Publisher

Making a Newsletter

Using MS Publisher, create a two-page newsletter on ONE of the following areas:

* Wellness: can include things like: healthy living, nutrition, mindfulness, articles on mental health.
* Drug and Alcohol Education: types of commonly abused drugs, addiction, dangers of, etc
* Employability Skills: skills necessary for finding work, the job hunt process, interview skills, what to expect on the job
* Technology: internet safety tips, social media, gaming, home schooling
* Or an area of interest to you: historical content, special interest like SPCA or another organization, a hobby you enjoy, science related, or something else.

The above are just suggestions, feel free to do your newsletter on something you find interesting.

You should have title for your newsletter, related to the content or theme of your newsletter, ex. *Wellness Weekly* or *History Hub,*  a main article that will be longer than the others, a couple of secondary articles and then fun facts, like “Did You Know That..?” type of things, which can be put inside shapes if you like.

Publisher is quite user friendly: it’s all point, click and type. You can delete text boxes, pages, or add text boxes, and shapes. You can play with the color scheme and add pictures. To delete pages, right click on the page you want to delete in the side bar and click delete and the desired option.

Just go to your start button and click, under the P’s, you will find Publisher. Click on that, and then, **New** and **search** newsletters, choose one you like and click **create**. Remember there is a front and back view to your newsletter and you can switch back and forth between views on side bar.

Remember to reference your articles.

So, give it a try, play around with the software a bit first if you like to get familiar with it. You can always email me for help [jane.macmillan@nbed.nb.ca](mailto:jane.macmillan@nbed.nb.ca) ☺