

Chapter 7

Creating a Newsletter

In this chapter, we will learn the following to World Class standards:

- **Setting the Margins**
- **Changing the Font and Font Size**
- **Inserting a Table**
- **Inserting a Picture**
- **Adding Text and Borders**
- **Adding Header and Footer**
- **Adding a Break to the Document**
- **Creating Columns**
- **Inserting Another Picture**
- **Adding Text**

Setting the Margins

To set the margins, go to the Page Setup after selecting File on the Menu Bar. Select the Page Setup (Figure 7-1) and the Page Setup window will appear on the display. The traditional Word margins are 1-inch on the top and bottom and 1.25 inch on the left and right. We want to change the left and right margins to 1-inch (Figure 7-2).

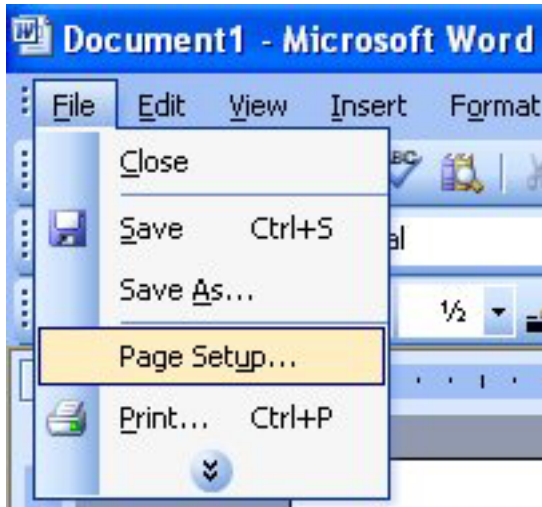


Figure 7-1 – Page Setup Panel

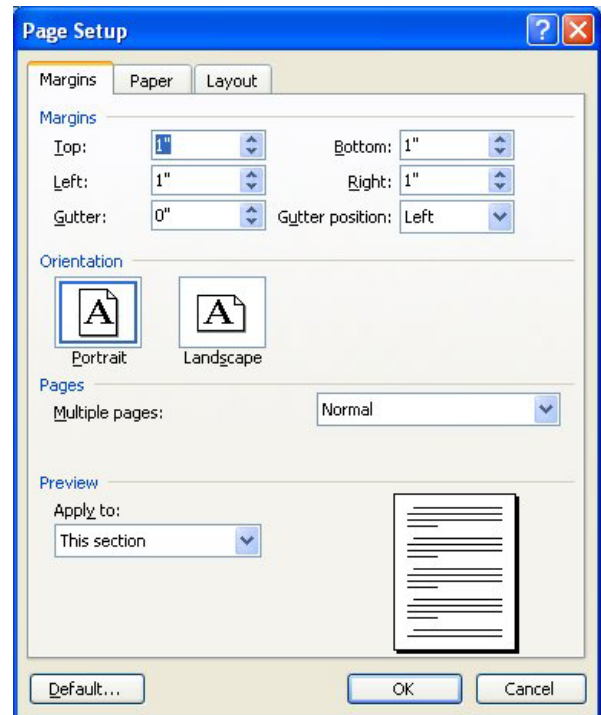


Figure 7-2 – Selecting Margin Setting

Changing the Font and Font Size

On the left side of the **Formatting** toolbar is the **Font** Listbox. The default font and size for Microsoft Word 2003 is **Times New Roman** with a font size of **12**. We are going to change the font to **Arial** and the size to **10**. Begin by clicking the top left drop-down arrow of the font Listbox to select the font style. The font styles are in alphabetical order so scroll down until we see **Arial** and select it (Figure 7-3). After picking the style, click the drop-down arrow to the right of the font style box and select a font size of **10** (Figure 7-4).



Figure 7-3 – Selecting “Arial”

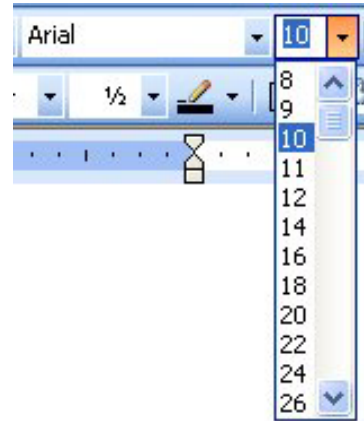


Figure 7-4 – Selecting Size “10” Font

Inserting a Table

At the top of the newsletter, we will place the image of the organization’s banner, the newsletter number and the month and year. We accomplish this task easily by inserting a table that has two rows and two columns. We will merge the two cells in row one for the image. We will left justify the text in cell one of the second row for the documents release number. We will right justify the text in cell two of row two for the month and year of the newsletter.

To insert a table into our document, we go to the **Insert table** tool on the **Standard** toolbar. On the drop-down panel that appears under the tool, select a **2x2** table (Figure 7-5). We can also insert a table by going to Table on the Menu Bar, and select the **Insert** then **Table**, and we can select the number of rows and columns we want in the table in the Insert Table window that appears. In this case, we want 2 columns and 2 rows (Figure 7-6). Both methods of inserting a table are equally effective but the first method is generally faster.

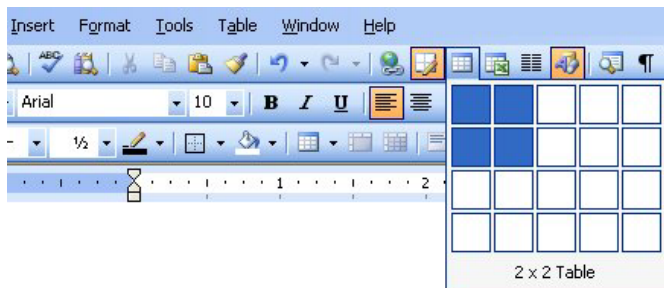


Figure 7-5 – Selecting 2x2 Table



Figure 7-6 – Insert Table Window

Figure 7.7 shows the two rows and two columns in our document.

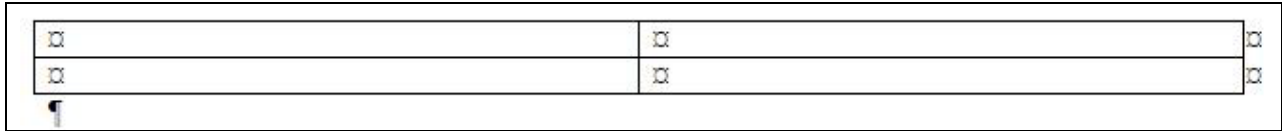


Figure 7.7 – 2x2 Table

After inserting the table, we want to remove the border from around the cells. Clicking on the move button will select the entire table. With the entire table selected, go to the border function on the **Formatting** toolbar and click the drop-down arrow on the bottom right tool (Border Settings). In the list of options that appears, select the **No Border** option (Figure 7-9). The dark lines bordering the table should now turn to light grey lines. Now the table should appear as in Figure 7-10.

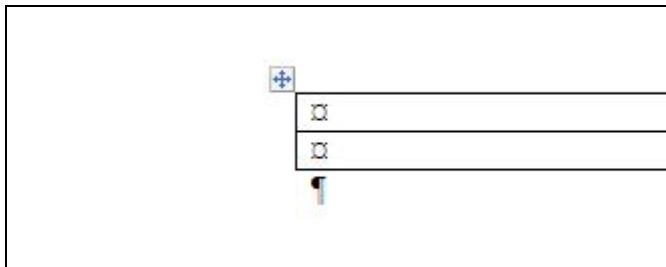


Figure 7.8 – Move Button

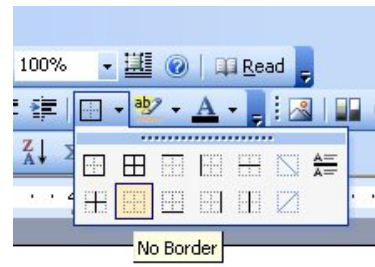


Figure 7.9 – No Border Option

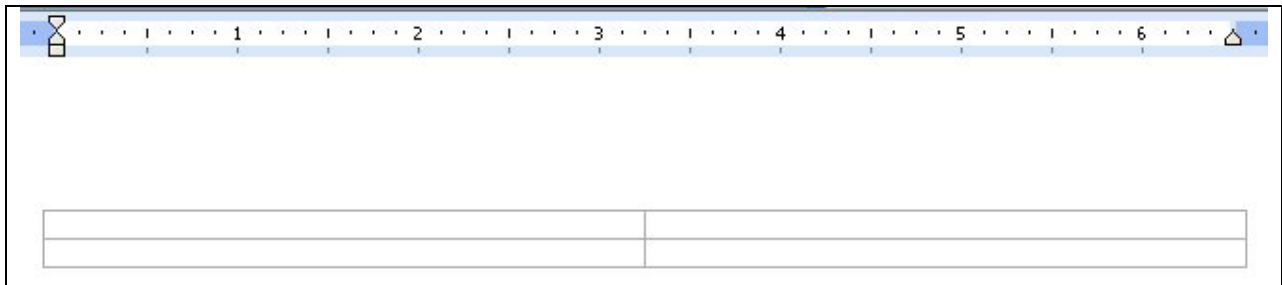


Figure 7.10 – Table without Border

Next, we are going to merge the top two cells. First, we will highlight them using our cursor (Figure 7.11). Then we will select the **Merge Cells** tool from the **Table and Borders** toolbar. The line dividing the cells in half will disappear and the two smaller cells will become one large cell (Figure 7.12).

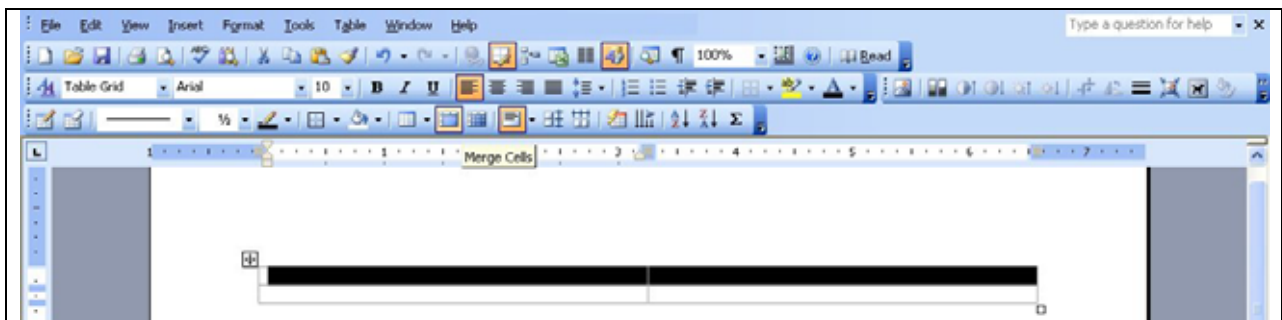


Figure 7.11 – Selecting Top Two Cells

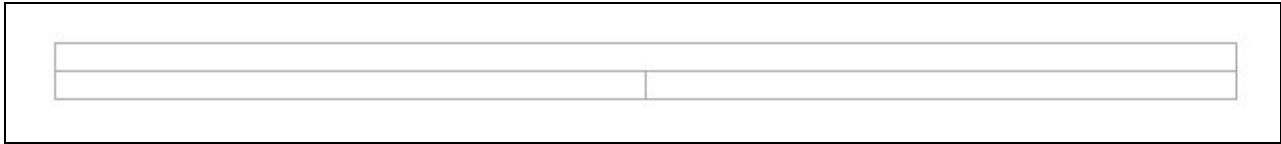


Figure 7.12 – Top Cells Merged

Inserting a Picture

In the top cell of the table, we are going to add a picture of our organization’s name and logo. We will first select the **Picture** tool on the **Drawing** toolbar. The command will take us to the Insert Picture Window that contains files of all of our pictures. We will select our company logo from these pictures and it will be inserted into our document.



Figure 7.13 – Insert Picture on the Drawing Toolbar

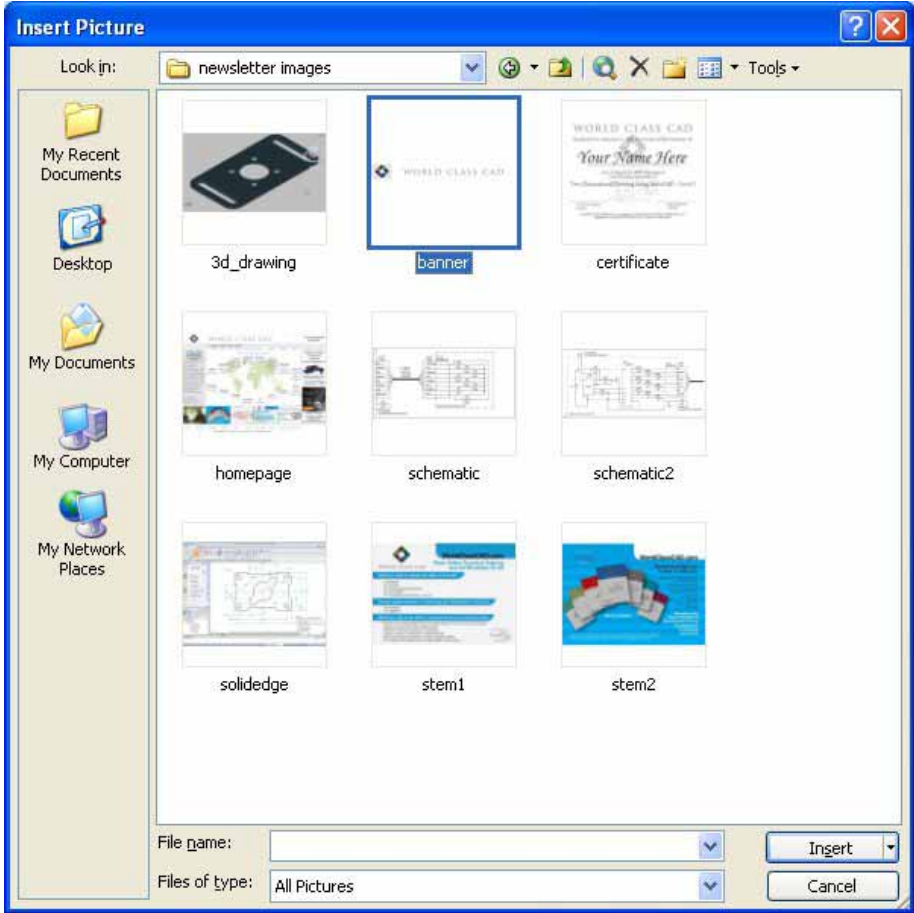


Figure 7.13 – Insert Picture Window



Figure 7.14 – Inserted Picture

Adding Text and Borders

In the two lower cells of the table, we are going to add the issue number of the newsletter and the date of the issue. To do so, we will place the cursor in the lower left cell and type in the issue number (Figure 7.15). In the right cell, we will type the month and year of the newsletter and right align the text as well using the **Align Text Right** tool on the Formatting toolbar.

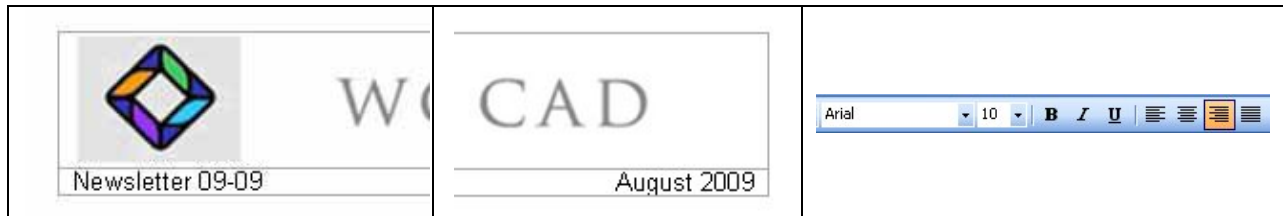


Figure 7.15 – Issue Number Figure 7.16 – Issue Date Figure 7.17 –Align Right

To add our borders we will begin by selecting the top cell with the World Class CAD image inside (Figure 7.18). Next, we will go to the **Border Options** tool on the **Table and Borders** toolbar and select the Outside Borders setting from the list of options (Figure 7.19).



Figure 7.18 – Selecting Top Cell

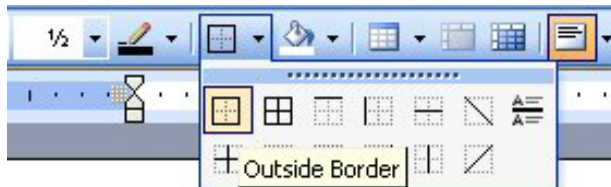


Figure 7.19 – Outside Borders

After selecting the Outside Borders option, a thin, black line will surround the cell and our World Class CAD image (Figure 7.20). To insert the next border, we must first select the two bottom cells with our cursor (Figure 7.21).

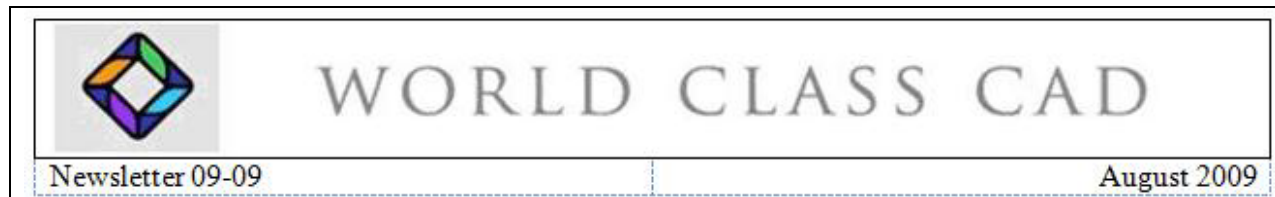
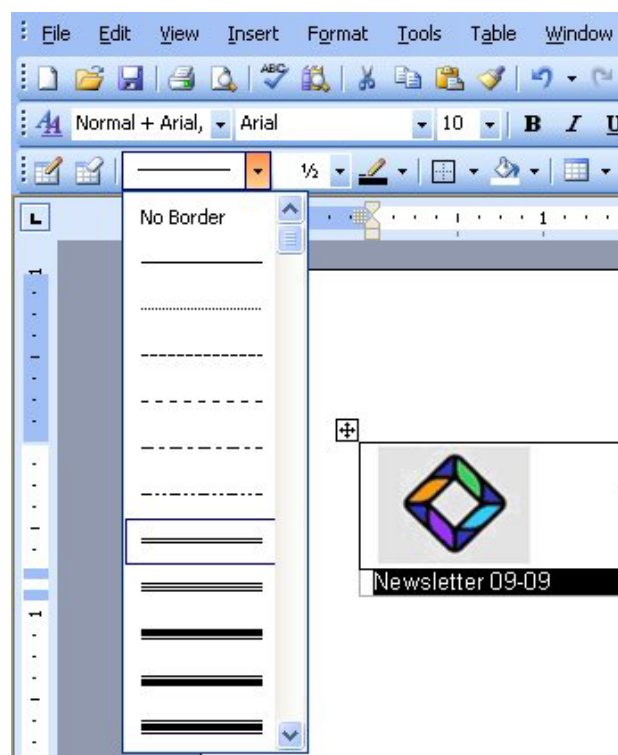


Figure 7.20 – First Border



Figure 7.21 – Selecting Bottom Cells



After selecting the bottom cells, we must go to the **Line Style** tool on the **Table and Borders** toolbar. There we will select the Double Line setting from the list of options under the top drop-down arrow (Figure 7.22). With the Double Line option selected, we need to draw a border on the bottom of the two lower cells. To do this, all we have to do is click with our cursor, which is now a pencil, and the border will appear as in Figure 7.23. On the other hand, we can select the Bottom Border tool on the Table and Borders toolbar to get the same results.

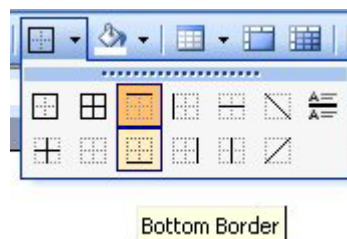


Figure 7.22 – Double Line Border

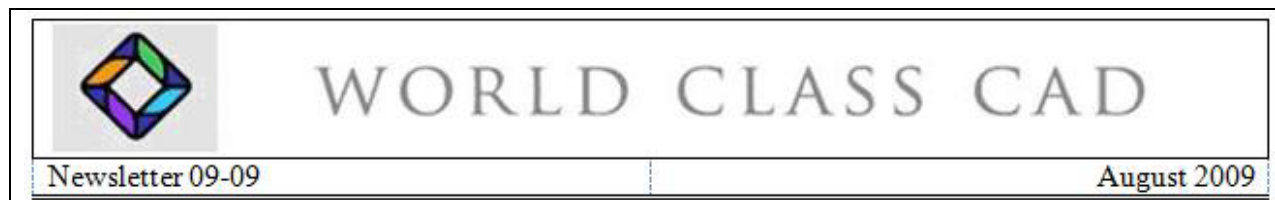


Figure 7.23 – Bottom Border

Adding Header and Footer

Now, we are going to add a header to our document that reads, “**World Class CAD – August 2009 Newsletter.**” To do so, we need to select the **Header** tool from the **Header & Footer** from the list after selecting **View** on the Menu bar. Then the header and footer sections will appear along with the Header and Footer toolbar. On page one, place the cursor in the header section and choose the **Center** tool on the **Formatting** toolbar. With the header centered, we can now type in the text “**World Class CAD – August 2009 Newsletter**” (Figure 7.25).

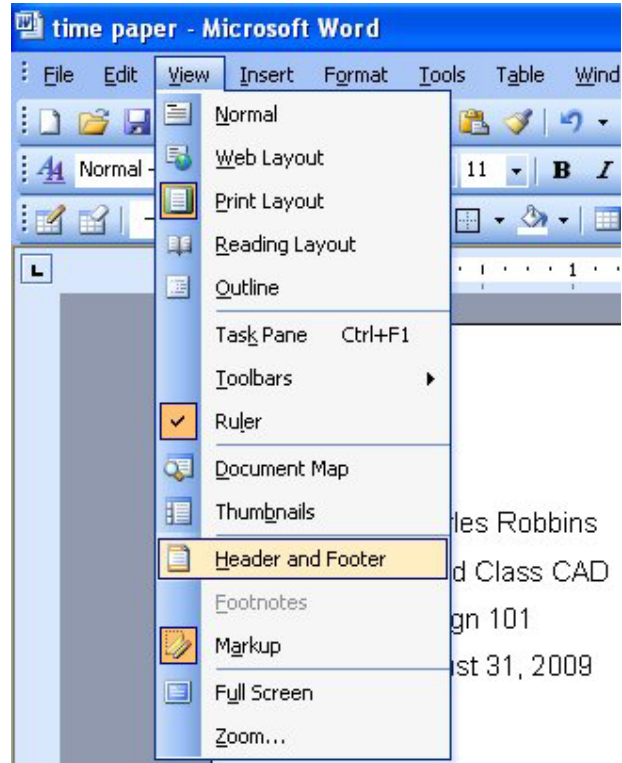


Figure 7.24 – Header and Footer

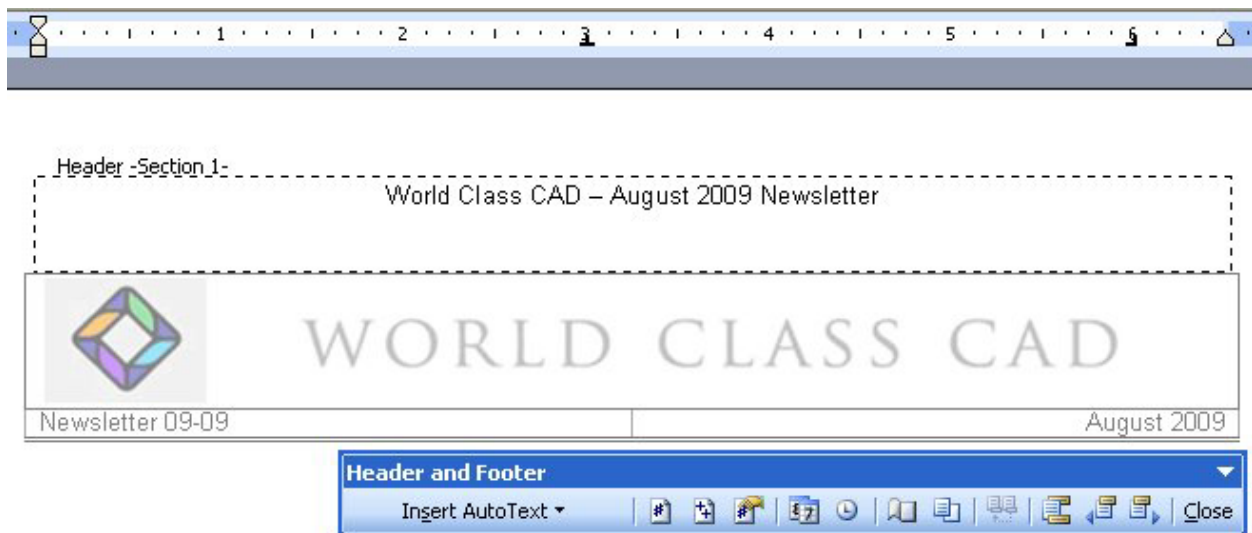


Figure 7.25 – Inserting the Header into the Newsletter

The next thing we need to add to the document is page number at the footer. More specifically, we will be adding a page number to the bottom of our paper. Place the text insertion point in the footer area and press the **Center** tool on the Formatting toolbar. Then we need to select the **Insert Page Number** tool from the **Header and Footer** toolbar. After selecting the option we

want, the page number will appear at the bottom of our document as in Figure 7.26.

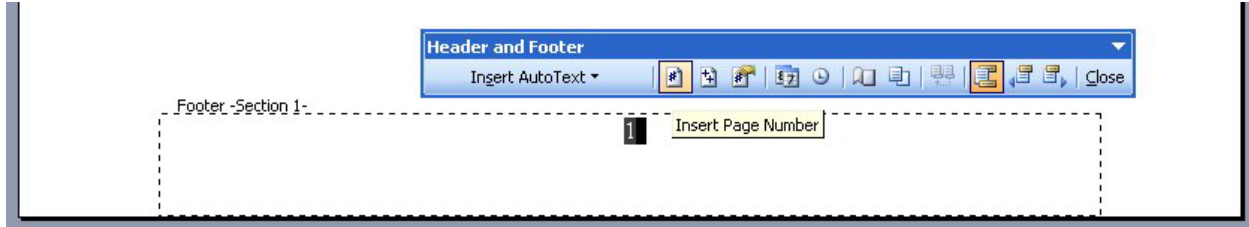


Figure 7.26 - Finished Footer

Adding a Break to the Document

To continue with our newsletter, we want to add text below our table. However, there are many different ways in which we can enter that text. For this exercise, we are going to use columns, but before we add them, we are going to have to add a break in the document. A break is tool that allows us to split the document into different portions and therefore we can have different styles. Above the break, we will have a single column containing the table. Below the break, we will have a three-column newsletter.

To add the break, we will select Insert on the Menu bar. Next, we will pick **Break** on the menu list (Figure 7.27). The Break window will appear on the graphical display and we will select the **Continuous** option from the list (Figure 7.28).

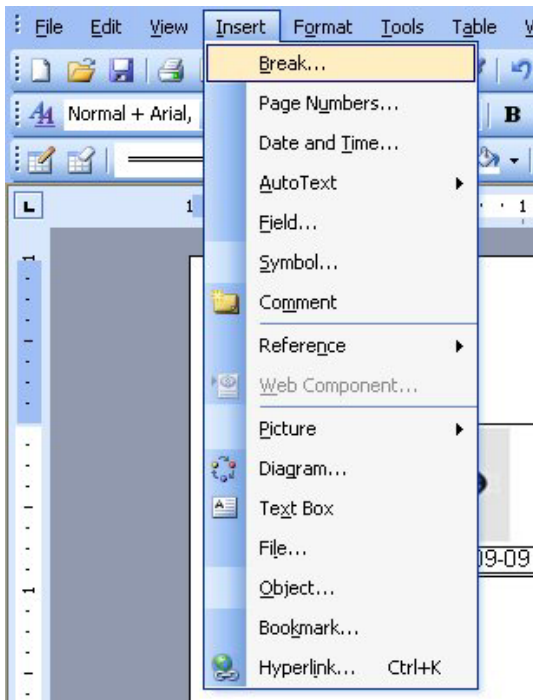


Figure 7.27 – Break Command

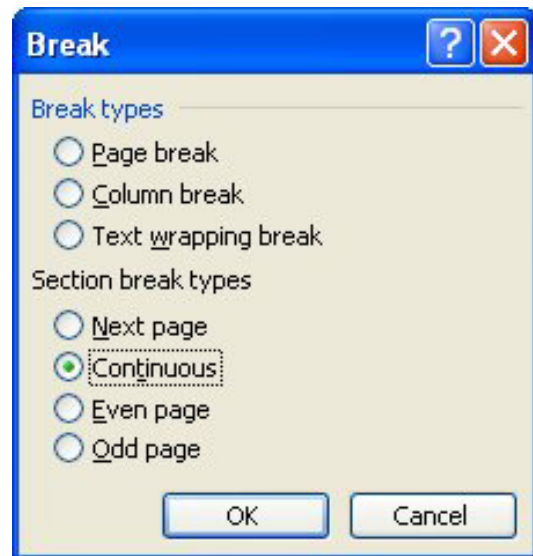


Figure 7.28 – Continuous Break

Creating Columns



As we mentioned before, we are going to add columns to our newsletter. Creating columns is a very easy process. All that we need to do is to select the **Columns** tool from the Standard toolbar. The number of columns that we can add is quite various but we are going to add only three columns for the newsletter (Figure 7.29).

Figure 7.29 – Three Columns

Inserting Another Picture

After creating the columns, we are going to add another picture below the table. We will begin doing this by adding a space below the table and then selecting the **Picture** tool. Again, we will select our picture from the Insert Image Window that appears. For our newsletter, the second image is a picture of a 3D drawing made in AutoCAD 2010. As far as formatting goes, we want the space above and below the image to be of size 4 font. This will shrink the space between the image, the table above and its description below (Figure 7.30).



Figure 7.30 – Second Image Added

After adding the space below the second picture, we are going to add the text “**3D Drawing made in AutoCAD 2010**” in size 8 font. This description of the picture will allow any readers to know what the picture is, where the graphic was made and what the picture has to do with the article below (Figure 7.31).



Figure 7.31 – Image with Description

Adding Text

With the document split into columns, it is now very easy to add different articles to our newsletter. The only formatting that we need to worry about is that the title of our article needs to be bolded. Other than that, we are free to type in our article below the title. For the title, we will select the **Bold** tool on the **Paragraph** panel and then type “**2009 and 2010 Fundamentals of 2D and 3D CAD Textbook Release**” (Figure 7.32 & 7.33). After typing the title, we will unselect the Bold tool and continue with our article. A finished version of the newsletter with the complete article can be seen in Figure 7.34.



Figure 7.32 – Bold Tool

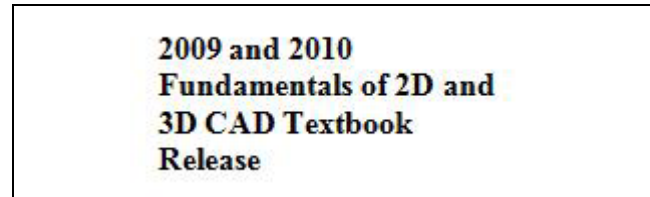


Figure 7.33 - Article Title

After placing the heading under the image, we will write a few paragraphs to inform the reader of what we desire them to know about our organization. Each paragraph has only one or two sentences.

Saving the Newsletter

To save the document, click on the **Save** tool on the **Standard** toolbar which is located at the top left of the program. The Save As window will appear in the display. We can save the file into a folder we have already created.



Save the document with a description, that tells us what the document is about without having to open the file. Typing our name followed by the words “Newsletter 0909” is a good choice. Once we have typed in the file name, click on the Save button and our document will be saved (Figure 7-34).

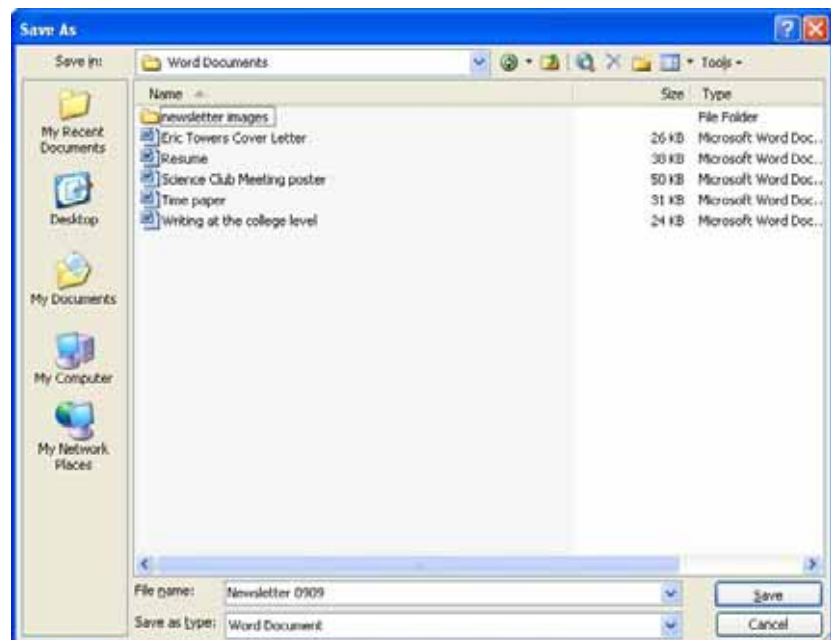


Figure 7.34 – Save the Document

After the paper is complete, we check the document for spelling and grammar errors by pressing F7 on the keyboard. In figure 7.35, the Flesch-Kincaid Grade Level is 10.1. Your newsletter might be closer to 8th grade since our local community's newspapers and television scripts can be written at that grade level. We want to continue to change smaller words until the grade level reaches at least tenth to twelfth grade level. Our newsletter will be two pages long as shown in figure 7.36.

Readability Statistics

Counts	
Words	922
Characters	4599
Paragraphs	46
Sentences	42
Averages	
Sentences per Paragraph	1.9
Words per Sentence	18.4
Characters per Word	4.8
Readability	
Passive Sentences	7%
Flesch Reading Ease	55.0
Flesch-Kincaid Grade Level	10.1

OK

Figure 7.35 – Save the Document

The screenshot shows a Microsoft Word document titled "Newsletter 0909 (Preview) - Microsoft Word". The document is a two-page newsletter. The main heading is "WORLD CLASS CAD" with the subtitle "August 2009 Newsletter". The content is organized into columns and includes various articles, images, and graphics. The interface shows the standard Word menu bar (File, Edit, View, Insert, Format, Tools, Table, Window, Help) and a status bar at the bottom indicating "Page 2", "Sec 2", "2/2", "At 3.2", "Ln 53", "Col 5".

Figure 7.36 – Finished Newsletter

*** World Class CAD Challenge 30-06 * - Create a newsletter with a table containing a picture and the date and issue number of the letter. Add the borders to the table and then add the header and footer, as well as the break. Create three columns and add the second picture with its description. Then create a title for your article and type it below. Repeat this exercise at least two more times to maintain your World Class ranking.**