

Create newsletters

Work with a newsletter

1. Start a newsletter based on any of the Newsletter templates (your choice).
2. Select a number of columns for each page that is appropriate to your needs.
3. Add a calendar to one page by changing the page layout.
4. Add a form to one page by changing the page layout.
5. Replace the sample text with your own text.
6. Replace the sample graphics with your own graphics. Delete any graphical placeholders you don't need.
7. Add two more pages to the newsletter.
8. Change the text wrapping setting for at least one graphic.
9. Save and print your newsletter. If you have a two-sided layout, feed the paper into the printer, again, as needed to print on the second side.