Create your newsletter using Publisher

Microsoft Publisher makes it easy to design and produce an attractive newsletter. While you can create newsletters (or any other publication) from scratch in Publisher, these directions focus on creating a newsletter using one of Publisher's Newsletter Wizards.

To create a newsletter

1. Start Publisher. In the **New Publication** task pane, under **New from a design**, click **Publications for Print**, and then click **Newsletters**. Scroll through the list of newsletter designs and click the design you want.

NOTE   If you are using Publisher 2002, click **Newsletters** in the **New Publication** task pane

2. In the **Newsletter Options** task pane:

- ➢ Under **One- or two-sided printing**, click **1** or **2** depending on how your newsletter will be printed.

- ➢ Under **Customer address**, click **None** if you are going to mail your newsletter in an envelope. Click **Include** if your newsletter is going to be a self-mailer.

- ➢ Click **Page Content** to choose the number of columns and the types of information you want on each page. On inside pages, the **Select a page to modify** box appears. Select **Left inside page** or **Right inside page**, and then, for each page, choose one of the following formats: **3 stories**, **Calendar**, **Order form**, **Response form**, or **Sign-up form**.

- ➢ Click **Publication Designs** if you want to choose a different design.

- ➢ Click **Color Schemes** to choose the color scheme you want.

- ➢ Click **Font Schemes** to choose the typeface designs you want.

3. Replace placeholder text with your own text:

- ➢ Click the placeholder text, and then type your own text.

- ➢ To insert text from another file, right-click to select the placeholder text, point to **Change Text**, click **Text File**, choose your file, and then click **OK**.

NOTE	In most cases, such as article headlines, the text resizes automatically to fit within the text block. If you have already created a personal information set, your business contact information and logo will automatically replace some of the placeholder text.

4. Replace placeholder pictures with your own pictures:

- ➢ Right-click the placeholder picture, and then click **Change Picture**. (If you don't see **Change Picture** when you right-click, click the placeholder picture once until you see the white circles surrounding the picture's frame. Click the picture again until you see gray circles with x's in them surrounding the picture itself, and then right-click the picture.)

- ➢ Choose the source of the new picture, choose the file, and then click **Insert**.

5. When your newsletter looks the way you want, on the **File** menu, click **Save**.

To print a newsletter on your desktop printer

1) In Publisher, open the newsletter publication that you want to print.

2) On the **File** menu, click **Print Preview** to review your work, and then click **Close**.

3) On the **File** menu, click **Print**, and then choose the printer that you want your newsletter to print to.

4) Under **Copies**, select the number of copies you want to print.

5) Under **Print range**, click **All**, and then click **OK**.

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