



Definition

A newsletter is a small publication containing news of interest exclusively to a special group. Companies send them to customers to inform them of upcoming events. Newsletters should be sent frequently and be concise, containing just enough information to get the customers attention to find out more.

Summary

1. Definition
2. Creating a Newsletter
3. Editing a Newsletter

Creating a Newsletter

To create a newsletter using Publisher 2003:

1. Open Microsoft Publisher 2003.
2. Click on **Publications for Print**.
3. Scroll down (**Figure 1, 1**) and click **Newsletters** (**Figure 1, 2**).
4. **Double-click** a design template (**Figure 1, 3**).

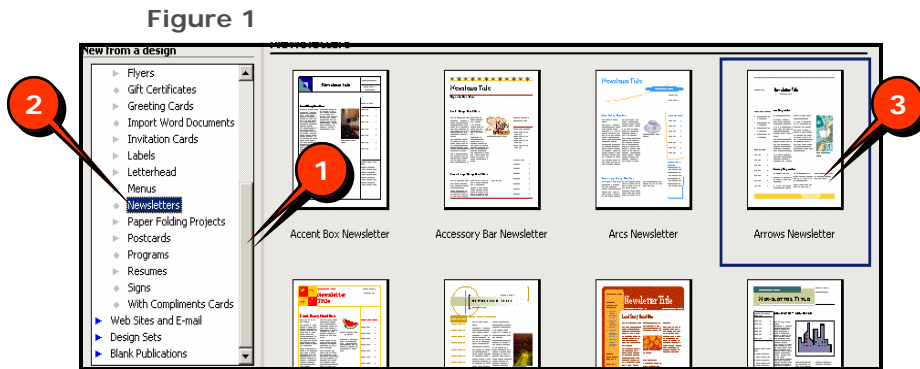
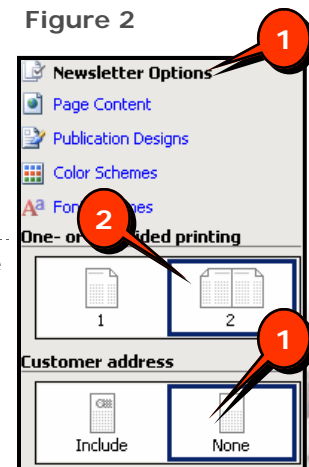


Figure 1

Figure 2



Editing a Newsletter

1. Before editing the page for content, edit the Newsletter options on the left side of the screen. Click **Newsletter Options** (**Figure 2, 1**).
2. Decide whether to create a newsletter with **one** or **two-sided printing** and click the appropriate option (**Figure 2, 2**).
3. Decide whether to include customers addresses and click the corresponding button (**Figure 2, 3**).
4. Click **Page Content** and click on the number of columns you want to include.
5. If you wish to change the template you picked in step 4 above, click **Publication Designs** and click on the new layout you want to use.
6. Click **Color Schemes** and double click on the colors you plan to use.

Click the **Custom color scheme** button under the list of colors to create your own.

7. Click **Font Schemes** and double click on a font scheme to apply.

A newsletter should now be displayed on your screen. It should look similar to **Figure 3**.

To edit the newsletter, simply left click on an object (text box, heading, or caption) to highlight it and write over it. Pictures can be deleted and moved. The newsletter can be edited around your preferences, the template is a merely a guide.

Figure 3

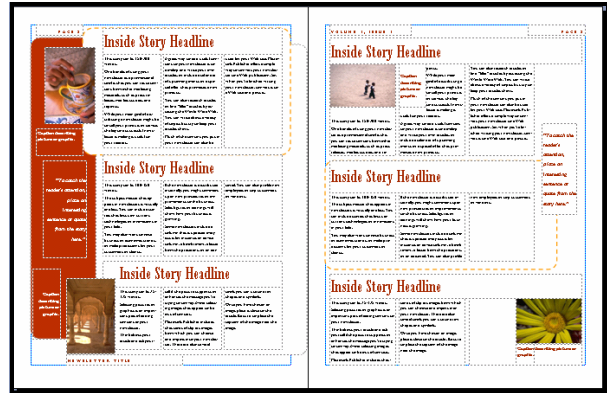
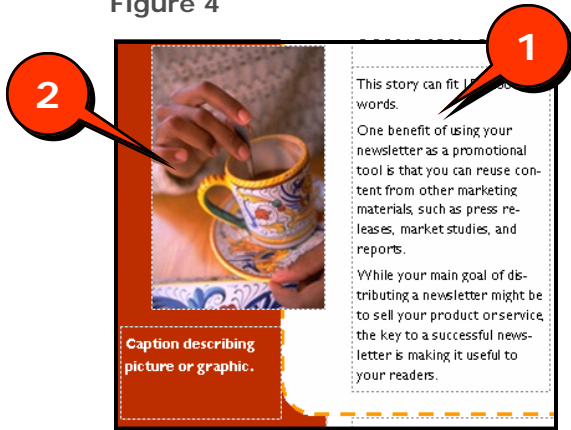


Figure 4



Please refer to the Publisher 2003: [Publication Basics document](#) for information on how to edit Published documents.