

# Newspaper Project Instructions

## Basic Setup

1. Double click on the Publisher icon on your desktop to open Publisher.
2. When Publisher opens, click on **Newsletter** on the left hand side in the Microsoft Publisher Catalog window
3. On the right hand side of the Microsoft Publisher Catalog window, choose the **Frames Newsletter** design.
4. Click **Start Wizard**
5. Click **OK** in the next box that appears
6. Click **Cancel** in the Personal Information box
7. At the bottom of the Newsletter Wizard column on the left hand side of the page, click **Next**
8. Click **Next** in the Color Scheme option box, we will not be changing the color scheme.
9. In the Number of Columns option box, select the number of columns you would like for your Newspaper. Then click **Next**.
10. In the Customer Address option box, select **No** and then click **Next**.
11. In the One-sided or Two-sided Printing option box, select **Two-sided Printing**. Click **Finish**.
12. If you need to change any of these settings you can click on the **Newsletter Wizard** box on the left hand side of your screen
13. Next we need to change the paper size by going to **File – Page Setup**
14. Under **Choose Publication Layout** select **Special Size**.
15. In the **Choose Publication Size** section below, in the **Height** box change to **14”**
16. Click **OK**
17. Click on the + sign on the toolbar across the top of the page to zoom in on the page to where you can work on it most efficiently.
18. Type your name in the box at the top where it says Business Name.
19. Type in the title of your newspaper by clicking on in the Newsletter Title box.
20. Type a newsletter date by clicking on Newsletter Date and then type in your date.
21. If you would like to change the Volume and Issue information, highlight the existing numerals and type in your information

## Typing Text

1. Use Times New Roman font style and all article text needs to be the same size (Start with default and adjust when everything else is done).
2. Click inside the Headline Box and highlight the default text
3. Type new Headline
4. For Text boxes, click inside the first column of your text boxes. All the default text will be highlighted.
5. Start typing in your article. When your text gets to the end of the text box, it will automatically flow to the top of the next text box. This will continue until you are done typing or all three text boxes are filled.

## Rearranging the Layout

**To move the Special Points of Interest and/or the In This Issue**, move your cursor around the box until you get the “Moving Van” (Usually on a line). Once the “Moving Van” appears click and hold down on your left mouse button and drag the box where you want it.

**For article layout**, my suggestion would be to group your article columns together by holding down on the **Shift Key** as you click on the text boxes you want to group together. A Grouping icon will appear at the bottom of the text boxes. Click on this icon to group the text boxes. This way you can resize and move all three columns at once.

**To move/adjust the boxes around your article** you may first need to ungroup the lines that make up the box. To do this, click on the Group icon at the bottom of the box. Once the lines are ungrouped, you need to click somewhere to unselect all the lines and then you can move the individual lines by selecting them and moving them where you want them.

**To Get rid of unwanted boxes** Select the box and push the delete key on your keyboard, or right click on the box and select **Cut**. For some boxes, you may need to ungroup them before you can delete them.

## **Inserting Graphics**

To insert graphic into your newspaper, you may use the existing graphic placeholder by selecting the existing graphic and then Selecting **Insert – Picture-Clipart/From File**. Select your graphic and click **Insert**. Your graphic will replace the existing graphic. You can then resize or move your graphic.

If you do not use an existing graphic placeholder, just select **Insert – Picture- Clipart/From File**. Your graphic will be inserted into your newspaper, (not necessarily where you want it). After the graphic is inserted you can resize and move your graphic by clicking and dragging it to where you want it.

You may scan pictures for you articles. You will need to see me for help to scan if you have not done it before, or don't remember how.

## **Deleting Unnecessary pages**

Click on the page that you want to delete at the bottom of your screen. Click on Edit on your menu bar and select Delete Page. If you would like to delete a middle page, you will get a box asking if you would like to delete the left page, right page or both pages. Click on the appropriate button. If you try to delete the third page before you delete the fourth page you will get a message a message discouraging you from doing this.

**If you have questions or need help with how to do something, and I busy with someone else, use the Help Menu!**