

Creating a Nutrition Newsletter using Publisher

Open Publisher by using the shortcut on the desktop or by going to Start > Programs > Microsoft Publisher).

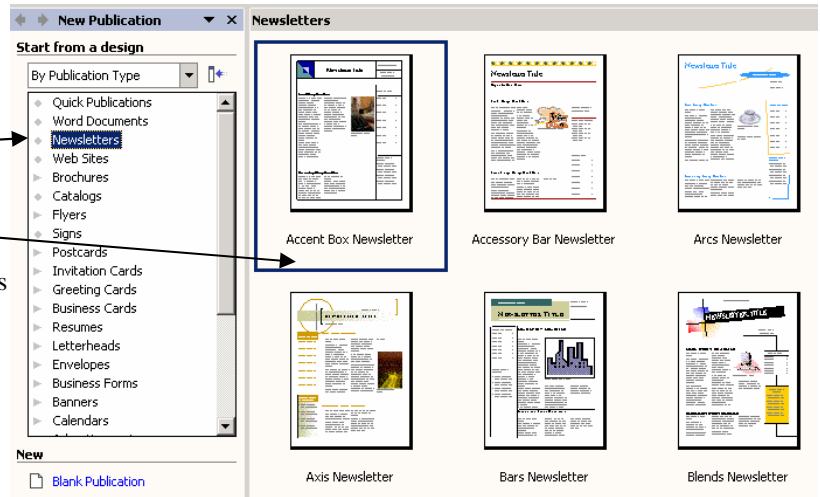
On the left side of the *Publisher* window, under **New Publication**, it says: **Start from a design**, and under that, **By Publication Type**.

Click **Newsletters**.

Templates will be displayed on the right.

Look through the templates and select one that catches your eye. You can always change aspects of the design, but the more you want to change the better you will need to know *Publisher*.

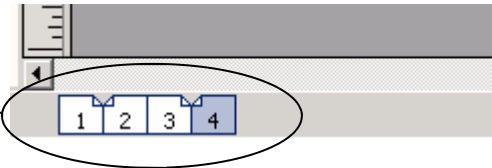
For this assignment we will be creating a one page document. We will now delete the last three pages.



At the bottom of the workspace are icons representing the pages in your document.

Click the page four icon.

Go to Edit > Delete Page, then click OK.



The pages three and four icons will now be highlighted.

Go to Edit > Delete Page. Click OK to deleting both pages, and click OK to the next question.

We now have a one page newsletter template.

Publisher's tool bar has icons and menus that are similar to *Word*. If you aren't sure what an icon means, hold your pointer over it and a little box will appear with the icon's name/function. In the right hand corner there is a place you can type a question for help.

If the page is too small to see, you may have to zoom in by selecting a different percentage. 100% is actual size.



Customizing your newsletter

To change words simply highlight the text and type something else! You can change the font, font color, background, whatever you like. You can type directly into a text box or paste text from *Word*. The two articles featured in this newsletter have word count requirements. Use *Word* to compose your articles, then paste the completed articles into *Publisher*. Use *Word*'s word count feature to determine how long your articles are so that you do not exceed the space allowed.



Counting words in Word - Type your article, then go to Tools > Word Count.