

NEWSLETTERS
Office 2007
NOTES

FORMATTING:

Justify Paragraphs
End columns evenly across bottom

COLUMNS

Page Layout ~ Columns ~ More Columns
Choose from this point forward

FONTS

Serif – with Tail (use in Nameplate)
San Serif – with **OUT** Tail (use in body)

DROP CAP

Insert ~ Drop Cap

DRAW LINES

Insert ~ Shapes ~ Choose Line

TEXT BOX

Insert ~ Text Box ~ Draw Text Box

TEXT / GRAPHIC WRAPPING

Double click on edge of text box / graphic ~ Ribbon ~ Layout ~ Text Wrapping ~Through
OR ~Top and Bottom

HYPHENATION

Page Layout ~ Hyphenation ~ No Hyphenation

PARTS OF A NEWSLETTER

Nameplate: name of newsletter, organization publishing and/or logo 30-40 pt font
Dateline: volume number, issue and date 10-12 pt font
Headline: title preceding each article 14-16 pt font
Body Text: text of article 12 pt font