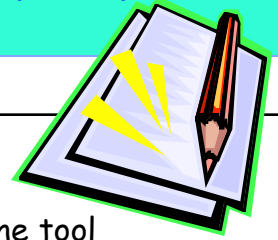


# How To Make a Newsletter

by Linda Schage



## To Begin:

Open Appleworks

Choose Drawing mode

If you need more than one page for your newsletter, use the Format menu and highlight "Document" then choose how many pages across or down.

## The Next Step:

### Use the tool Palette:

the "A" or text tool for creating text boxes.

the Arrow tool for selecting and moving boxes and graphic objects.

the straight line tool for creating dividers on your newsletter page.

### Creating Your Banner:

- Select the text tool and drag a long rectangle across the top of your page.
- When you see the cursor go to the Text menu and choose your Font, Size, Style.
- Type a title banner
- Select the Arrow tool and click on the banner, when you see the handles you will be able to click the fill box on the palette and choose a color.



## Making Lines:

- Select the straight line tool
- Click on the line thickness you want
- Drag down or across your page
- Hold SHIFT key to make a straight line
- Reselect the line tool for each line

## Writing the Articles:

For each article of your newsletter select the Text Tool and create a box on the page.

These spaces can always be adjusted later by using the Arrow Tool to create handles on your text box.

## Adding Text from other places:

You can type in any word processing document then Copy and Paste into a text box on your newsletter page.

You can also type in an Alphasmart then create a text box and be sure to see the cursor blinking before you SEND from the Alphasmart keyboard. The text will flow into your text box.

Remember to use the Arrow Tool to reshape your text boxes.

## Adding Clip Art:

BE SURE TO SELECT THE ARROW TOOL BEFORE INSERTING GRAPHICS.

Go to File and insert graphic or copy and paste graphics where you want them.