

Chapter 7

Creating a Newsletter

In this chapter, we will learn the following to World Class standards:

- **Setting the Margins**
- **Changing the Font and Font Size**
- **Inserting a Table**
- **Inserting a Picture**
- **Adding Text and Borders**
- **Adding Header and Footer**
- **Adding a Break to the Document**
- **Creating Columns**
- **Inserting Another Picture**
- **Adding Text**

Setting the Margins

To set the margins, go to the **Page Layout** tab and select the **Margins** tool on the **Page Setup** panel (Figure 7.1). When you select the tool, a number of options will drop down beneath it. Select the **Normal** margin setting with 1-inch margins on all sides of the document (Figure 7.2).

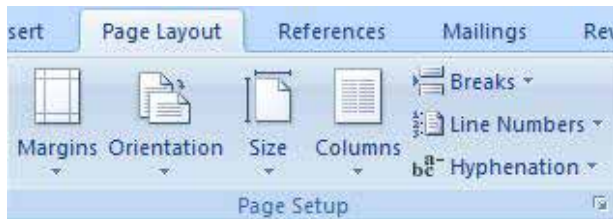


Figure 7.1 – Page Layout Panel

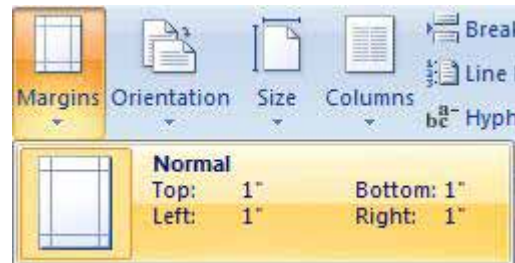


Figure 7.2 – Normal Margin Setting

Changing the Font and Font Size

To set the font we need to go to the **Home** tab and select the top left text box on the **Font** panel. A long list of different font types will drop down. We will select **Times New Roman** for our font (Figure 7.3). Next to the font text box is the font size text box. We will select a font size of **12** (Figure 7.4).



Figure 7.3 – Selecting “Times New Roman”

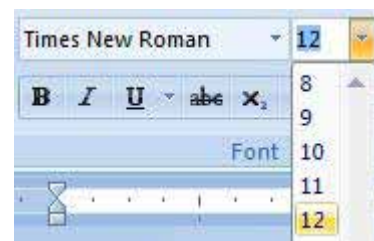


Figure 7.4 – Selecting Size “12” Font

Inserting a Table

To insert a table in our document, we will use the **Table** tool on the **Tables** panel under the **Insert** tab (Figure 7.5). We will select the size of our table from the options that drop down under the command. For this exercise, we want a **2x2** table, so with our mouse we can select this size table and insert it into the document (Figure 7.6).

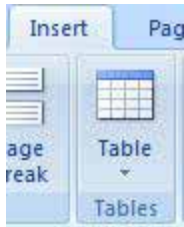


Figure 7.5 – Table Command



Figure 7.6 – Inserting 2x2 Table

Figure 7.7 – 2x2 Table

After inserting the table, we want to remove the border from around the cells. We will begin by selecting the Move Button that appears at the top left of the table when we place our cursor over it (Figure 7.8). This will select the whole table. After that, we need to select the drop-down arrow on the bottom right tool on the **Paragraph** panel and select the **No Border** option (Figure 7.9). The dark border that surrounded the table will now become a light blue, dashed line as in Figure 7.10.

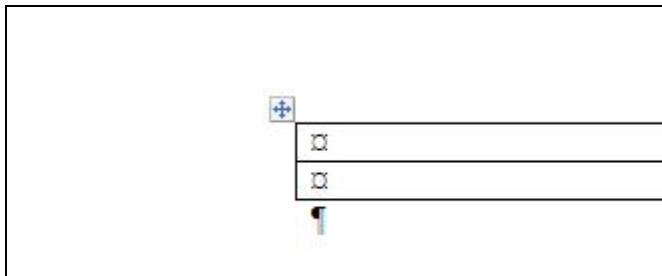


Figure 7.8 – Move Button

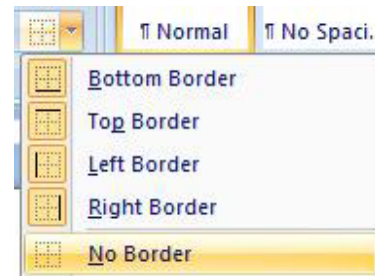


Figure 7.9 – No Border Option

Figure 7.10 – Table without Border

Next, we are going to merge the top two cells. First, we will highlight them using our cursor (Figure 7.11). Then we will select the **Merge Cells** tool from the **Rows & Columns** panel under the **Layout** tab. The line dividing the cells in half will disappear and the two smaller cells will become one large cell (Figure 7.12).





Figure 7.11 – Selecting Top Two Cells

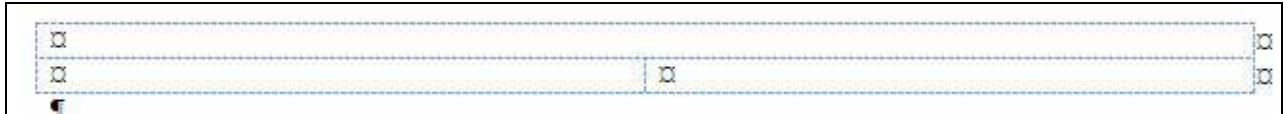


Figure 7.12 – Top Cells Merged

Inserting a Picture

In the top cell of the table, we are going to add a picture of our company's name and logo. We will first select the **Picture** tool on the **Illustrations** panel under the **Insert** tab. The command will take us to the Insert Picture Window that contains files of all of our pictures. We will select our company logo from these pictures and it will be inserted into our document.

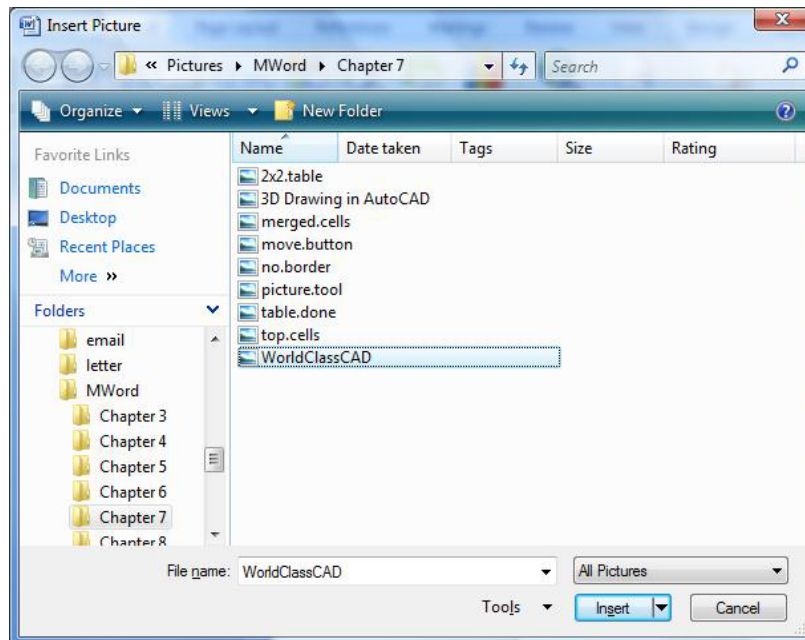


Figure 7.13 – Insert Picture Window

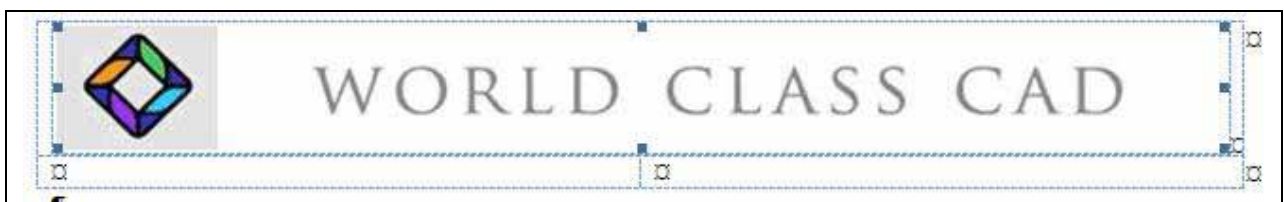


Figure 7.14 – Inserted Picture

Adding Text and Borders

In the two lower cells of the table, we are going to add the issue number of the newsletter and the date of the issue. To do so, we will place the cursor in the lower left cell and type in the issue number (Figure 7.15). In the right cell, we will type the month and year of the newsletter and right align it as well using the **Align Text Right** tool on the Paragraph Panel (Figure 7.16).

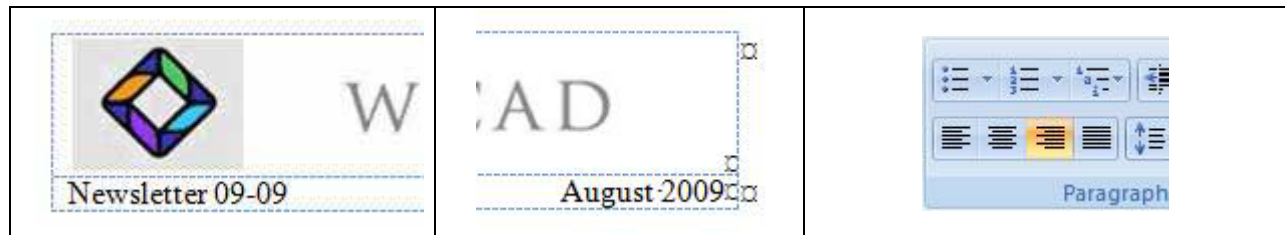
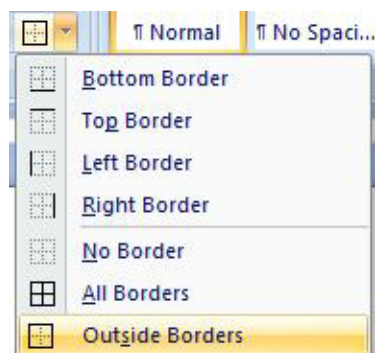


Figure 7.15 – Issue Number Figure 7.16 – Issue Date Figure 7.17 – Right Align

To add our borders we will begin by selecting the top cell with the World Class CAD image inside (Figure 7.18). Next, we will go to the **Border Options** tool on the **Paragraph** panel and select the Outside Borders setting from the list of options (Figure 7.19).



Figure 7.18 – Selecting Top Cell



After selecting the Outside Borders option, a thin, black line will surround the cell and our World Class CAD image (Figure 7.20). To insert the next border, we must first select the two bottom cells with our cursor (Figure 7.21).

Figure 7.19 – Outside Borders

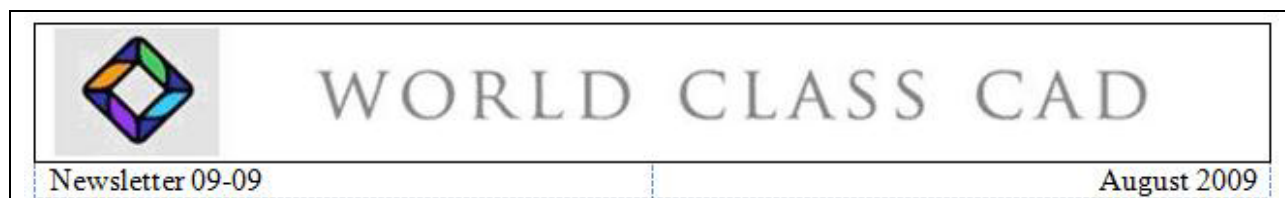
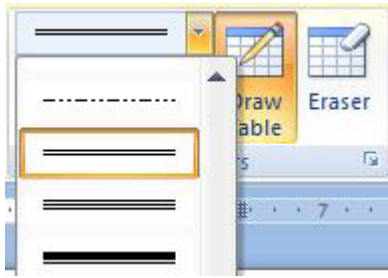


Figure 7.20 – First Border



Figure 7.21 – Selecting Bottom Cells



After selecting the bottom cells, we must go to the **Draw Borders** panel on the **Design** tab. There we will select the Double Line setting from the list of options under the top drop-down arrow (Figure 7.22). With the Double Line option selected, we need to draw a border on the bottom of the two lower cells. To do this, all we have to do is click with our cursor, which is now a pencil, and the border will appear as in Figure 7.23.

Figure 7.22 – Double Line Border

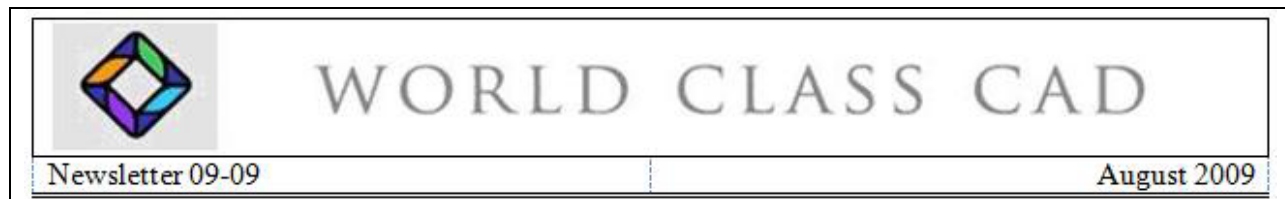


Figure 7.23 – Bottom Border

Adding Header and Footer

First, we are going to add a header to our document that reads “**World Class CAD – August 2009 Newsletter.**” To do so, we need to select the **Header** tool from the **Header & Footer** panel under the **Insert** tab. Of the options that drop down from the command, we want to select the **Blank** option (Figure 7.24). After selecting our option, the program will take us back to the document where we can type in our header. However, we first need to center align the text using the **Center** tool on the **Paragraph** panel (Figure 7.25). With the header centered, we can now type in the text “**World Class CAD – August 2009 Newsletter**” (Figure 7.26).



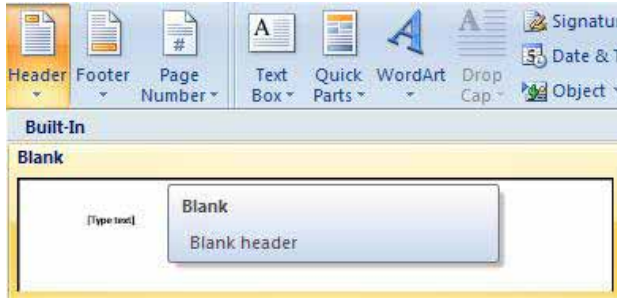


Figure 7.24 – Blank Header



Figure 7.25 – Center Tool

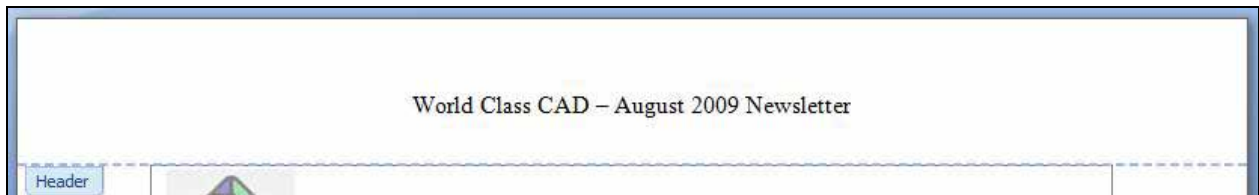


Figure 7.26 – Finished Header

The next thing we need to add to the document is a footer. More specifically, we will be adding a page number to the bottom of our paper. To do so, we need to select the **Page Number** tool from the **Header & Footer** panel under the **Insert** tab. Next, we will select the Bottom of Page option and then we will pick the **Plain Number 2** footer (Figures 7.27 & 7.28). After selecting the option we want, the page number will appear at the bottom of our document as in Figure 7.29.

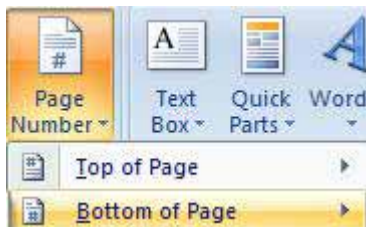


Figure 7.27 – Bottom of Page



Figure 7.28 – Plain Number 2

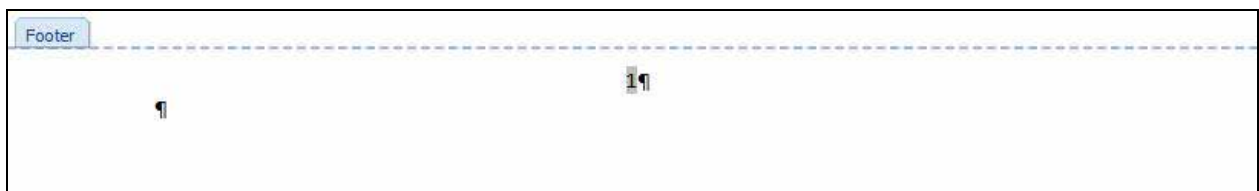


Figure 7.29 - Finished Footer

Adding a Break to the Document

To continue with our newsletter, we want to add text below our table. However, there are many different ways in which we can enter that text. For this exercise, we are going to use columns, but before we add them, we are going to have to add a break in the document. A break is a tool that allows us to split the document into different portions. To add the break, we will place the cursor below the table. Next, we will go to the **Page Setup** panel under the **Page Layout** tab and select the **Breaks** command (Figure 7.30). The type of break that we want to add is a continuous break so we will select the **Continuous** option from the drop-down list of options (Figure 7.31).

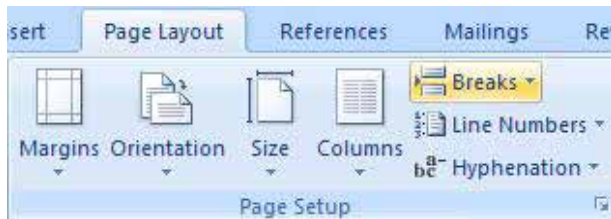


Figure 7.30 – Break Command

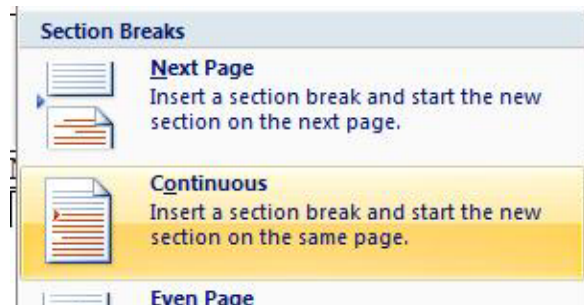


Figure 7.31 – Continuous Break

Creating Columns

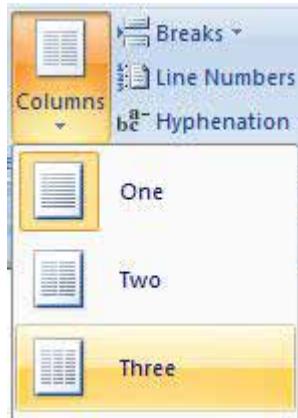


Figure 7.32 – Three Columns

As we mentioned before, we are going to add columns to our newsletter. Creating columns is a very easy process. All that we need to do is to select the Columns tool from the Page Setup panel under the Page Layout tab. The number of columns that we can add is quite various but we are going to add only three columns for the newsletter (Figure 7.32).

Inserting Another Picture

After creating the columns, we are going to add another picture below the table. We will begin doing this by adding a space below the table and then selecting the **Picture** tool. Again, we will select our picture from the Insert Image Window that appears. For our newsletter, the second image is a picture of a 3D drawing made in AutoCAD 2010. As far as formatting goes, we want the space above and below the image to be of size **4** font. This will shrink the space between the image, the table above and its description below (Figure 7.33).



Figure 7.33 – Second Image Added

After adding the space below the second picture, we are going to add the text “**3D Drawing Made in AutoCAD 2010**” in size 8 font. This description of the picture will allow any readers to know what the picture is, where it was made and what it has to do with the article below (Figure 7.34).



Figure 7.34 – Image with Description

Adding Text

With the document split into columns, it is now very easy to add different articles to our newsletter. The only formatting that we need to worry about is that the title of our article needs to be bolded. Other than that, we are free to type in our article below the title. For the title, we will select the **Bold** tool on the **Paragraph** panel and then type “**2009 and 2010 Fundamentals of 2D and 3D CAD Textbook Release**” (Figure 7.35 & 7.36). After typing the title, we will unselect the Bold tool and continue with our article. A finished version of the newsletter with the complete article can be seen in Figure 7.37

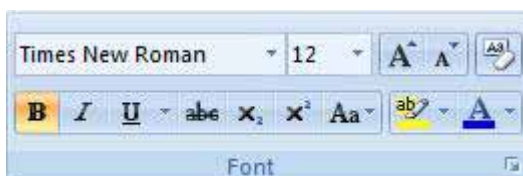


Figure 7.35 – Bold Tool

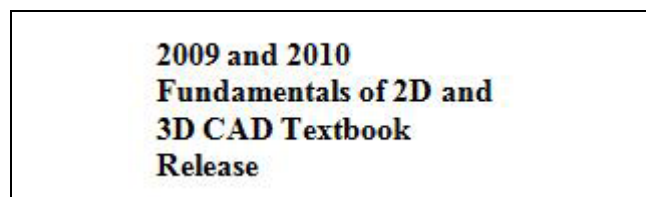


Figure 7.36 - Article Title

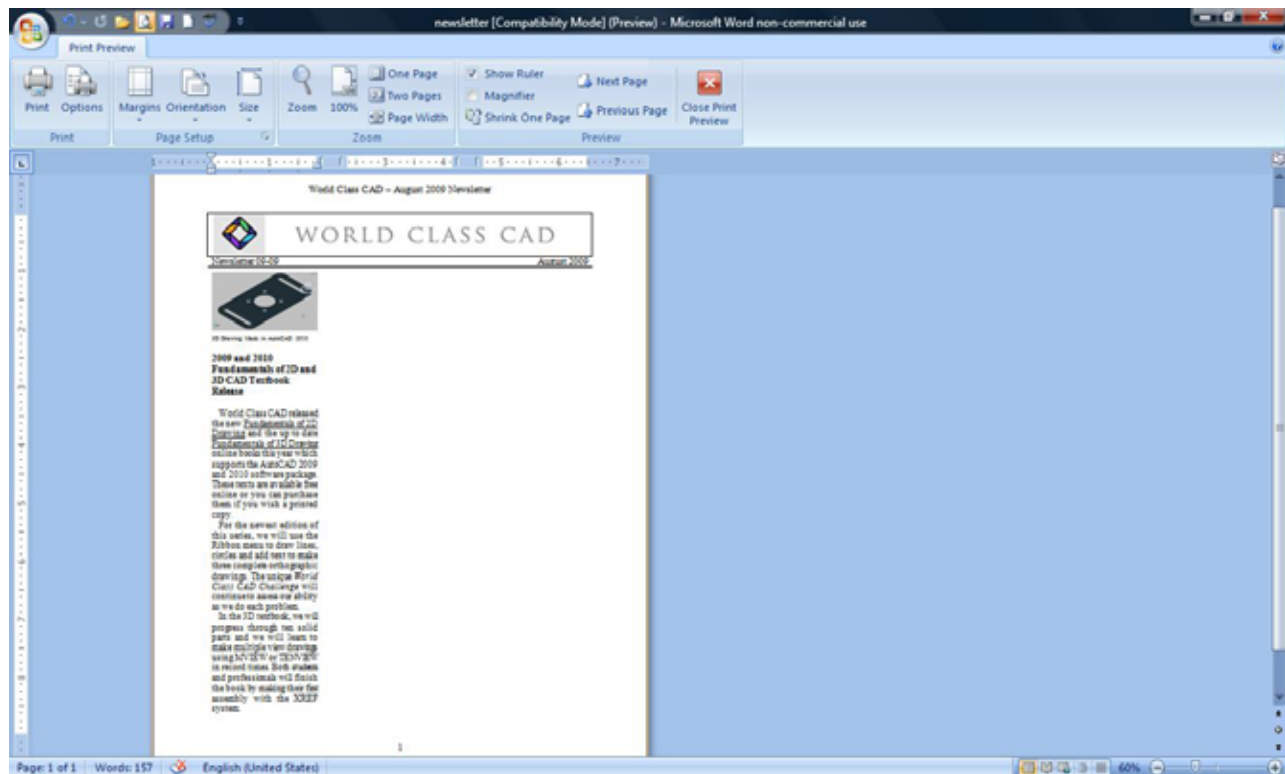


Figure 7.37 – Finished Newsletter

*** World Class CAD Challenge 30-06 * - Create a newsletter with a table containing a picture and the date and issue number of the letter. Add the borders to the table and then add the header and footer, as well as the break. Create three columns and add the second picture with its description. Then create a title for your article and type it below. Repeat this exercise at least two more times to maintain your World Class ranking.**