Create a Newsletter with iWork
by Lorrie Jackson

WHY A TECHTORIAL?

What will I learn today?
You will learn how to create a newsletter using iWork's Pages program.

What hardware and/or software does the techtorial apply to?
The techtorial applies to Mac users with the iWork suite.

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.

WHAT IS iWORK?

iWork, Apple's latest version of AppleWorks, contains two programs:

- Pages: This combination word processor and desktop publisher makes it easy to create colorful publications, including newsletters, brochures, and class reports.
- Keynote 2.0: This program is an upgrade to Keynote 1, Apple's presentation software (similar to Microsoft PowerPoint).

Why choose iWork's Pages program for classroom publications? Standard word processing programs are great for producing lengthy documents in a simple format, but they're not the best choice for creating documents that contain lots of columns, graphics, or other interesting formatting.

For example: When a graphic is inserted into most word processing documents, the image stays "in line with the text." That means the user can center the image or align it right or left, but it's difficult to exactly place the image on the page. With Pages, images can be moved easily.

In this techtorial, we'll use iWork's Pages to create a classroom newsletter in three easy steps. Let's get started!

STEP ONE: CHOOSE A LAYOUT

To select a layout for the newsletter:

Open Pages. (Double-click the hard drive button on your Desktop, and then click Applications>iWork>Pages. Or double-click the Pages button in your Dock.)

Click Newsletters from the list on the left.

Double-click the Education Newsletter template. A pre-made newsletter will appear. You'll see a green title box, nonsense text (called Lorem Ipsum) used by publishers to indicate where text eventually will be, and photos.

Scroll up and down. Notice that the newsletter is just one page long.

Click the Pages button at the far left of the toolbar at the top of the Pages window to choose among a variety of page layouts, as well as to add new pages.

This classroom newsletter will be two pages long. Information about the class will appear on the front and back of a single page. Click "2 & 3 Column Inside." After a few seconds, a second page will appear with two columns on the top half of the page and three columns on the bottom.

To change the number of columns on either page, scroll to the correct page, and then click the Column button in the toolbar and select the number of columns.

Save your work (Click File>Save).

STEP TWO: INSERT IMAGES

Insert Photos
Although the photos provided by Pages are pretty, you'll want to replace them with your own images. The good news is that the photos provided are "placeholders," meaning each image easily can be replaced by another image simply by dragging a new image on top of an existing image.

To insert photos from iPhoto:

- In Pages, go to the page you want to insert the photo into.
- Click the Media button in the toolbar at the top of the Pages window.
- Choose iPhoto in the drop-down menu. (Notice that you also can insert movies or music if the newsletter is going to be viewed only on a computer and not in print.)
- When iPhoto opens, click the photo you want to insert and drag it on top of any existing photo. The new photo instantly will replace the existing photo. In the illustration below, notice that the iPhoto photo has been dragged into Pages and has replaced the first photo in the title box.

- Repeat the steps above for each photo you want to add.
- Save your work.

Insert Clip Art
To insert clip art:

- Open a Web browser, such as Safari or Internet Explorer, and go to Discovery School's Clip Art Gallery.
- Choose a category, and then find a piece of clip art that's appropriate for your classroom and content area/grade level.

> For the purpose of this techtorial, we'll assume the publication is a technology newsletter for an elementary school: Click Technology and find the image "Computer Workstation (in color)." Right click (on a one button mouse, press CTRL and click) and choose "Copy Image to Clipboard" or "Copy Image," depending on your Web browser.

- Go back to Pages, scroll to the first page of the newsletter, and click the picture of nine students and a teacher in a green shirt at the top of the left column. Right click, or CTRL and click, and choose Paste. Notice that, although the new image is a different size than the original photo, the text automatically flowed around the new image.
- Follow the steps above to add additional clip art.
- Save your work.

STEP TWO: INSERT IMAGES

Insert Saved Images

To insert any other image saved on your computer, but not in iPhoto (an image of your school's mascot, for example):

- Click the picture of the swimmer in the right column on page one of the newsletter. You should see on the image small white boxes at the corners and midpoint edges to indicate that it is selected.
- In the Pages menu bar at the top of the window, click Insert>Choose. Browse to locate the image you want to use, and then click Insert. The new image should have replaced the old image -- just as the dragon replaced the swimmer in the illustration below.

- Follow the steps above to add additional images.
- Save your work.

STEP THREE: INSERT TEXT

The final step in creating the newsletter is to replace the nonsense text with real text containing information pertinent to your school and classroom. To insert text:

- Click the title "Education Newsletter" on page one and type a new title. For this sample technology newsletter, type "Technology at Adams Elementary."

    Note that "Technology at Adams Elementary" is too long to fit in the allotted space; it continues to a second line. To correct that problem, simply highlight

the phrase and then press the Apple (command) key and the minus "-" key several times, until the title is the correct size for the space.

- Next, click any other text area in the newsletter and type whatever information you want to add. You even can copy and paste information from another document or from the Internet. (Be sure to cite your source!)
- Notice that the program moves graphics and text around to better fit the page. You also can move graphics that no longer seem to fit. In the illustration below, for example, the bulleted list at the beginning of the article in the left column didn't look just right next to the laptop graphic. By dragging the graphic lower, the bulleted list fits better in the column.

Technology at Adams Elementary

Septembe[r]

Welcome to our first computer newsletter!
Hello! My name is Lorrie Jackson, and I'm the computer teacher at Adams Elementary. I look for ward to meeting each of you in the near future. I hope you enjoy this newsletter as you learn bo[th] what we're doing in our computer classes and some easy tech tips you can use at home with yo[ur] child!

Help your preK-1st grade child develop basic mouse skills while improving creativity and just plain having fun! You'll need:

- A picture book (preferably a mystery or one with a surprise at the end)
- A painting program.

Next, read the book aloud with your child, but do NOT read the last page! Close the book before getting to the ending page, and ask the child, "What happens next?" Let your child share with you what he/she thinks happens next, then let the child paint that ending on the computer. SK and 1st

Computer time = Together

Computer ti[me]
be family tim[e]
out you, kids
lost in a sea
download vi[ruses]
even send p[ersonal]
information
name and a[ddress]
strangers.

And... ever heard that kids are better at surfing the Internet than adults? Wrong! They may do *more* with technology than adults but studies show they don't know how to judge what's good. They need yo[u] to help them! Go to:
http://www.kidsmartearlylearning.org/ (in English and Spanish) for more!

- Save your work.
- Print your newsletter -- or send it electronically -- to parents and others.

Where can I find more information?
iWork's Pages program also can be used to help students make

professional-looking reports for class. Learn how in the Education World lesson plan [Four Days in Paris](#).