

Chapter 7

Creating a Newsletter

In this chapter, you 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 Layout** tab and select the **Margins** tool on the **Page Setup** panel (Figure 7.1). When you select the tool, a number of options will drop down beneath it. Select the **Normal** margin setting with 1-inch margins on all sides of the document (Figure 7.2).

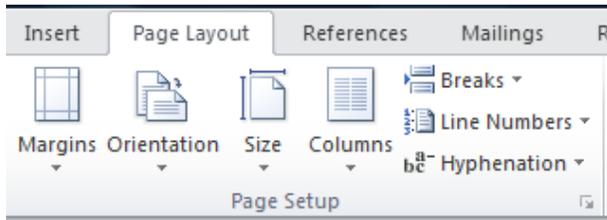


Figure 7.1 – Page Layout Panel

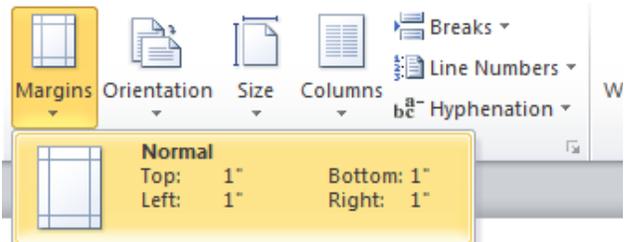


Figure 7.2 – Normal Margin Setting

Changing the Font and Font Size

To set the font you need to go to the **Home** tab and select the top left text box on the **Font** panel. A long list of different font types will drop down. Select **Times New Roman** for the font (Figure 7.3). Next to the font text box is the font size text box. You will select a font size of **12** (Figure 7.4).

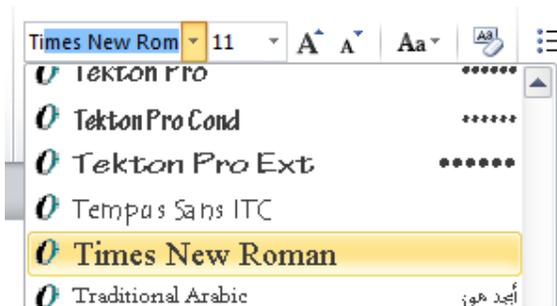


Figure 7.3 – Selecting “Times New Roman”

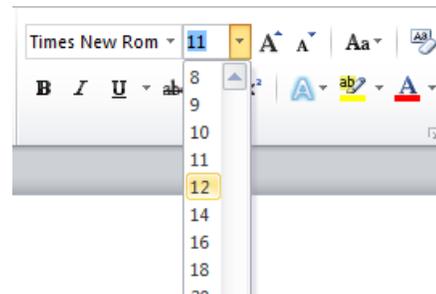


Figure 7.4 – Selecting Size “12” Font

Inserting a Table

To insert a table in your document, use the **Table** tool on the **Tables** panel under the **Insert** tab (Figure 7.5). Select the size of your table from the options that drop down under the command. For this exercise, you want a **2x2** table, so with your mouse select this table size and insert it into the document (Figure 7.6).

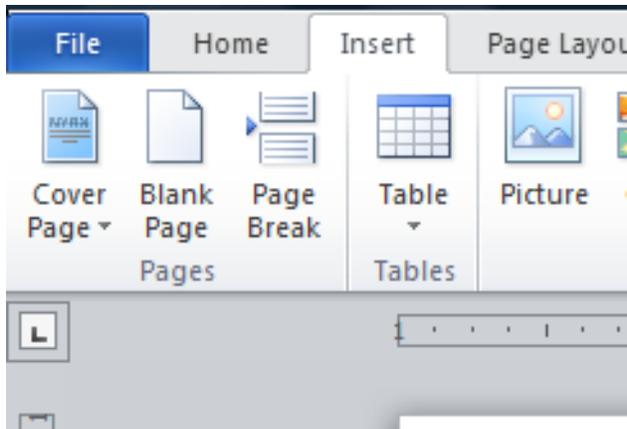


Figure 7.5 – Table Command

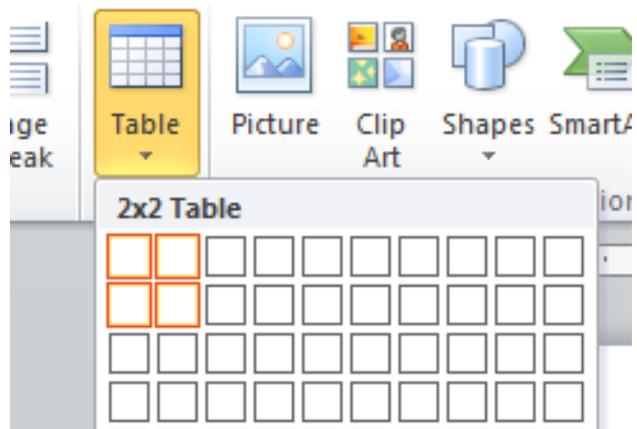


Figure 7.6 – Inserting 2x2Table

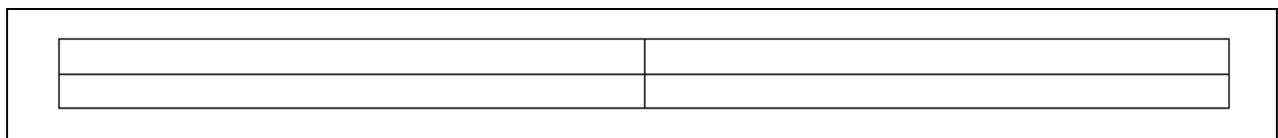


Figure 7.7 – 2x2 Table

After inserting the table, you need to remove the border from around the cells. Begin by selecting the Move Button that appears at the top left of the table when you place our cursor over it (Figure 7.8). This will select the whole table. After that, you need to select the drop-down arrow on the bottom right tool on the **Paragraph** panel and select the **No Border** option (Figure 7.9). The dark border that surrounded the table will now become a light blue, dashed line as in Figure 7.10.

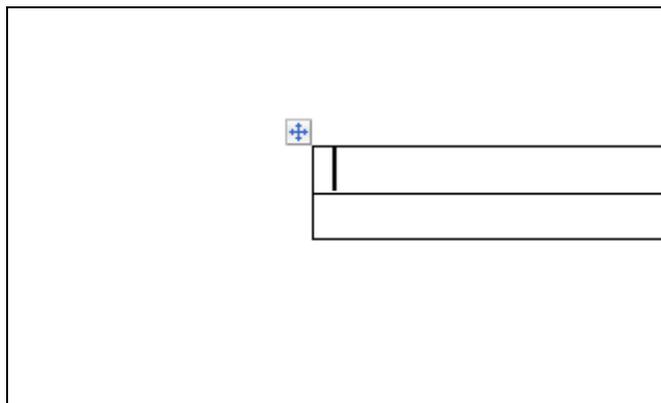


Figure 7.8 – Move Button

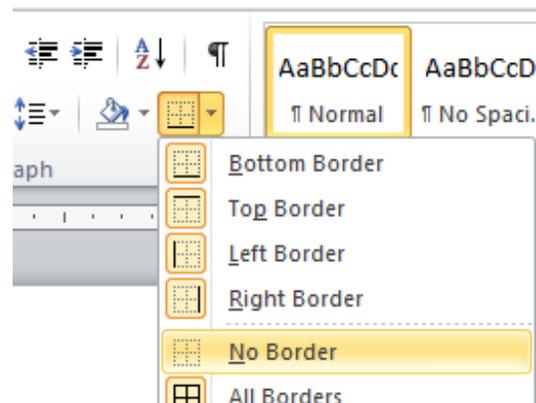


Figure 7.9 – No Border Option



Figure 7.10 – Table without Border

Next, you need to merge the top two cells. First, highlight them using your cursor (Figure 7.11). Then select the **Merge Cells** tool from the **Rows & Columns** panel under the **Layout** tab. The line dividing the cells in half will disappear and the two smaller cells will become one large cell (Figure 7.12).

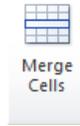


Figure 7.11 – Selecting Top Two Cells



Figure 7.12 – Top Cells Merged

Inserting a Picture

In the top cell of the table, you are going to add a picture of our company's name and logo. First select the **Picture** tool on the **Illustrations** panel under the **Insert** tab. The command will take you to the Insert Picture window. Select the company logo from these pictures and it will be inserted into our document.

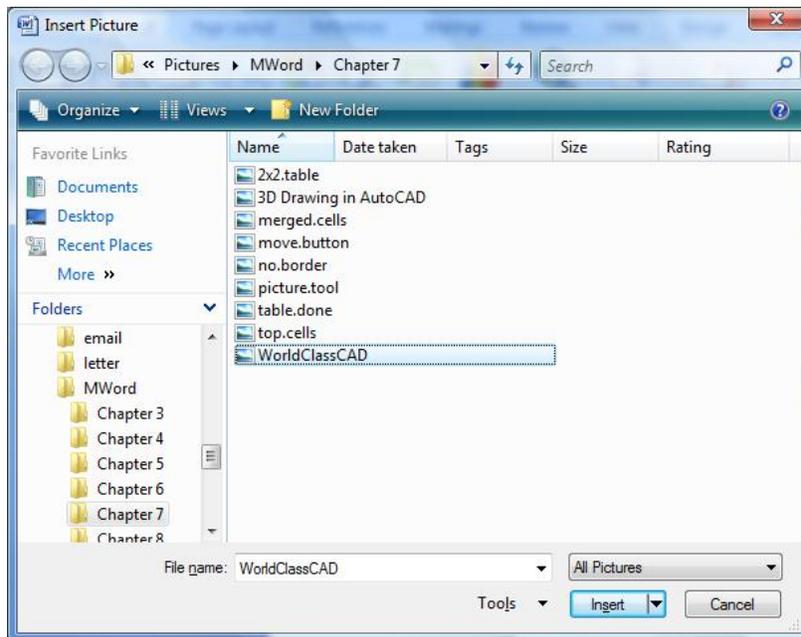
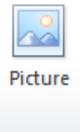


Figure 7.13 – Insert Picture Window

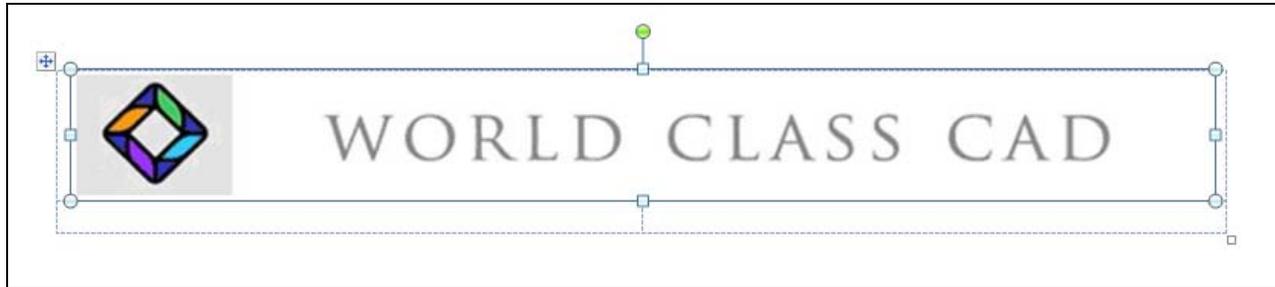


Figure 7.14 – Inserted Picture

Adding Text and Borders

In the two lower cells of the table, you need to add the volume and issue number of the newsletter and the date of the issue. To do so, place the cursor in the lower left cell and type in the volume and issue numbers (Figure 7.15). In the right cell, you will type the month and year of the newsletter and right align it as well using the **Align Text Right** tool on the Paragraph Panel (Figure 7.16).

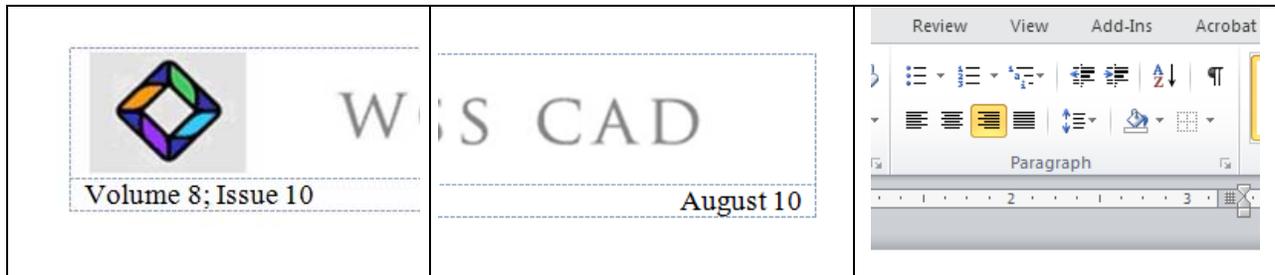


Figure 7.15 – Issue Number

Figure 7.16 – Issue Date

Figure 7.17 – Right Align

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



Figure 7.18 – Selecting Top Cell

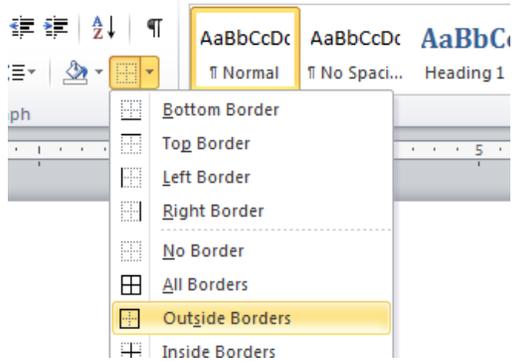


Figure 7.19 – Outside Borders

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, you must first select the two bottom cells with our cursor (Figure 7.21).

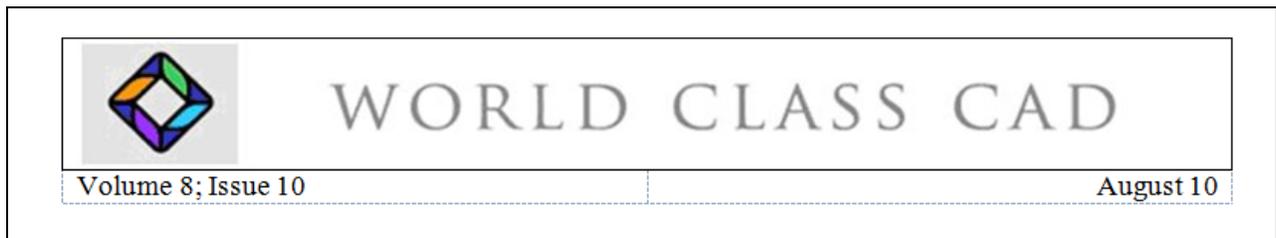
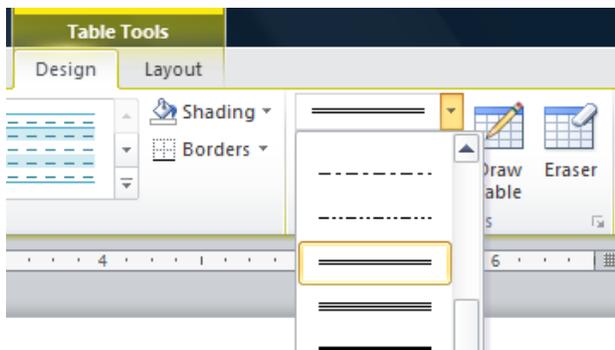


Figure 7.20 – First Border



Figure 7.21 – Selecting Bottom Cells



After selecting the bottom cells, go to the **Draw Borders** panel on the **Design** tab. There you 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, you need to draw a border on the bottom of the two lower cells. To do this, all you have to do is click with your cursor, which is now a pencil, and the border will appear as in Figure 7.23.

Figure 7.22 – Double Line Border



Figure 7.23 – Bottom Border

Adding Header and Footer

You are going to add a header to our document that reads “**World Class CAD – August 2009 Newsletter.**” Select the **Header** tool from the **Header & Footer** panel under the **Insert** tab. Of the options that drop down from the command, you want to select the **Blank** option (Figure 7.24). After selecting this option, the program will take you back to the document so that you can type the header information. However, you first need to center align the text using the **Center** tool on the **Paragraph** panel (Figure 7.25). With the header centered, you can now type in the text “**World Class CAD – August 2009 Newsletter**” (Figure 7.26).

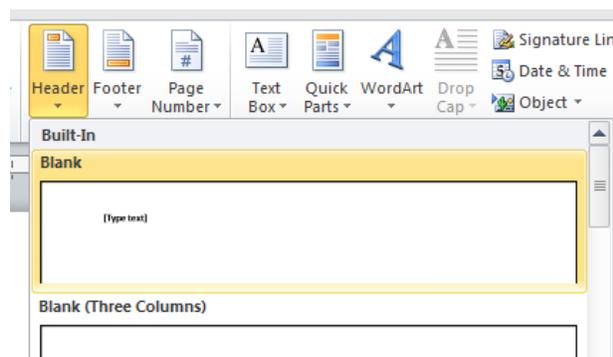


Figure 7.24 – Blank Header

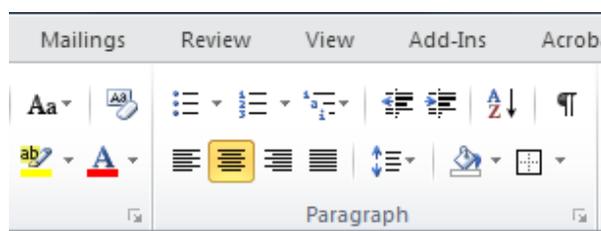


Figure 7.25 – Center Tool

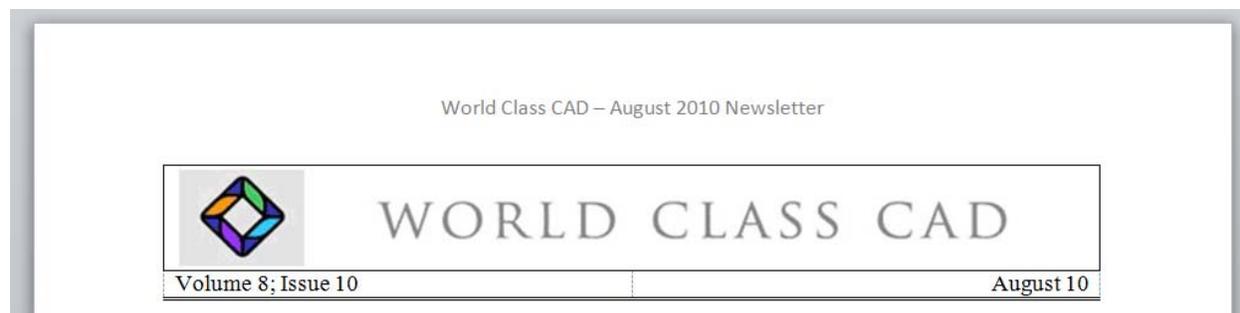


Figure 7.26 – Finished Header

The next thing you need to add to the document is a footer. More specifically, you will be adding a page number to the bottom of your paper. Select the **Page Number** tool from the **Header & Footer** panel under the **Insert** tab. Next, select the **Bottom of Page** option and then pick the **Plain Number 2** footer (Figures 7.27). After selecting the option you want, the page number will appear at the bottom of your document as in Figure 7.28.

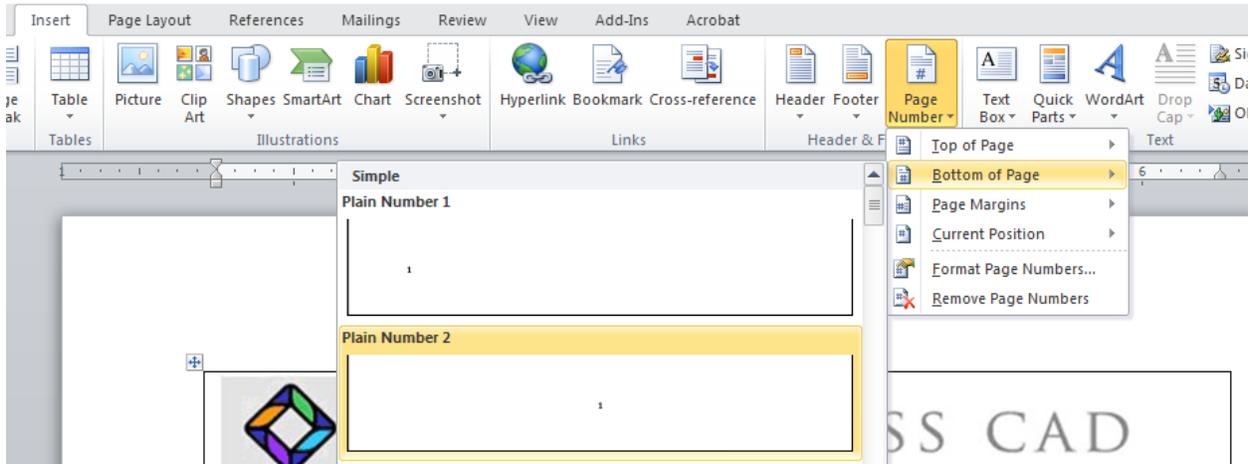


Figure 7.27 – Bottom of Page, Plain Number 2

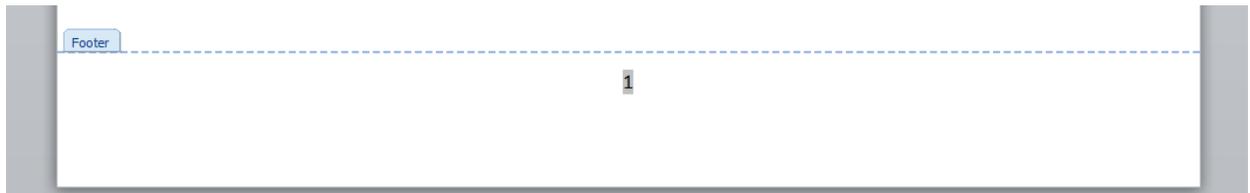


Figure 7.28 - Finished Footer

Adding a Break to the Document

To continue with our newsletter, you need to add text below the table. There are many different ways in which you can enter that text. For this exercise, you are going to use columns, but before you add them, you are going to have to add a break in the document. A break is a tool that allows us to split the document into different portions. To add the break, place the cursor below the table. Next, go to the **Page Setup** panel under the **Page Layout** tab and select the **Breaks** command. The type of break that you want to add is a continuous break, so you will select the **Continuous** option from the drop-down list of options (Figure 7.29).

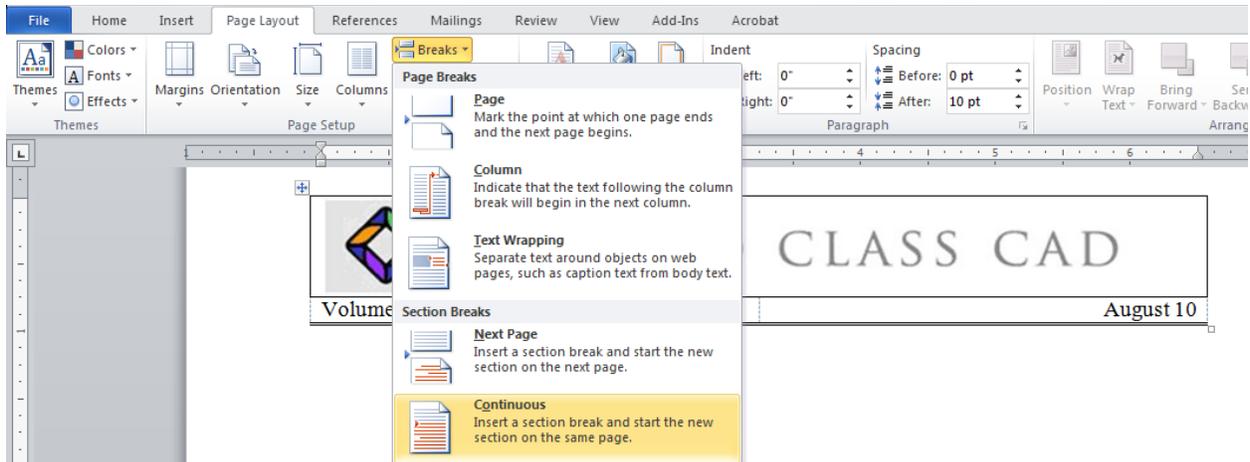


Figure 7.29 – Continuous Command

Creating Columns

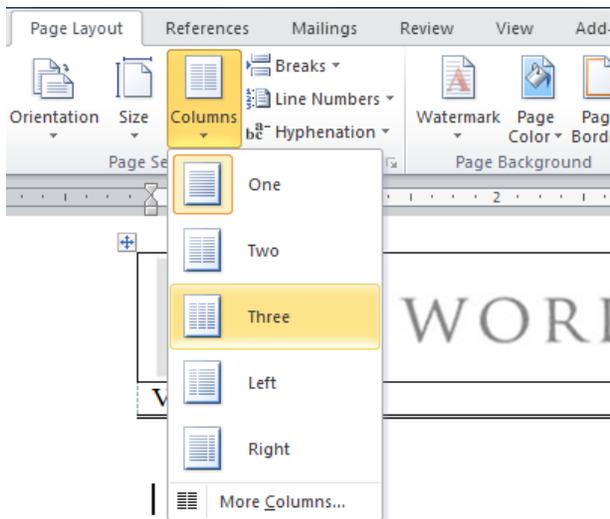


Figure 7.30 – Three Columns

You are going to add columns to this newsletter. Creating columns is a very easy process. All that you need to do is to select the Columns tool from the Page Setup panel under the Page Layout tab. There are a number of different column layouts that you can apply but you are going to add only three columns for the newsletter (Figure 7.30). If you have the ruler visible on the screen, you will see it change from one to three columns.

Inserting Another Picture

After creating the columns, you are going to add another picture at the top of the first column. You will begin by adding a space below the table and then selecting the **Picture** tool. Again, you will select the 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, you 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 7.31).



Figure 7.31 – Second Image Added

After adding the space below the second picture, you are going to add the text “**3D Drawing Made in AutoCAD 2010**” in size 8 font. This description of the picture will allow the reader to know what the picture is, where it was made and what it has to do with the article below (Figure 7.32).

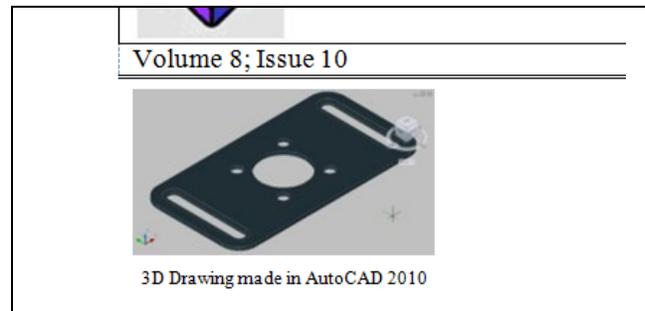


Figure 7.32 – Image with Description

Adding Text

With the document split into columns, it is now very easy to add different articles to our newsletter. The only formatting that you need to worry about is that the title of our article needs to be bolded. Other than that, you are free to type in an article below the title. For the title, you will select the **Bold** tool on the **Paragraph** panel and then type “**2009 and 2010 Fundamentals of 2D and 3D CAD Textbook Release**” (Figure 7.33 & 7.34). After typing the title, unselect the Bold tool and continue with the article. A finished version of the newsletter with complete articles can be seen in Figure 7.35.

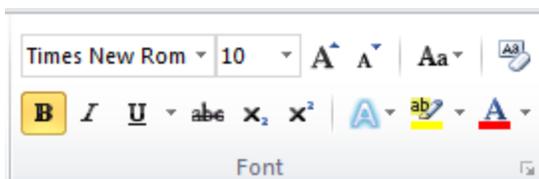


Figure 7.33 – Bold Tool

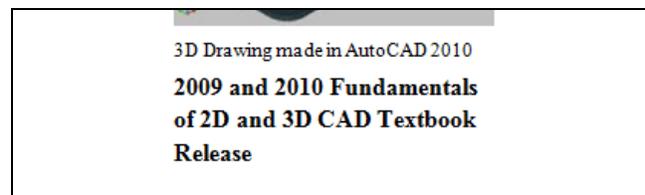


Figure 7.34 - Article Title

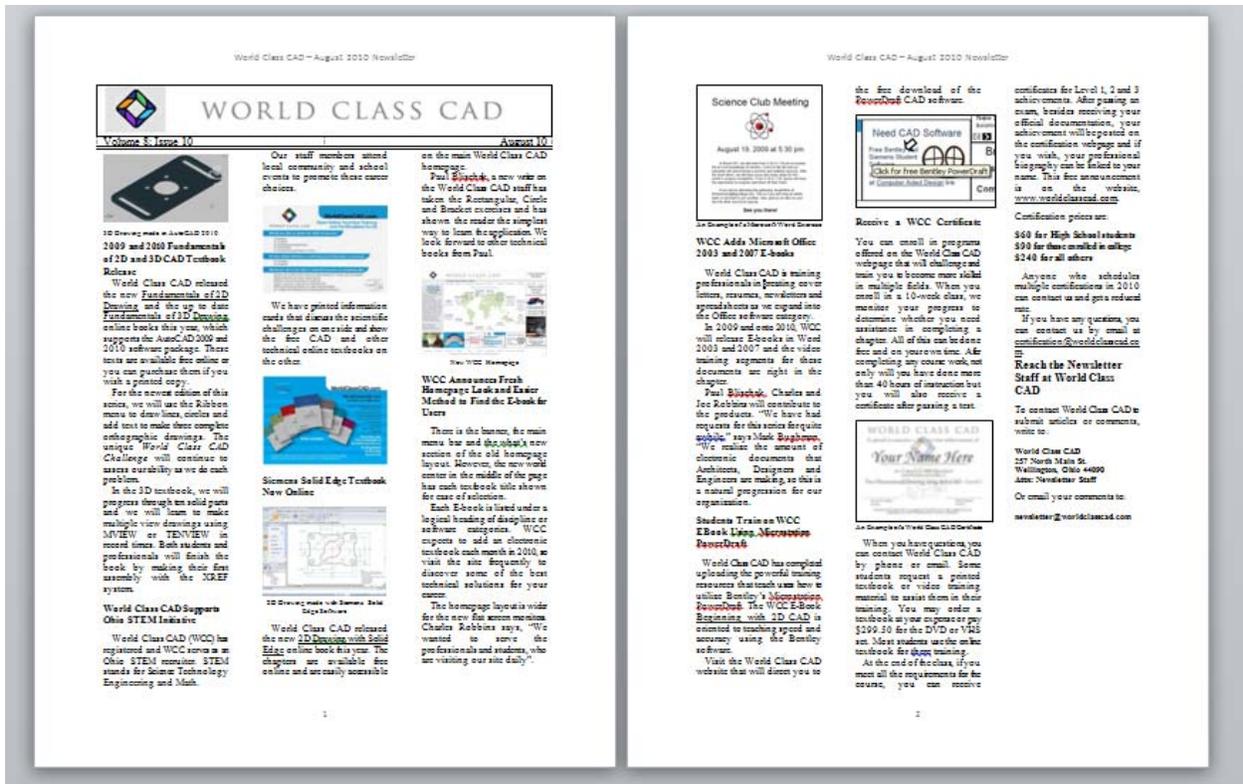


Figure 7.35– Finished Newsletter

* 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.