

Lesson 2: Create newsletters

Multipage publications Page 1 of 7

In Lesson 1, you got a taste of what it's like to create a multipage publication, but it was a simple front-and-back single sheet. In this lesson, you'll learn much more about multipage publications, including how to number the pages and how to create linked text boxes that flow text from one page to another, like in a newspaper or magazine.

Creating a newsletter

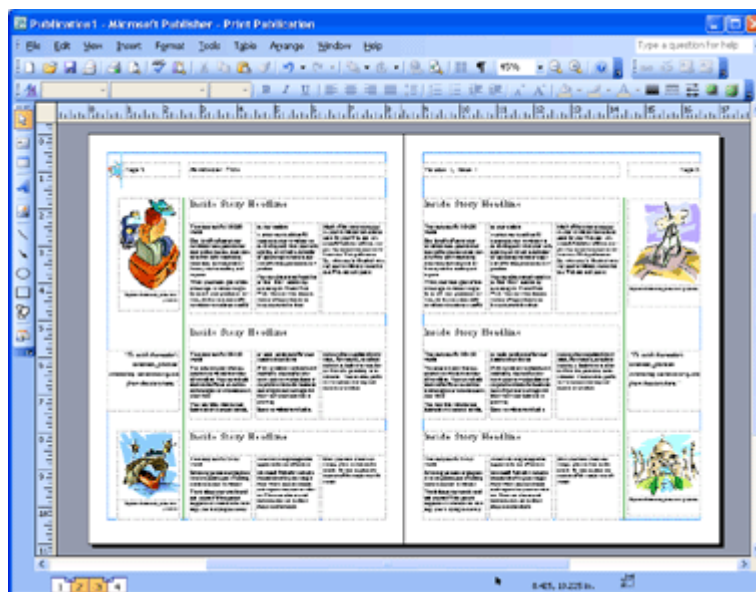
Newsletters are a great way of keeping in touch with customers, employees, and even extended families. But more importantly, creating a newsletter is a great way of learning about several advanced features in Publisher! So in this lesson, you create a newsletter, and then use it for experimentation.

1. Create a newsletter using the **Linear Accent Newsletter** template.
2. In the **Newsletter Options** task pane, select **Two-sided** and include a customer address.

Do not spend any time replacing the sample text with your own text. You're not keeping this publication; it's for practice only. You'll create your own newsletter with real text in this lesson's assignment.

Two-sided layouts

Notice the page numbers at the bottom of the window and how they're broken into two-page spreads. Click the **2** icon, and notice that pages 2 and 3 both display. That's because you selected **Two-sided** in the preceding steps. In a two-sided layout, you see the pages as your reader will see them -- as a spread, as shown in Figure 2-1.



Printing your newsletters

You need a printer that delivers great color and has the capacity to print multipage publications without missing a beat, like HP color LaserJets.



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Figure 2-1: A two-sided newsletter.

[Enlarge image](#)

Changing the page layout

Each page has a number of body columns (in addition to any extra columns, such as the table of contents on page 1). This does not have to be consistent among pages -- each page can have a different number of columns. You can also select various page layouts including calendars and forms.

Follow these steps to explore how page content can be changed:

1. Display page 1.
2. If the task pane is not displayed, display it (**View > Task Pane**).
3. Select **Page Content**. You get a choice of one to four columns, as shown in Figure 2-2.

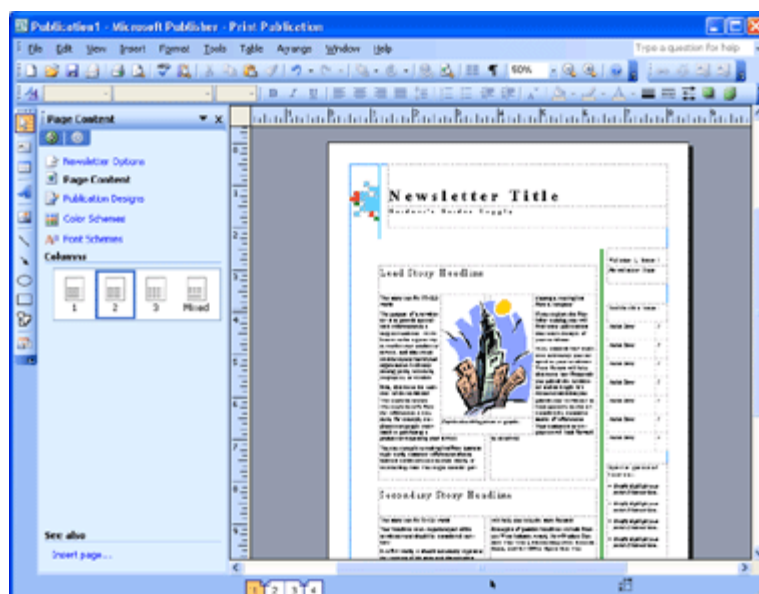


Figure 2-2: Select the number of columns for the first page.

[Enlarge image](#)

4. Display pages 2 and 3. Notice the change in the Page Content task pane; there are now more options.
5. Select **Left inside page** from the **Select a page to modify** drop-down list, and then select a number of columns for that page.
6. Select **Right inside page** from the **Select a page to modify** drop-down list, and then click **Calendar** in the task pane to switch to a layout that includes a calendar, as shown in Figure 2-3.

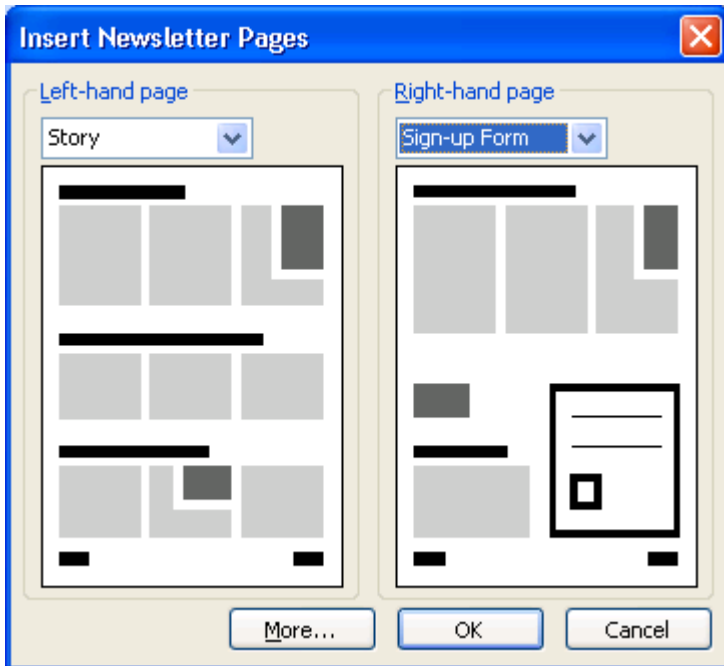


Figure 2-4: Insert Newsletter Pages dialog box.

3. Select a layout for the right and left pages.
4. Click **OK**. The new pages are inserted after page 1.
5. Select **Insert > Page** to insert two new pages between pages 2 and 3 (that is, in the middle of an existing spread).
6. In the Insert Newsletter Pages dialog box, click **More**. The Insert Page dialog box appears.
7. Select **Between pages**, as shown in Figure 2-5.

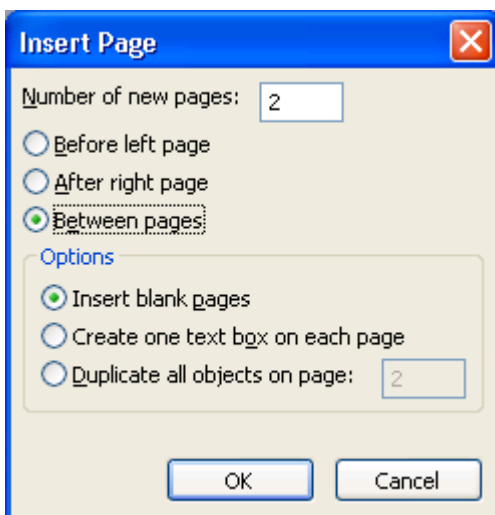


Figure 2-5: Insert Page dialog box.

8. Select **Duplicate all objects on page 2**.
9. Click **OK**. Now you should have eight pages.
10. Display pages 4 and 5. Notice that they're identical to page 2.
11. Display pages 6 and 7, and then select **Insert > Duplicate Page**. Two more pages are inserted, duplicating those pages.

Now that you've seen how to work with a two-sided layout, switch your newsletter to a one-sided version by following these steps:

1. Select **View > Two Page Spread**, toggling the two-page layout display off. (This does not change the publication to a single-side layout; it only changes the display.)
2. Select **View > Two Page Spread**, toggling the two-page layout display back on again.
3. View the **Newsletter Options** task pane, and click the **1** icon in the **One- or two-sided printing** area.
4. A confirmation message appears; click **Yes**. The display changes to a one-sided layout, and so do the pages, as shown in Figure 2-6.

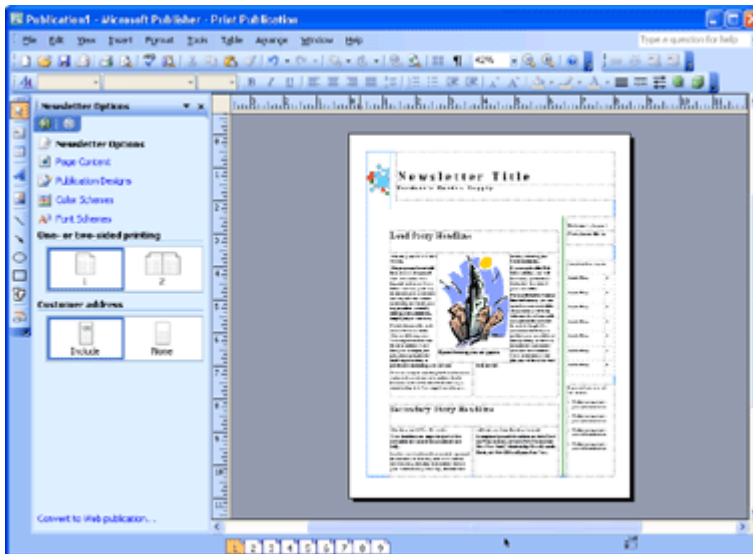


Figure 2-6: Switching to a one-sided layout.

[Enlarge image](#)

To review: changing the view of the publication on the View menu does not change the layouts of the individual pages. (For example, in double-sided layout, the page numbers are on the right for right-sided pages and on the left for left-sided pages, and this doesn't change when you change the view.) However, if you change the setting in the Newsletter Options task pane, the actual layouts of the pages change, too.

Adding single newsletter pages

So far, when you added pages to the newsletter, you added them in pairs. Now that it's a one-sided layout, however, there's no need for that, and you can add them individually.

The following shows how page-addition works in single-sided publications:

1. Select **Insert > Page**. The Insert Newsletter Page dialog box appears, as shown in Figure 2-7.

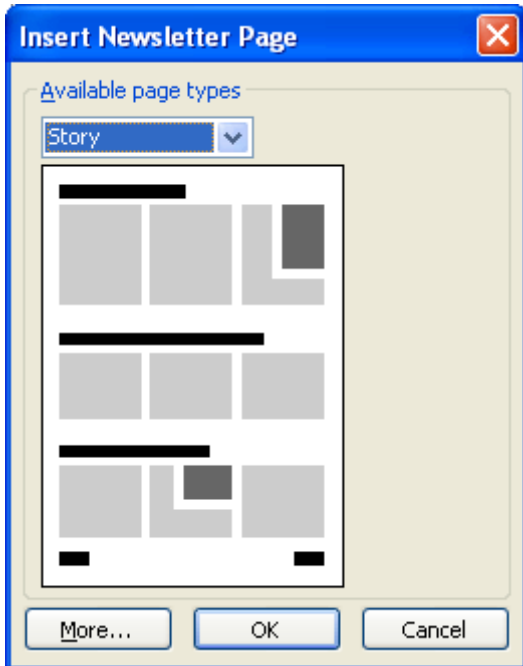


Figure 2-7: Insert Newsletter Page dialog box.

2. Select a page design from the drop-down list.
3. Click **OK**.

Adding pages in other publication types

As you might expect, you won't see the Insert Newsletter Page dialog box when working with other types of templates. Just to prove this, try the following quick experiment:

1. Start a new publication using the Quick Publications template (any design).
2. Select **Insert > Page**. The Insert Page dialog box appears. This is the generic version that you'll see in most publications, as shown in Figure 2-8.

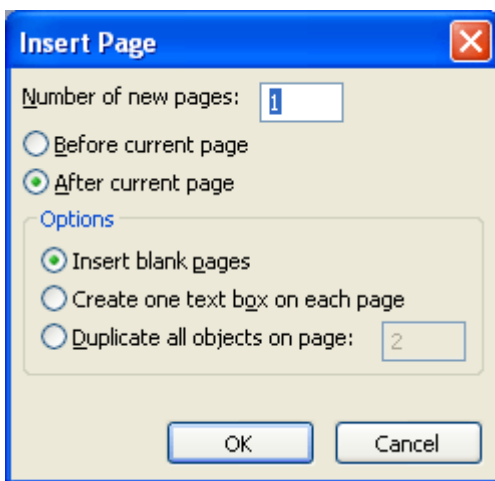


Figure 2-8: The Insert Page dialog box.

3. Click **OK** to insert a single, blank page.

4. Close the publication without saving your changes.

Removing pages

Now back to our newsletter. You should now have an odd number of pages in the newsletter, so let's take one of them out:

1. Display any page except the first or last one.
2. Select **Edit > Delete Page**. In most cases the page is immediately deleted. If a confirmation box appears, click **Yes**.

Use page numbering Page 4 of 7

Our example newsletter already has numbered pages, so there's not much to do here. Therefore, let's create a new, blank publication to experiment with page numbering.

To create the blank publication and add page numbers, follow these steps:

1. Select **File > New**.
2. Click **Blank Publications**.
3. Click **Full Page**. A new publication appears with a single blank page.
4. Select **Insert > Page**. The Insert Page dialog box appears.
5. In the **Number of new pages** text box, type **7**.
6. Click **OK**. Now you have eight blank pages.
7. To number the pages, select **Insert > Page Numbers**. The Page Numbers dialog box appears.
8. Select **Bottom of page (footer)**, from the Position drop-down menu.
9. Select **Center** from the Alignment drop-down menu.
10. Uncheck the **Show page number on first page** checkbox, as shown in Figure 2-9.

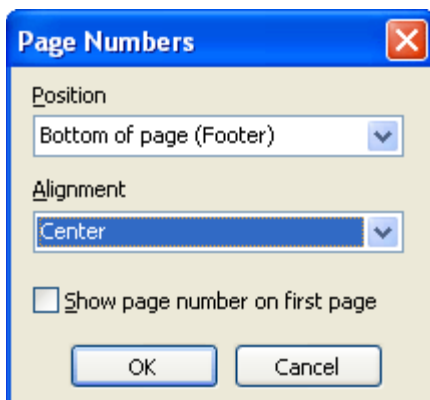


Figure 2-9: Page Numbers dialog box.

11. Click **OK**.
12. Switch to page 2 and zoom in on the bottom part of the page. Notice that there's a gray box there containing the page number, as shown in Figure 2-10.



Figure 2-10: Publisher has created a footer containing the page number.

13. Try to move or resize that box. Doesn't work, does it? It's because the box is on the master page, in the background. This ensures that the page numbering is the same on every page.
14. Select **View > Master Page**. Now you see that the box has a footer (labeled as such), and that the page number is actually a code (represented by #) that automatically generates the correct number for each page, as shown in Figure 2-11.

You can also switch to Header/Footer view to work with the page numbering on the footer, and in fact, that's a better way if you plan on adding more codes to it, such as the code for the current date. You'll use that method in the next section.

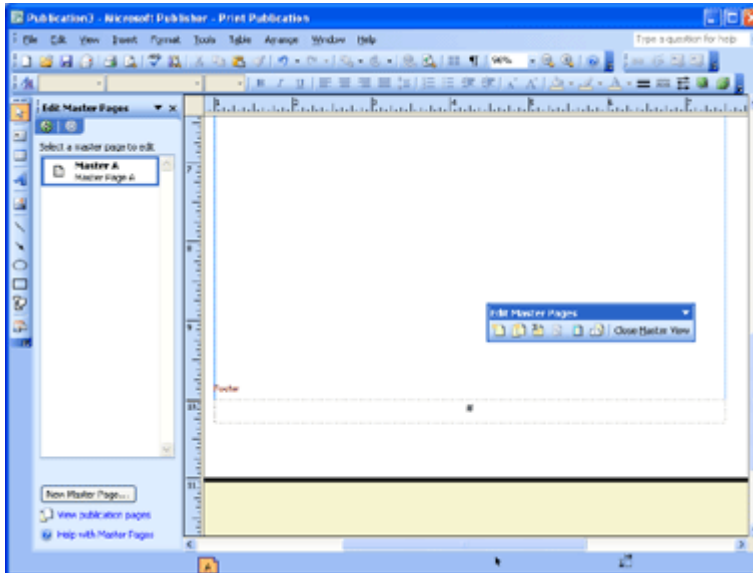


Figure 2-11: The footer on the master page.

[Enlarge image](#)

15. Select the page number code (#) and change it to 18-point size.
16. Before the # code, type the word **Page**, so it looks like this: **Page #**.
17. Click **Close Master View**. Now the page numbers appear in 18-point, and are preceded by the word **Page**.

Create headers and footers

Now that you've seen where page numbers get inserted, let's do some more experimenting with the headers and footers:

1. Double-click the footer. This is a shortcut for switching to Header/Footer view, which is very similar to **Master View** -- both let you edit the contents of the header and footer.
2. In the Header and Footer floating toolbar, click the Show Header/Footer button. This moves the insertion point to the header box at the top of the page, as shown in Figure 2-12.

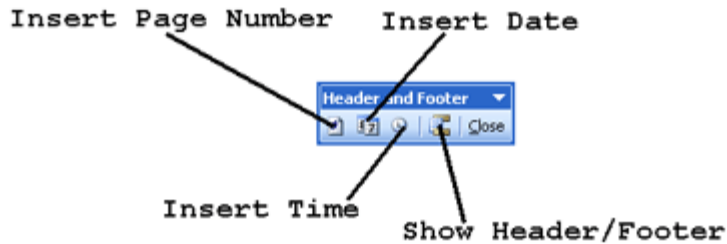


Figure 2-12: The Header and Footer toolbar.

3. In the Header area, type your full name and press **Tab**. The insertion point moves to the center of the header.
4. On the Header and Footer toolbar, click the Insert Date button. A code for the current date appears.
5. Press **Tab**. The insertion point moves to the right end of the header.
6. Click the Insert Time button. A code for the current time appears.
7. On the Header and Footer toolbar, click **Close**.

Create text box links Page 5 of 7

This next topic is extremely important because it enables you to make text flow from one page to the next. You probably take this for granted in a regular text-editing program such as Microsoft Word, right? But in Publisher, because everything is in frames, when a story does not fit in a single frame, it gets truncated unless you specifically tell it where to go.

Story is Publisher's term for the content of a text box plus any other text boxes that are linked to it. You can have many different stories in a single publication, just like a newspaper can have separate stories in a single issue.

Text box linking is already partially set up in publications based on the Newsletter template, so it's easier to demonstrate it for the first time in a totally blank environment. Afterwards, you can look at the Newsletter template and understand what it's doing.

Start in the blank publication you created in the preceding section, and do the following:

1. Create a 2-inch wide by 4-inch tall text box on the first page, anywhere you like, and type the text into it, as shown in Figure 2-13.

Go digital

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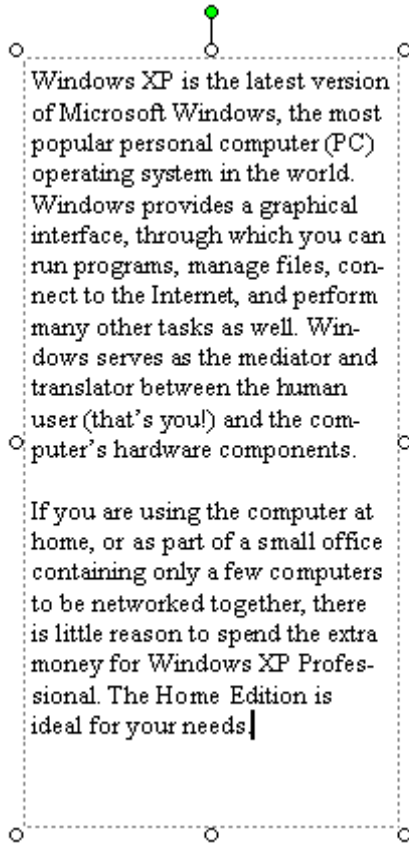


Figure 2-13: Start with sample text.

2. Select the text (**Ctrl + A**) and change it to 12-point bold. It no longer all fits in the box, and you see an A . . . indicator at the bottom.
3. Create a second text box next to the first one, identical in size and shape.
4. Select the first text box again, and then click the **Create Text Box Link** button, shown in Figure 2-14. The mouse pointer changes to a pitcher.

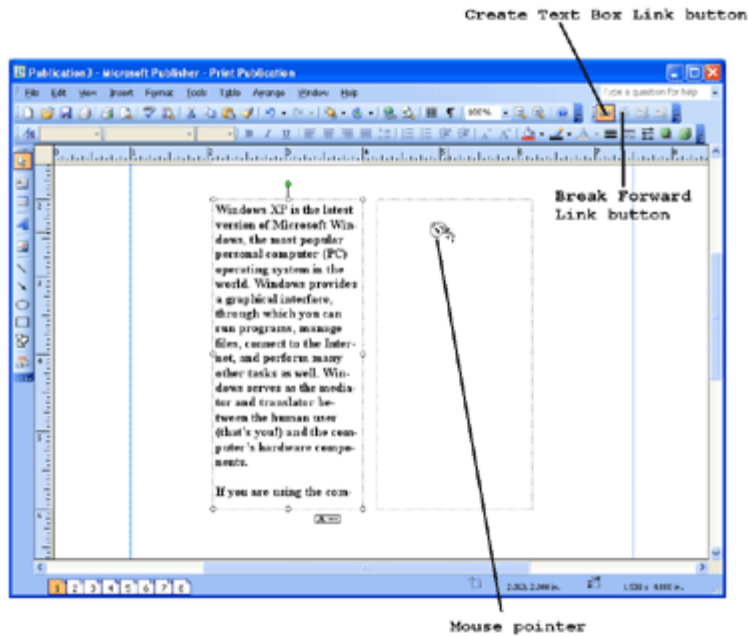


Figure 2-14: Link text boxes together.

[Enlarge image](#)

5. Click the second text box (the empty one). The remainder of the story pours into it.
6. Resize the first text box. Try several sizes. Notice that the text in the second text box changes so that only the overflow appears there.
7. Click the first text box, and notice the indicator at the bottom. Its arrow pointing to the right indicates that the story is continued elsewhere.
8. Click the second text box, and notice the indicator at the top. The arrow pointing to the left indicates that it's a continuation of a previous story.
9. Click the first text box, and click the Break Forward Link button, shown in Figure 2-14. The text disappears from the second text box.
10. Reestablish the link again.

Now that you see how linking works, go to your newsletter you created with the Newsletter template, enter some text in the first story on page 1, and let it overflow into the linked text boxes. Experiment, and then close it without saving your changes when you're finished.

TIP

Keep your blank publication open because you'll use it in the following section.

If an article continues from one page to another, you may want to add indicators to that effect. You can create text frames manually to do the job, but Publisher's automatic feature is much nicer. It keeps track of the page on which the next article falls and changes the page number

Stock up

Stock up on printing supplies so that you're never caught

reference as needed.

You can add forward (Continued on page?) and backward (Continued from page?) notations. These notations do not appear unless the article is continued from or to another page, even when they're turned on.

If that sounds confusing, don't worry -- the following experiment clears it up:

1. Start with your blank publication from the preceding section, where you have two text boxes on page 1 with the first one linked to the second one.
2. Select the first text box, and then select **Format > Text Box**.
3. On the **Text Box** tab, check the **Include "Continued on page . . ."** checkbox, as shown in Figure 2-15.

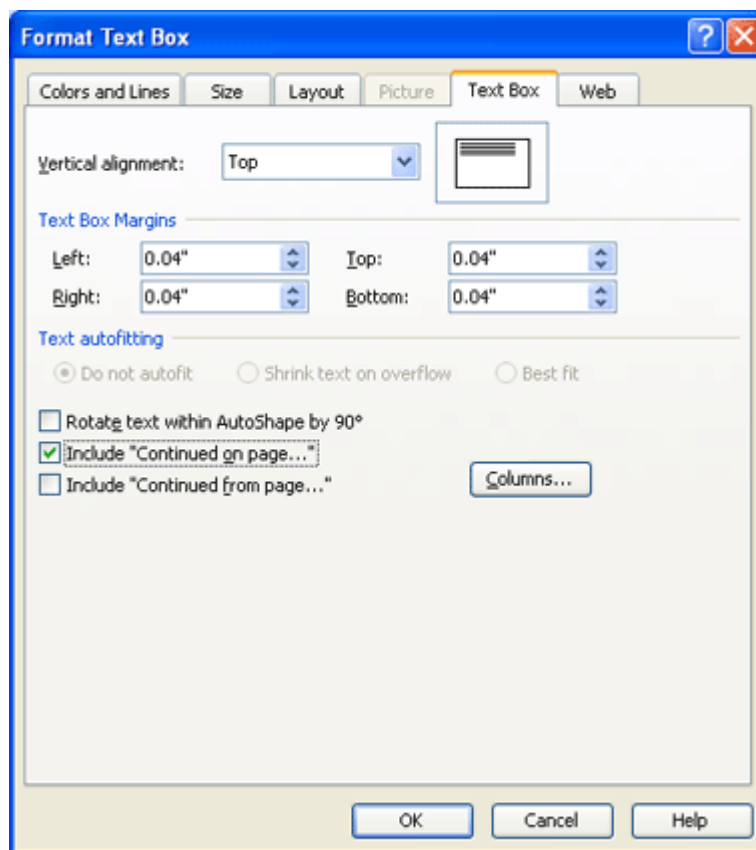


Figure 2-15: Format Text Box Text Box tab.

4. Click **OK**. Nothing appears to have happened.
5. Select the second text box, and then select **Format > Text Box**.
6. On the **Text Box** tab, check the **Include "Continued from page . . ."** checkbox.
7. Click **OK**. Nothing appears to have happened.
8. Now select the second text box (the whole box, not the text within it) and cut it to the Clipboard (**Edit > Cut**).
9. Display page 2, and paste it (**Edit > Paste**). The text box is pasted on page 2, but it has lost its link to the first text box.
10. Reestablish the link between them with the Create Text Box Link button, as you did in the preceding section.

unprepared when it comes time to print your newsletter.



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11. Notice the Continued notation at the top of the text box on page 2.
12. Notice the Continued notation at the bottom of the text box on page 1.
13. You're done with this blank publication, so close it without saving your changes.

Here's what you learned from this experiment:

- You can turn on the Continued notation for any text box, but unless it's part of a link relationship that spans multiple pages, it will not appear.
- When you cut-and-paste a text box from one page to another, it loses its linking.

Wrap text around graphics Page 7 of 7

The final topic in this lesson is graphics wrapping. Text can wrap around graphics in several ways -- tight, square, top, bottom, and so on. This behavior is governed by the graphic, not by the text.

For this set of explorations, you go back to a template-created newsletter. Start a new newsletter by following these steps:

1. Start a new newsletter based on the Fading Frame Newsletter template. (It's the one with the snowman.)
2. Zoom in on the snowman to 100% so that it's clearly visible.
3. Click the snowman to select it. Gray selection handles appear around it (because the graphic is grouped with a spacer box) and the Picture toolbar appears, as shown in Figure 2-16.

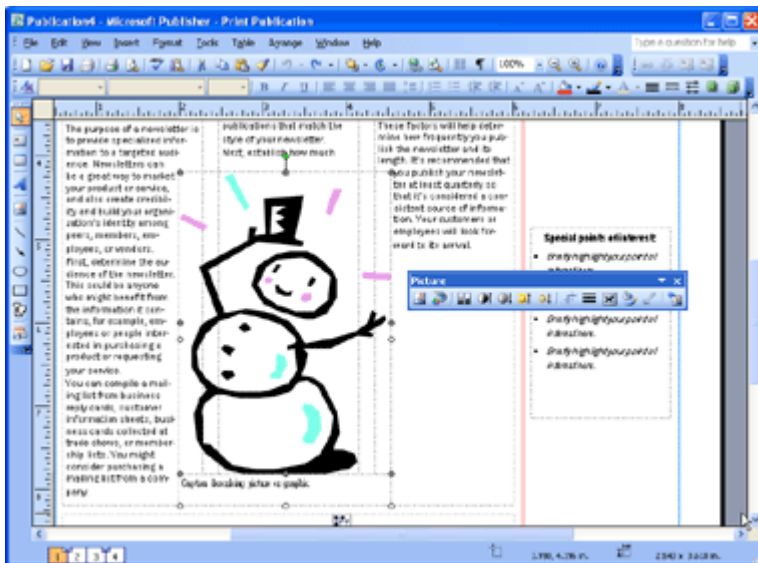


Figure 2-16: Zoom in on the snowman and select it.

[Enlarge image](#)

4. Click the Text Wrapping button on the Picture Toolbar, opening a menu of wrapping options for the snowman.
5. Select **Tight**. The text flows into the cracks in the snowman image wherever it can. Not an

attractive look, is it? It works much better on some graphics than others, as shown in Figure 2-17.

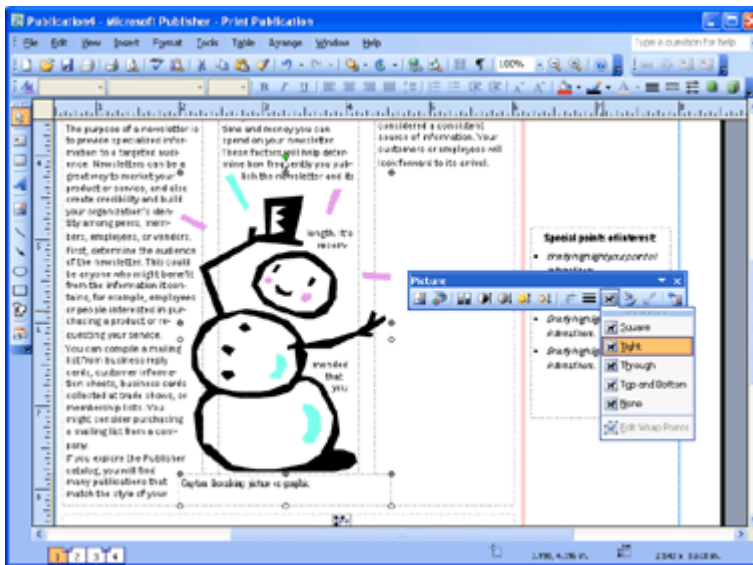


Figure 2-17: Tight wrapping allows text to squeeze in around the graphic.

[Enlarge image](#)

6. Change back to **Square** wrapping.
7. Change to **Top and Bottom** wrapping.
8. Change to **None** wrapping.
9. Change back to **Tight** wrapping. If you see a warning about creating a new wrap boundary, click **Yes**.
10. This graphic cannot have its wrap points edited because it's part of a group with its caption. So you need to ungroup it. Click the Ungroup button at the bottom of the graphic, and then select the snowman again. This time its selection handles are white, indicating it's no longer grouped.
11. Open the Text Wrapping menu again from the Picture toolbar, and then select **Edit Wrap Points**. The wrap points for the snowman become visible (black squares connected by a red dotted line).
12. Drag the squares so that there's no opportunity for the text to wrap in the areas to the right of the snowman, but so that tight wrapping continues on the left side, as shown in Figure 2-18.

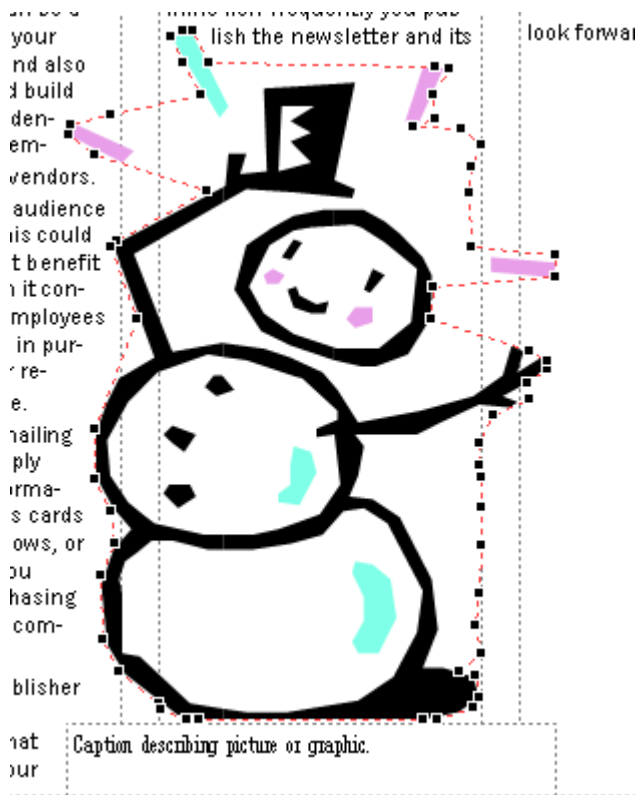


Figure 2-18: Adjust the wrap points.

13. Click away from the snowman to unselect it when you're finished.
14. Right-click the snowman and select **Format Picture**, and then click the **Layout** tab. Here's another place you can control the wrapping for a picture; it's simply an alternative to the methods shown earlier. Click **Cancel** to close it without making changes.
15. Select the caption box and the snowman again and regroup them.

When you're finished, close the publication without saving your changes.

Moving on

There was a lot to absorb in this lesson! You learned how newsletters flow text from one page to another, and how pages are automatically numbered. You learned how to create headers and footers, and how to change how text wraps around a graphic. Don't forget to do the assignment and quiz for this lesson, and visit the Message Board.

In Lesson 3, you'll learn how to import graphics directly from a scanner or camera, how to fine-tune photographic image settings, how to use Publisher's advanced fill techniques such as gradients, and how to create and modify WordArt. See you then!