

Create a School Newsletter with Word

By Lorrie Jackson

WHY A TECHTORIAL?

What will I learn today?

You will learn how to create a class newsletter using Microsoft Word.

What hardware and/or software does the techtorial apply to?

The techtorial can be completed using Microsoft Word for PCs or Macs.

Which National Educational Technology Standards for Teachers does the techtorial address?

The techtorial will help teachers accomplish standard Vd in particular.

The International Society for Technology in Education (ISTE) has developed a set of National Educational Technology Standards for Teachers. Standards or Performance Indicators are included for each techtorial to help teachers and administrators improve technology proficiency. For a complete description of the standards indicated, go to [NETS for Teachers](#).

MAKE A CLASS NEWSLETTER WITH WORD

Welcome students back to school, announce special events, or just share what goes on at school every day. Newsletters are a great way to communicate with students, their families, and the entire educational community. Newsletters also are a great way for students to report on team, grade, or unit projects.

You don't need special software or expert technology skills to create a school, classroom, or team newsletter; all you need is information to convey, a desire to communicate, a computer, and Microsoft Word. Then, with just three simple steps, you can create a professional and attractive publication.

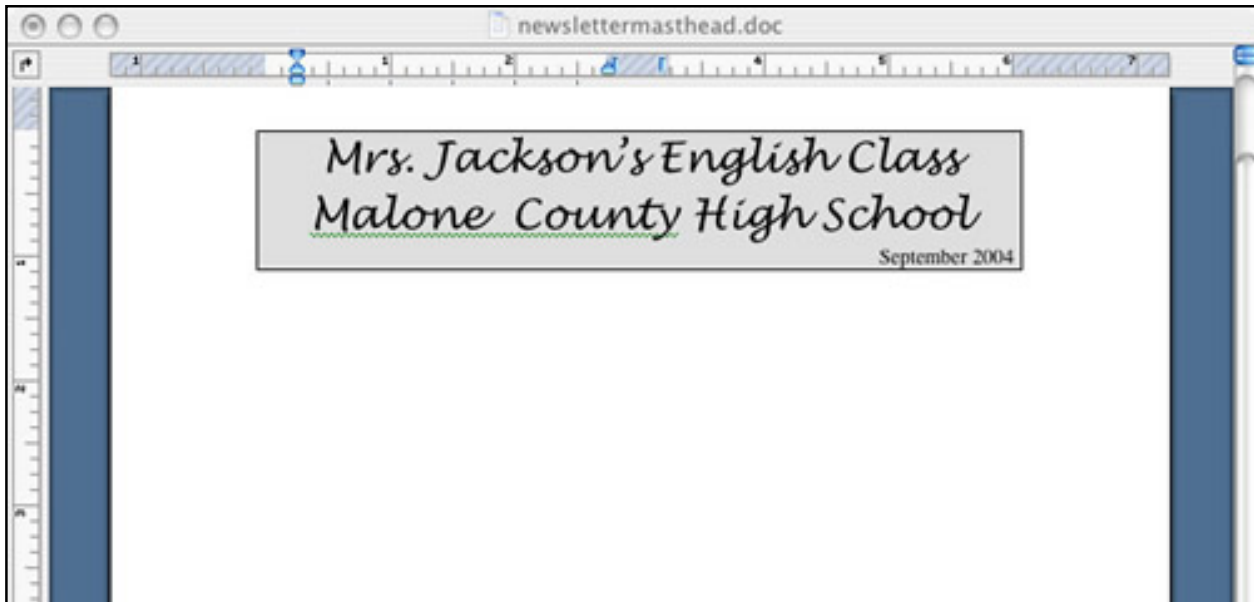
STEP ONE: RAISE THE FLAG

The area of a newsletter or newspaper where the publication's name and logo are located on the front page is called the flag. To create a flag for your classroom newsletter:

- Open Microsoft Word.
- Click Table > Insert > Table.
- Click the up or down arrows to select 1 row and 1 column, and then click OK. You now should have one cell (or box) that extends from the left to the right margin of the document.
- Type the name of the newsletter, the date, and any other information you want to include

in the flag. Be sure to hit Enter/Return after each line of text.

- Highlight the text and click the Center Align icon in the formatting toolbar at the top of the Word window. (If you don't see the Center Align icon, click View > Toolbars > Formatting.)
- Select desired font size, style, color, and background color. (Note: Unless you'll be printing the newsletter in color or displaying it on a Web site or bulletin board, stick to a light grey for a background.)
- Your newsletter might look something like this:

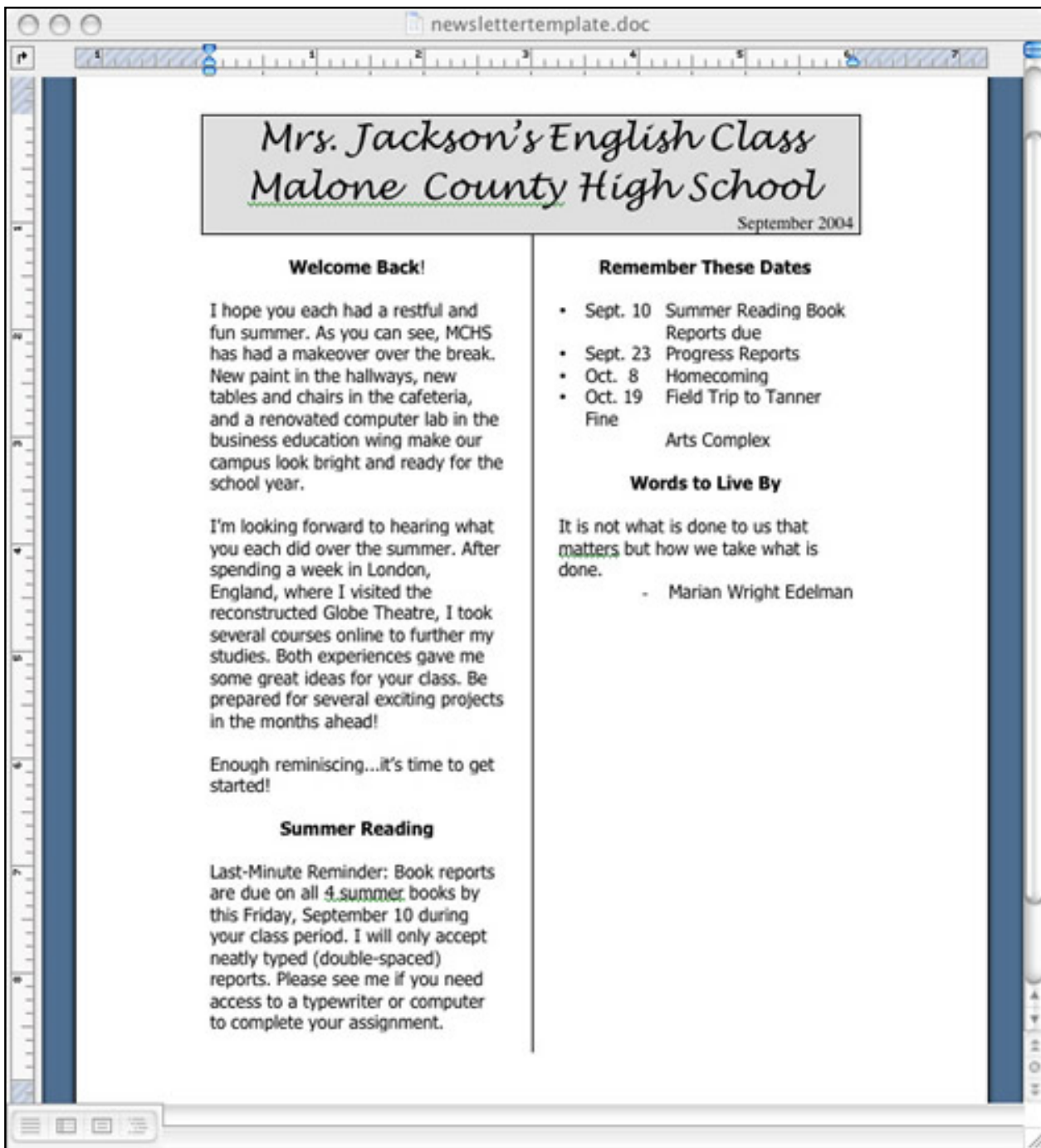


- Save your work.

STEP TWO: ADD COLUMNS AND TEXT

To add articles and announcements to your newsletter:

- Click just below the flag.
- Click Insert > Break > Section Break (Continuous).
- Click Format > Columns and choose Two.
- Click in the box next to Line between, and then click OK. You now have a left and right column, with a line separating them. (The line appears once you click in the right column.)
- Type the text for the newsletter.
 - To separate articles and/or information, add extra returns, add and center headlines, or use the line tool on the Drawing toolbar (View > Toolbars > Drawing) to draw separation lines.
 - To save space in the left column for clip art or photos you'll insert later and move to the right column to continue adding text, click Insert > Break > Column break > OK.
- Your newsletter now might look something like this:



- Save your work.

STEP THREE: ADD CLIP ART, BORDERS, BOXES

Now, it's time to jazz up the newsletter!

To add a photograph or clip art:

- Click the place in the newsletter where you want to insert an image.
- Click Insert > Picture > and choose Clip Art or From File.

If you choose Clip Art and don't see the clip art you want, go online to [Microsoft's Clip Art Gallery](#) or [Discovery School's Clip Art Gallery](#). For more information on using clip art in a Word document, see [Holiday Worksheets with Word](#).

- Edit (resize, re-align...) images as desired.

To add a border:

- Click Format > Borders and Shading, and choose the Page Border tab.
- Click the drop-down menu under Art and select a border. (Note: Choose a border that is fairly small and simple -- especially if you have several pieces of clip art. A line or two will give your newsletter distinction without cluttering it up.)

Boxes draw attention to important features, such as upcoming deadlines. To add a box:

- Click the rectangle icon on the Drawing toolbar, and then click near the article or information you want to draw a box around. Draw the box. (Note: If you don't see the Drawing toolbox, click View > Toolbars > Drawing.)
- Click the paint can and choose No Fill (so the white paint in the rectangle won't hide the text.)
- Use the line tool on the Drawing toolbar to select desired line width, color, and pattern.
- To add a soft background color to the box, click the menu next to the Paint can icon and choose a color. Click Fill Effects > Texture to choose a fun patterned design, such as parchment.
- To make sure the text still is legible, click the *first* icon on the Drawing toolbar (PC users click Draw, and then click Order > Send Behind Text; Mac users click the blue A in front of the brown box, and then click Arrange > Behind Text.) and go to Arrange > Behind Text.
- The newsletter now might look something like this:

Mrs. Jackson's English Class Malone County High School

September 2004

Welcome Back!

I hope you each had a restful and fun summer. As you can see, MCHS has had a makeover over the break. New paint in the hallways, new tables and chairs in the cafeteria, and a renovated computer lab in the business education wing make our campus look bright and ready for the school year.



I'm looking forward to hearing what you each did over the summer. After spending a week in London, England, where I visited the reconstructed Globe Theatre, I took several courses online to further my studies. Both experiences gave me some great ideas for your class. Be prepared for several exciting projects in the months ahead!

Enough reminiscing...it's time to get started!

Summer Reading



Last-Minute Reminder: Book reports are due on all 4 summer books by this Friday, September 10 during your class period. I will only accept neatly typed (double-spaced) reports. Please see me if you need access to a typewriter or computer to complete your assignment.

Remember These Dates

- Sept. 10 Summer Reading Book Reports due
- Sept. 23 Progress Reports
- Oct. 8 Homecoming
- Oct. 19 Field Trip to Tanner Fine Arts Complex

Words to Live By



It is not what is done to us that matters but how we take what is done.

- Marian Wright Edelman

- Save your work.

Print copies of the newsletter for students to take home, post the newsletter to a bulletin board, and/or upload it to your Web page.

TELL ME MORE

Where can I get more information?

Go to [Creating a Class Newsletter](#) and [Newsletter Design](#) from About.com for more information on creating newsletters. Go to Education World's [Parent Communication Templates](#) to find templates for two specific newsletter formats.