for first story in newsletter

- Go back to your Internet browser.
- Right click on the picture in the story and choose **Copy**
- Go back to the newsletter and place your cursor at the beginning of your story's text
- Click on **Edit** and select **Paste** to paste the picture into your newsletter.
- Click on the picture to make the picture toolbar appear.
- On the picture toolbar, click on the "Scottie dog" icon and choose **Square**.
- Position the image within the text of the story. (The text should adjust itself around the picture.)
- Draw a line under the text of the story.

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6. Format the title of the story...

- Highlight the title of the story.
- Increase the font size and change the font style as desired.
- Add a “drop cap” style to the first letter in the title...
  - Place the cursor after the first letter in the title.
  - Click on **Format, Drop Cap**.
  - Choose **Dropped** and change the lines to drop to **2**.

