

How to design a newspaper report

This section will show you how to create a three-column newsletter from scratch using:

1. Layout guides to help you plan the page
2. Text frame to make a title
3. Text and picture frames

Your final effort will be in standard three column format as in this diagram:



■ Starting

- Load Publisher or if Publisher is already loaded, select **File** and then **Create New Publication**
- Select **Blank Page**
- Select **Full Page** in the **Select A Page Layout** section
- Select **OK**

■ Setting up the page

To help you lay out your newsletter you can add guides to the page.

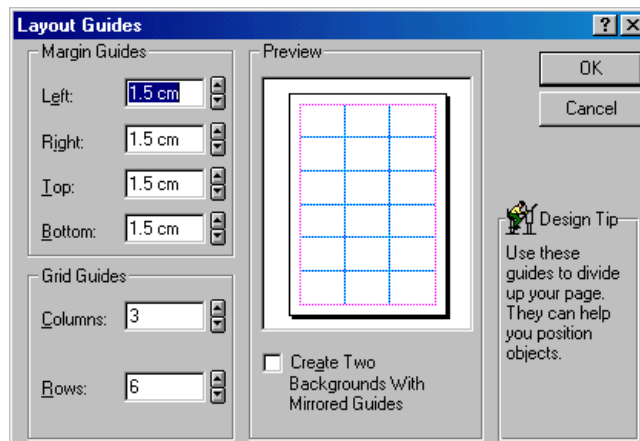
- Select **Arrange**
- Select **Layout Guides**

Publisher will place the **Layout Guides** dialogue box on the screen:


- Set the **Margin** and the **Grid Guides** so that the box looks like this:

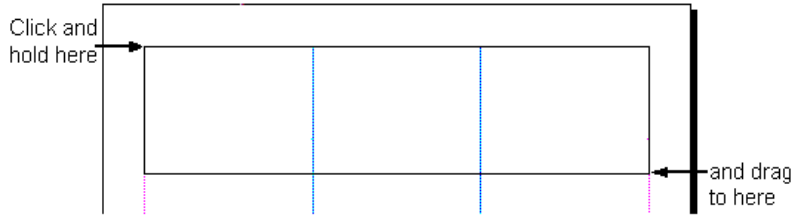
(If your **Margin Guides** are in inches, choose 0.5)

- Select **OK**



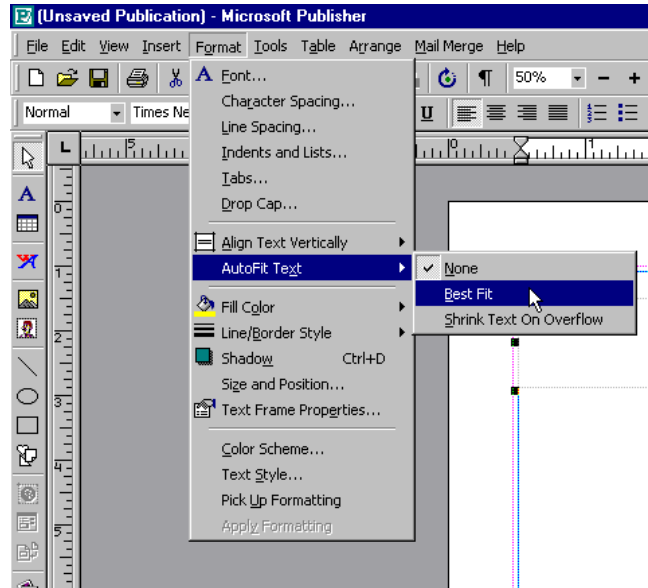
■ *Using Text Frame Tool to make a newspaper title*

- Select 
- Drag out a frame from top left to bottom right of the first row



- Type the title of your newspaper
- Go to the Format menu and click on Autofit Text > Best Fit (NOTE: In Publisher 98, it is called Copyfit Text)
- This will ensure that your text will take up the entire frame.

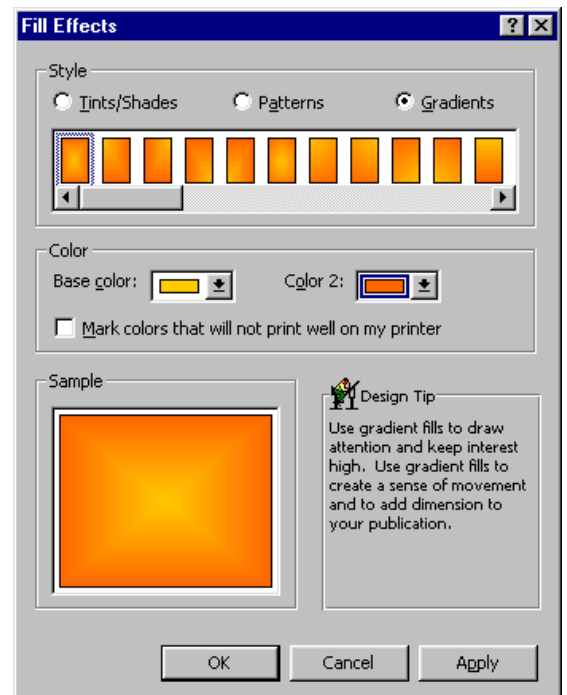
Highlight the text to change the style and colour of the font as in a word processor




Using Fill Tool to alter the background of the frame

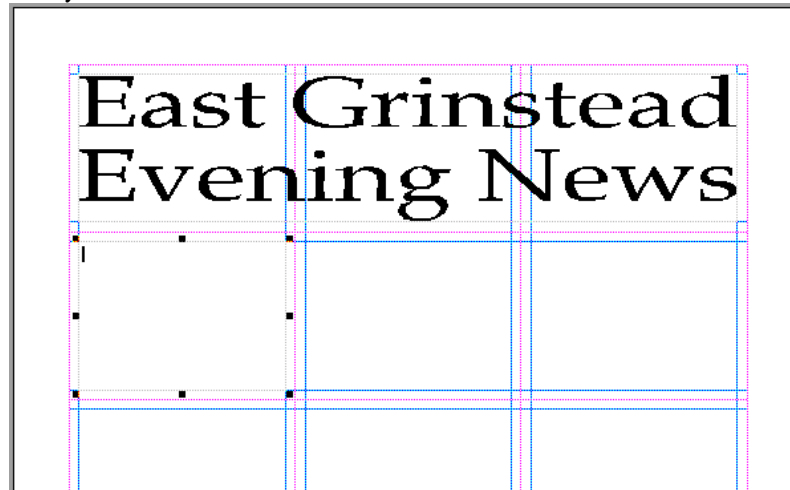
- Click in the frame to make it active and choose the fill tool from the menu
- Choose Fill Effects
- Click the Gradients radio button
- Choose a base colour and a colour 2

Example:




Adding a text frame for a story or headline

- Select 
- Drag out the text frame you need from top left to bottom right. Type your story headline in this frame and Autofit or Copyfit the text



Adding a picture frame

- Select 
- Drag out the frame you need. Here is an example

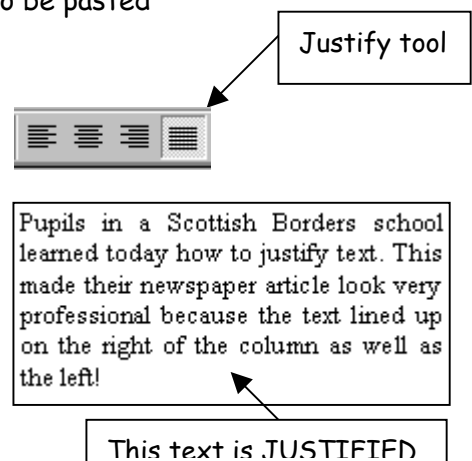


Copying pictures from the Internet into the newsletter

- Minimise Publisher
- Find the picture you want on the Internet
- Click on the picture with the RIGHT mouse button and select Copy from the menu that appears on the screen
- Click your Publisher document on the task bar to maximise Publisher again
- Select the picture frame where you want your selection to be pasted
- Select the Paste button

Justifying text in a newspaper column

- Select the first text frame column
- Type in the first sentence of your report
- Now click on the Justify tool
- The Justify tool will make text line up on both the left and the right so that it will look like a newspaper



Connecting text frames so that text flows from one cell into another

- **DO NOT** use autofit or copyfit on the text frame for your story, only for headlines

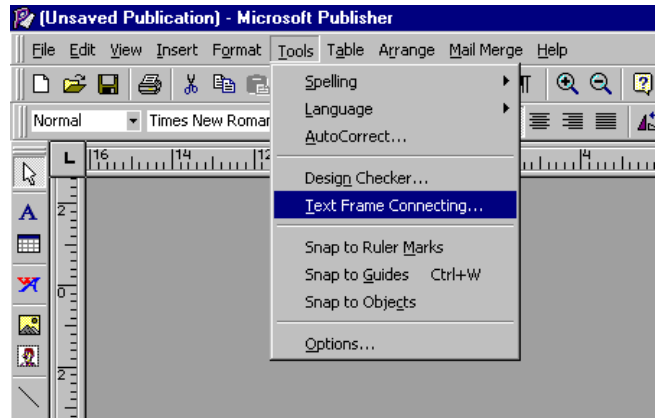
- Click on the first text frame column and then on the Connect Frames tool.



- In Publisher 98, you will have to find the Connect Frames tool:

Go to the Tools menu and click Text Frame Connecting

The Connect Frames tool bar will appear



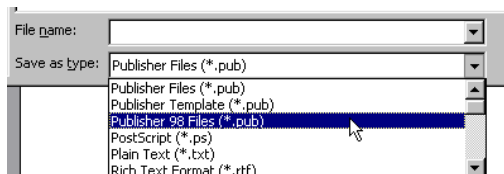
- Move your pointer on to the Publisher page.
- The pointer will turn into a bucket. Move your pointer to the next text frame column and click to 'pour' the text into it.
- This little grey box appears to show that the frames are connected.




Saving your work if you are going to open it in a different version of Publisher

If your work is done using Publisher 2000, you will have to save it as a Publisher 98 document, like this:

- Go to File menu > Save As
- Click on the arrow at the Save as type dialogue box
- Choose Publisher 98 Files



Newspaper Layout example

| | | |
|--|--|--|
| <p>Newspaper Title here</p> | | |
| <p>Drag this text frame for your story headline</p> | <p>Drag a picture frame here (use the picture frame tool)</p> | |
| <p>Drag this text frame to make column 1 of your newspaper report</p> |  | |
| | <p>This text frame will be for your picture caption</p> | |
| | <p>This text frame is for column 2 of your report</p> | <p>This text frame is for column 3 of your report</p> |
| | <p>These 3 frames will be connected so that text can flow from one frame into another.</p> | |