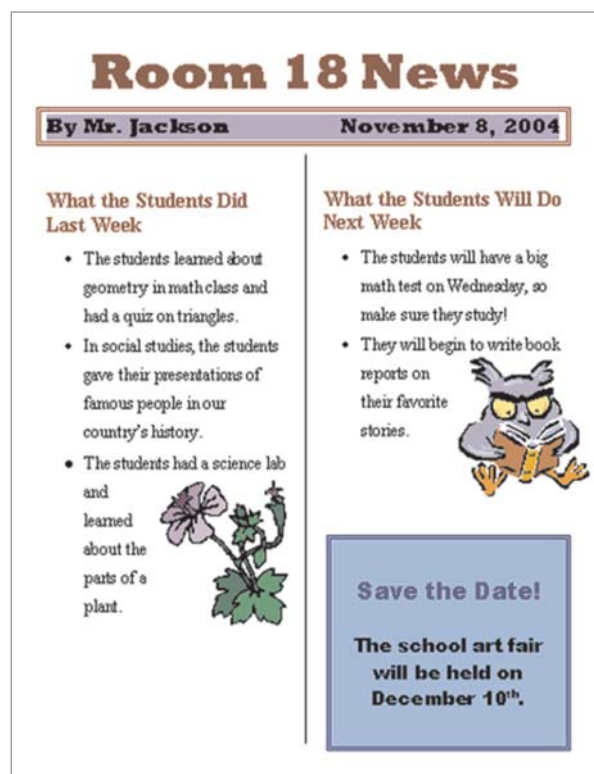# Newsletter

As a teacher, Mr. Jackson wants to let his students' parents know what their children are learning and doing each week in school. To meet this need, Mr. Jackson would like to create a newsletter that can go home to his students' parents. What do newsletters usually look like? What types of information might Mr. Jackson's newsletter contain? How might computers be used to make a newsletter?

✏️ Plan It

Create a newsletter that Mr. Jackson can use again and again to make other newsletters in the future. Look at the following example:

Newsletter Example

Think about the following questions, and discuss your ideas with your partner. You might want to write your ideas on a sheet of paper.

- What are two or three events from the past week that Mr. Jackson might want to let parents know about? What are two or three events scheduled for the upcoming week that might be worth writing about?

- What type of "big announcement" might Mr. Jackson want to make about a special school or class event? How could you make this information really stand out?

- What sorts of pictures might go with the written information?

Remember to use the rubric as a guide as you plan, do, review, and share.

For help on how to do certain skills, look at the following groups in the *Help Guide:*

- **Graphics Group 9:** Adding Special Effects

- **Word Processing Group 4:** Making Paragraphs and Lines of Words Look Good

- **Word Processing Group 5:** Adding Pictures to Your Pages

- **Word Processing Group 6:** Designing Your Pages

- **Word Processing Group 10:** Using Preset and Advanced Features

Do It

1. Start the word processing software, and open a new, blank document.

2. Make the page margins, or the empty areas along the edges of the page, smaller so you have more room for your information.

3. Type a title for your newsletter at the top of the page. Change the look of the text to make it look like a title.

4. Below the title, make a text box that is the same width as the page.

5. Type "By" followed by the name of the teacher. Then, set and use a right-aligned tab to move the cursor to the right side of the text box. Insert today's date, and pick the date format you like.

6. Change the look of the words inside the box. Then, change the line style, color, and width of the text box border. You can also fill the text box with color.

7. Move the cursor below the text box. Then, format the page so the information from that point forward will split into two columns. You might want to add a line between your columns. (For help, see Word Processing Skill 6.6: To set up a page with columns, like a newspaper or magazine.)

8. Type a subtitle, or heading, for the newsletter section on last week's events.

9. Below the subtitle, write about the events that you decided on while planning with your partner.

10. Change the look of the section's subtitle or heading so it stands out. Then, change the look of the lines of words so they are easy to read. You might want to change the amount of space between lines, indent the first line of each paragraph, or even make a bulleted list of items.

11. Save the look, or formatting, of your subtitle and the lines of words below as styles that you can use for the next section of the newsletter to save time.

12. Add a picture of one of the events that took place this last week. Change the text wrapping so the words flow tightly around the picture. Then, change the picture's size, and move it to the place you want.

13. Insert a column break. Then, type a subtitle for the section about what will happen in Mr. Jackson's class in the upcoming week. Below the subtitle, write about next week's events.

14. Use the formatting styles you just saved to quickly change the look of the subtitle and the lines of words below.

15. Add a picture of one of next week's events. Change the text wrapping so the words flow tightly around the picture. Then, change the picture's size, and move it to the place you want.

> **Challenge:** You might want to add shadows to your pictures. Feel free to change a shadow's direction and color. (For help, see Graphics Skill 9.7: To add a shadow to an object, and Graphics Skill 9.8: To make changes to an object's shadow.) (See the Newsletter Challenge Example at the end of this section.)

16. Make a text box in an empty space on the page, and type information in the text box about the "big announcement." Change the look of the words and the text box to make the information really stand out.

Challenge: You might want to add a catchy phrase or slogan at the bottom of the newsletter in the document's footer. Feel free to change the look of your words in any way. (See the Newsletter Challenge Example at the end of this section.)

17. Save the newsletter as a document template so that Mr. Jackson and other teachers can use it again and again to quickly and easily make newsletters in the future.

18. To make sure the newsletter template works, start a new document by finding your template file. Then, close the file without making or saving any changes.
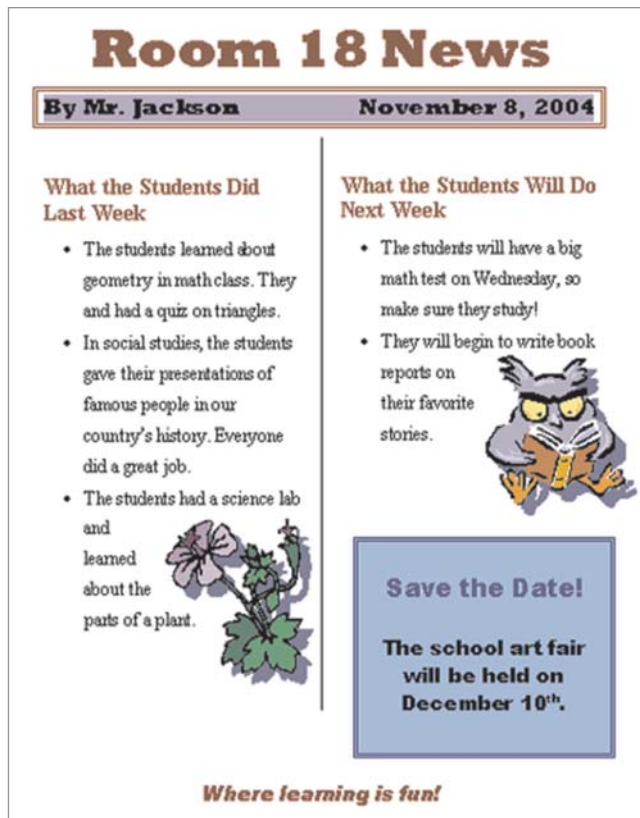
Newsletter Challenge Example

Review It

Look over your newsletter. Make sure it has the following elements:

- Title that explains what sort of information is in the newsletter

- Teacher's name and the date in a text box with a fill and a border

- Information and a picture about last week's and next week's events

- Text box with information about a "big announcement"

If any elements are missing, add them now. If you want, make other changes, as well. Remember to save your work when you are finished.

Share It

Be prepared to discuss your answers to the following questions:

- How does your newsletter let parents know about what their children are learning in Mr. Jackson's class?

- Of the new skills you learned today, which is the most useful? Why?

- How does saving your formatted words and paragraphs as styles make formatting documents with lots of written information easier?

- How might saving the finished newsletter as a template make Mr. Jackson's job easier?