

Proicere, Inc.

MS Publisher 2007: Newsletters

Lesson Notes

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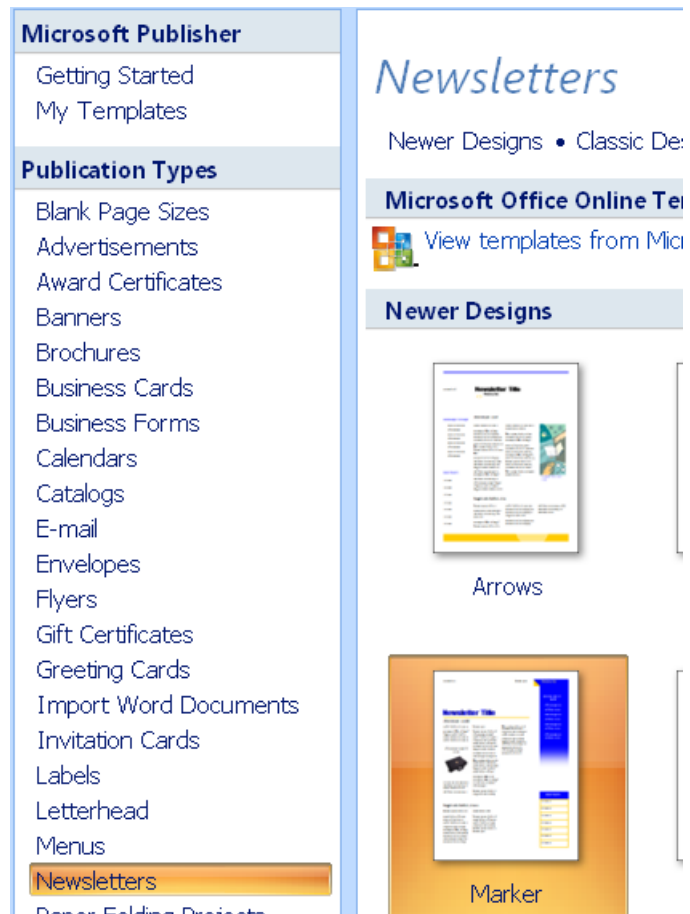
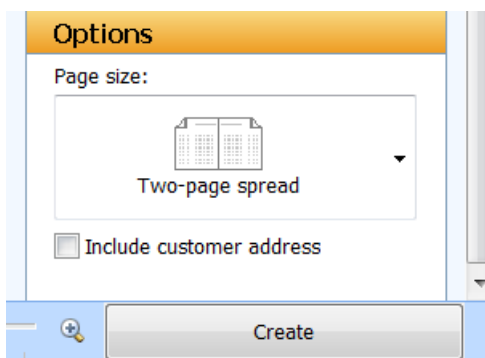
Create from Templates

From the Publication Types choose Newsletters.

Under Customize , choose a Color scheme, Font scheme, and Business information set.



Under Options choose either One page or Two-page spread.



Choose whether to include the customer address for mailing.

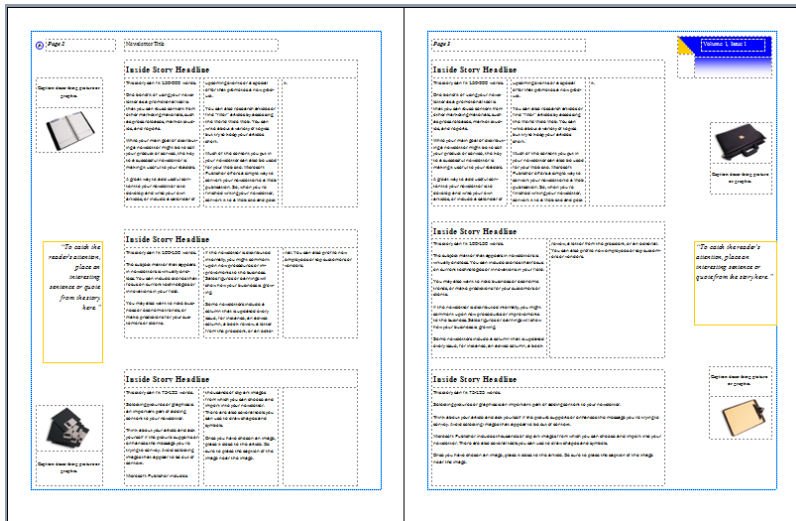
Click the Create button to generate the newsletter.

Page Options

The Format Publication task pane has quick tools for changing the newsletter publication. If the newsletter is a two page spread, the Page Options allows you to choose which page to change.

Columns

The number of Columns in the newsletter can be changed.



Note: the sample text in the documents can not be changed, only replaced.

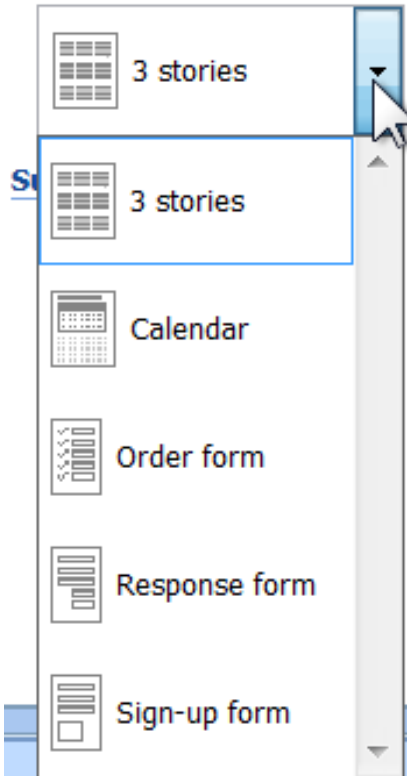
Note: the text will flow from one text box to another within the same group on a single page, but will not automatically flow to another page.



Content

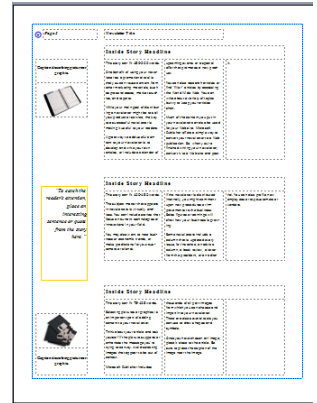
The type of information in the newsletter can be changed under Content.

Content for right page



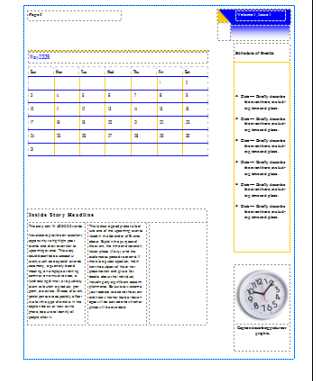
Stories

Stories places three sets of text boxes on the page. The number of columns is determined by the column option.



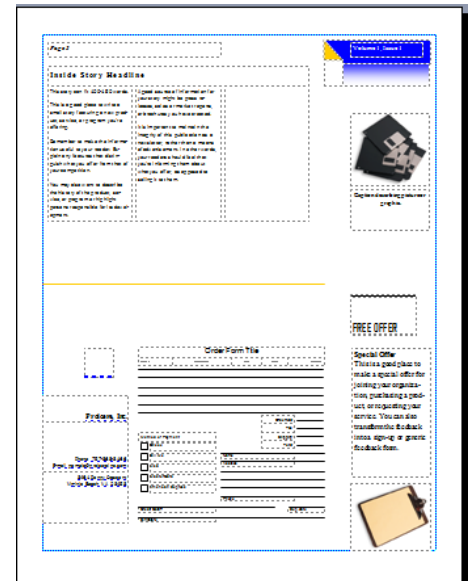
Calendar

Calendar will place a calendar on the page along with a story area.



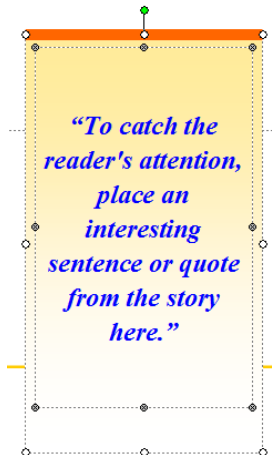
Order form, Response form, Sign-up form

The order, response, and sign-up forms will be placed at the bottom of the page.



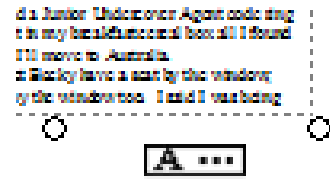
Suggested Topics

Suggested Topics are items that can be inserted into the publication.



Connecting Frames

An “A...” in a box at the bottom of a frame indicates that not all of the text is showing. To allow the text to flow from one frame to another, the frames need to be connected.



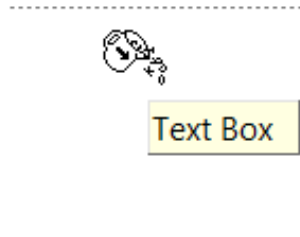
Create the second text box.

Click in the first text box, then click on the Connect Text Frames button.

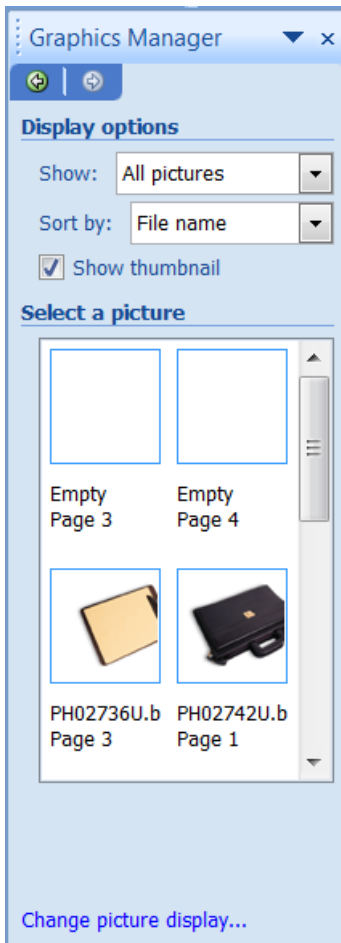
A pitcher will appear.



Click on the second box.



Graphics Manager



The Graphics Manager allows the easy finding and replacing graphics.

Check the Show thumbnail box to view the graphics as the actual pictures.

To change the picture, hold the mouse over the picture in the Graphics Manager. Click the arrow that appears to the right of the picture.

Empty Frames

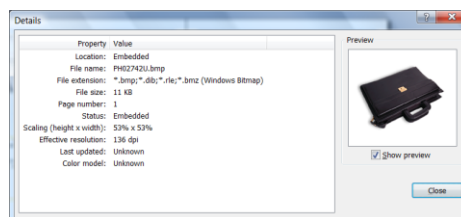
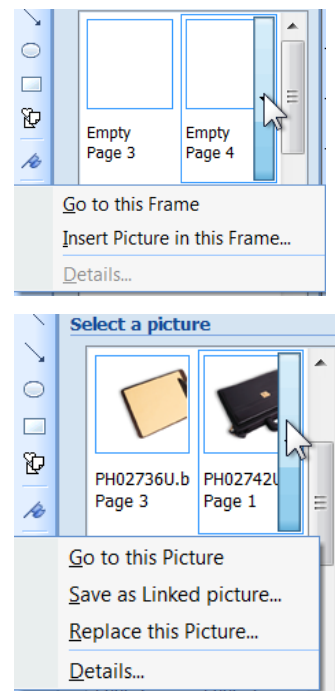
If the picture frame is empty, your choices will be to either go to the Frame in the publication, or insert a picture into the frame.

Existing Pictures

If the picture frame has a graphics, your choices will be to either go to the Picture, save as linked picture, or replace the picture.

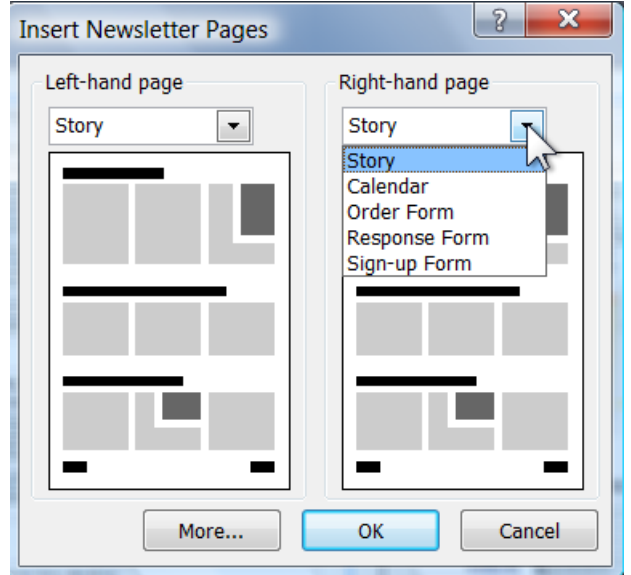
Details...

Details will show the information about the picture.



Insert New Pages

When inserting new pages in a newsletter, you get to pick the content of the page.



Blank Pages

To get a blank page, choose the More... button.

