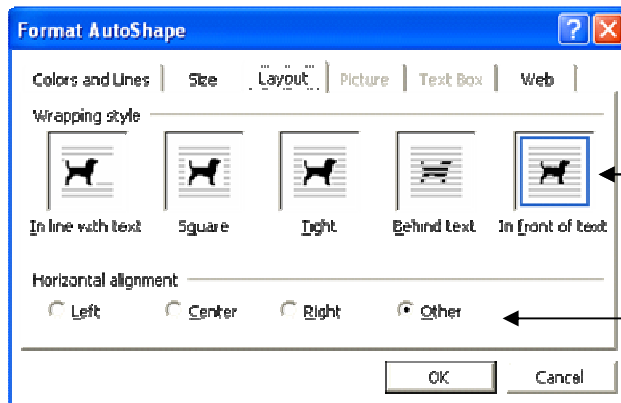
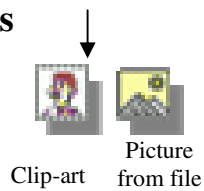




Summer Reading –Tools to create a Newsletter

Graphics

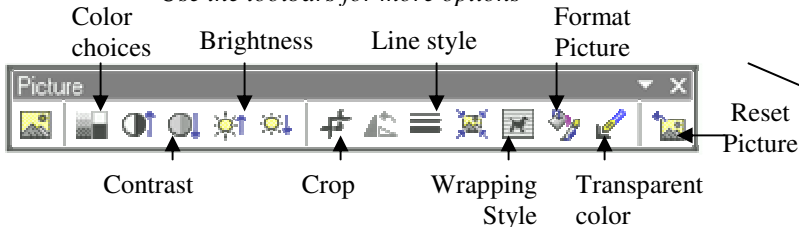


Changing the Layout
Either right click on the graphic or double click it to bring up the format

Change the wrapping style to adjust the way text goes around your graphic

Change the alignment to adjust placement

Use the toolbars for more options

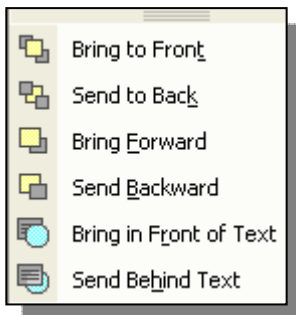


When the options are used you can see the difference

Ordering your graphics

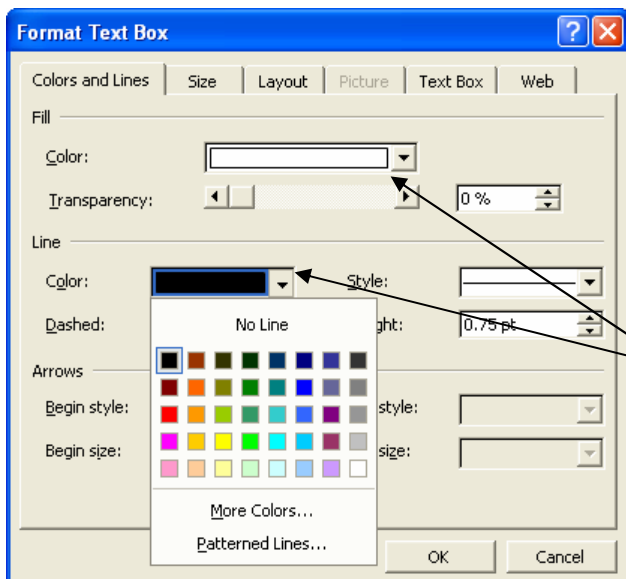
You can change the order of the layering of your graphics.

It allows you to put something on top or bottom of another



Point to any graphic and right click on it.

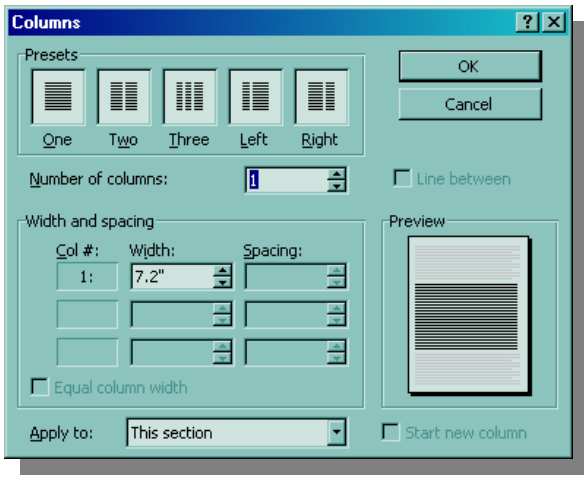
Then point to order and choose a layering preference



A Text box allows you to move a block of text like a graphic
Click on insert menu and choose text box
Start typing and move

Change format of text boxes
Click twice on the frame of the text box
Change the colors of both the line and the fill

Try an invisible text box to put your info anywhere



Columns

Select text
Choose column button or click on format and choose column

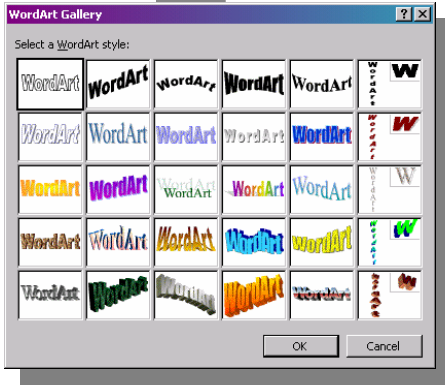


Headers and Footers



Click view and then header and footers
Type in the information or picture you want to appear
Note- use the tools on the Header and footer toolbar for help

WordArt



Click the insert menu and choose picture and then Wordart
Choose a style and press OK
Type text you want to appear and press OK
Use the handles to alter the look of the Wordart

AutoShapes

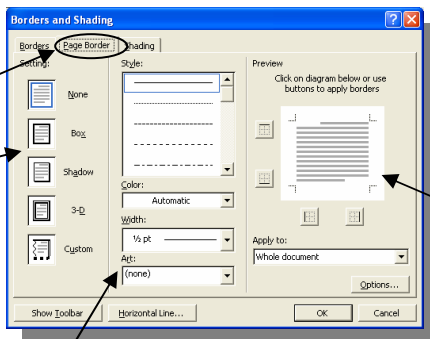


Click the insert menu and choose picture and then AutoShapes
Point to the category and click on one
The arrow will change to a cross
Hold down on the mouse drag diagonally away from where you started
Use the handles to adjust the picture

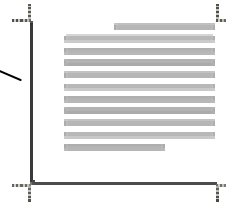
Borders

Click on the format menu and then **borders and shading**

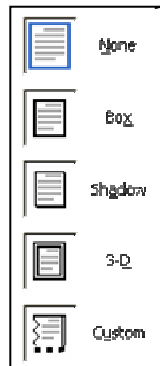
Choose from the tab **page border**



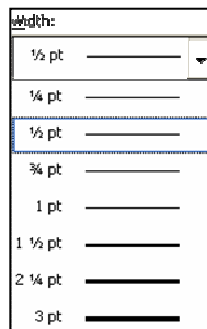
Pay close attention to the preview. You can turn off parts of a border if needed.



Adjust the type of border



Change the line to an art border



Change the line width