



Making Your Own Newsletter in MS Word 2003

Create Your Content

The first thing you need to do is create content for your newsletter. You can use the same format to make a newsletter about any topic you wish. You could make a newsletter for your ball team or for a club.

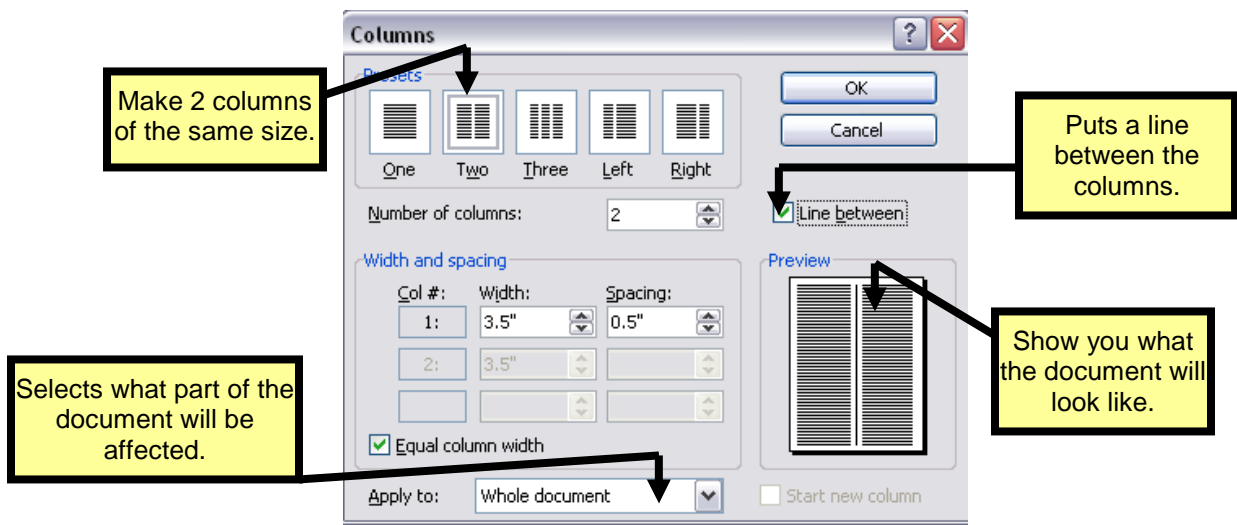
For this newsletter we will make it all about YOU! You will write three stories or essays about yourself and then write a list of 10 words that describe you. You will make the words into a word search.

1. Choose a font. Your newsletter needs to be easy to read so choose Verdana, Arial, or Times New Roman. Never bold your text. If you need to emphasize a word or phrase you can use a different font or make your text larger. Bolded text is not as clear as the regular font.
2. Choose a size. Use 10, 12, 14, or 16 points. These are the most readable sizes. The text you are reading here is Verdana 12 points.
3. Make your titles 16, 18, or 20 points.
4. Your text needs to be left justified. You can use the left justify tool  or go to format>paragraph and choose left justified.
5. Now write the following three short essays for your newsletter, please write one or two paragraphs about the following topics.
 - a. My Family – Write one to two paragraphs about your family. How is your family like other families and what makes your family special? Who are the members of your family and what are they like?
 - b. My Time at The Rice School – How long have you been at The Rice School? Who are your favorite teachers? What have been your most memorable experiences?
 - c. My Birth – What is your birthday? Are you an only child, the first child, or do you have older siblings? What city were you born in?
6. Think of 10 words that describe you and type them below your paragraphs. Use the bullet format tool to make them a bulleted list. 

Format Your Content

7. Now you will format your work into two columns.
8. Choose the "Edit" menu on the top left, and select "Select All."
9. From the *Format* menu, select *Columns...*
10. See the diagram on the next page for the *Columns* dialog box. Select 2 columns, in the *Number of columns* text box, type or use the nudge buttons for the correct number – 2 columns with equal width.
11. Put a check in the box that will create a line between your columns and then at the bottom of the box choose "whole document" so that your whole document will be in two columns.
12. Click OK

Now your newsletter is formatted in two columns. If you have enough text written then it will be in at least two columns. Don't worry if it's too long. Now we will add some graphics.



Inserting and Formatting Graphics

Insert some clipart for two of your stories. We will leave your first story alone as you will put a photograph of yourself in that story.

1. Go to Insert>Picture>Clipart and choose appropriate clipart for your stories. The default for new graphics is to put them *in line* with the rest of your text. They will have a narrow black line around the graphic and small black boxes for anchor points at the corners and in the middle.
2. Now we will format that clipart so that your text flows around the graphic and you will be able to click and drag the image wherever you want. Click on your graphic to select it.
3. Now you have two choices.
 - a. You can go to the format menu at the top and format your clipart that way or...
 - b. You can right-click and choose format that way.
4. Either way you chose above, you will get a dialog box with tabs at the top. Make sure you choose the *Layout* tab.
5. When you choose layout then you will need to pick either *square* or *tight*. Either of these will allow your text to flow around your clipart. The tight option allows the text to get closer to the image.
6. Use the steps above to format each of your images and then move on to the next section.

Make your Heading

1. Choose View>header and footer
2. Your curser should be blinking inside your header. If it isn't then click inside your header.
3. Choose Insert>picture>word art

- Now create a word art title for your newsletter. Make it unique – just like you.
- Click the anchor points and drag it so that it stretches across both columns.
- Now press enter and key your name in the header so folks will know you are the author.

Word Search

- Place your cursor at the end of your bulleted list. Hit enter twice so you are not part of the bulleted list.
- Now go to Table>Insert>Table and choose 15 columns and 15 rows.
- Now you can put your words from your list into the table one at a time.
- When you have all your words done then fill in the blank cells with random letters.
- See the example below.

Words That Describe Me

- Nice
- Friendly
- Helpful
- Funny
- Athletic
- Energetic
- Brave
- Fast
- Thoughtful
- Smart

O	T	O	O	S	E	R	O	M	S	O	O
C	I	T	E	L	H	T	A	T	E	L	O
O	Y	O	O	K	O	H	A	H	A	A	H
C	L	Y	L	D	N	E	I	R	F	N	E
A	B	S	E	N	K	C	T	U	O	E	L
C	H	L	O	L	I	I	T	N	O	N	P
O	H	O	U	H	O	N	A	N	D	E	F
L	T	K	N	F	A	S	T	I	T	R	U
A	R	I	H	K	T	O	O	N	E	G	L
S	A	T	F	U	R	H	I	G	E	E	E
K	M	E	L	U	A	H	G	E	E	T	O
E	S	L	A	H	M	H	U	U	H	I	T
W	O	H	S	O	O	N	O	C	O	C	O
L	R	T	K	H	E	E	Y	O	U	H	A
B	R	A	B	R	A	V	E	E	P	O	T

Patrick Smith - My Life



The Rice School a Beginning

It all started when I came to The Rice School for the fourth grade and I didn't know anybody here. So I came to my classroom and found a table to sit at and I sat there and started to get my supplies out and I was sitting by a couple of students who had already been at the school for more than a year so I met them and I sort of felt like I had finally fit in. And after a while I ended up meeting and knowing everybody in the class and I got a lot of friends from meeting everybody. And now I am in the sixth grade at The Rice School and I know practically everybody in the class and I have a homogenous amount of friends now and I am fitting in well. And I am probably going to stay at The Rice School until I am in the eighth grade and I will try to overcome any obstacle that comes in my way.

named Milo and he is a boy and we had gotten him from the SPCA and he is cool too. And my brother was born about two years after me and has a birthday in January I had grown up loving seafood (from my dad's side) and Mexican food (from my mom's side (she had always liked Mexican food while growing up)). And my parents have always called me a bright boy and good guy. My brother also goes to The Rice School and he is in the third grade. My favorite activities are watching telerickon, playing sports, playing video games and playing on the computer. I have not decided my future yet, but I know it's going to be something I would like to do and if there are any goals in my life I will try to conquer them and reach my life's dreams.

Word Search

Words That Describe Me

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O	T	O	O	S	E	R	O	M	S	O	O
C	I	T	E	L	H	T	A	T	E	L	O
O	Y	O	O	K	O	H	A	H	A	A	H
C	L	Y	L	D	N	E	I	R	F	N	E
A	B	S	E	N	K	C	T	U	O	E	L
C	H	L	O	L	I	I	T	N	O	N	P
O	H	O	U	H	O	N	A	N	D	E	F
L	T	K	N	F	A	S	T	I	T	R	U
A	R	I	H	K	T	O	O	N	E	G	L
S	A	T	F	U	R	H	I	G	E	E	E
K	M	E	L	U	A	H	G	E	E	T	O
E	S	L	A	H	M	H	U	U	H	I	T
W	O	H	S	O	O	N	O	C	O	C	O
L	R	T	K	H	E	E	Y	O	U	H	A
B	R	A	B	R	A	V	E	E	P	O	T

My Self

I was born May 10, 1996 at a hospital somewhere in Houston and I had the sign Taurus. (I can not remember what the name of the hospital was). And I had trouble writing when I was a little kid so I had to go to some baby writing institute when I was very little and I learned how to have better control of how to write and do things with my hands better. My first word was "uh oh" and I would say it all the time and another thing I would say is whenever I didn't know a noise that I heard I would say, "What's that noise?" And I have very sharp ears and I can be very loud sometimes. My mom was an engineer when I had just been born and now she is a sixth grade math teacher and an eighth grade science teacher for The Rice School. My dad is a patent attorney and a lawyer. And I have a dog named Bell who is a girl and is a lighty setter and she is really cool. And I have a cat.

