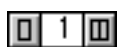


Step-by-Step

Creating a Two-Column Document With Graphics With AppleWorks 6

In this Step-by-Step Card, you will create a newsletter template using an AppleWorks word-processing document. You'll then add text and graphics to the template, reviewing the skills you learned when writing the letter.

- 1** Open a new AppleWorks word-processing document.
- 2** Click the Increase-column button at the top of the document, above the text ruler to the right of the tab markers. The document appears with two columns. A word-processing document can have up to nine columns.



Increase-column button

- 3** Next you'll create a header for the newsletter masthead. Choose Insert Header from the Format menu.

A header appears at the top of the page.

- 4** Press the Return key a few times to expand the header. The insertion point blinks in the center of the header. This is because the default alignment setting for headers is centered.

Decide whether you want the alignment to remain centered or whether you want to choose one of the other options from the text ruler.

- 5** Enter a title, date, and volume number for your newsletter. Experiment with different fonts, sizes, colors, and styles.
- 6** Add a graphic to the header. Select the arrow pointer first so that it will be a "draggable" graphic. Position and resize the graphic so that it enhances the layout of the masthead. (If the Tools window is not open, click the toolbar icon at the bottom of the document.)
- 7** Save the document with the name "Newsletter Template." You now have a template that can be used any time you want to begin a newsletter.
- 8** Choose Save As from the File menu and save the document with a new name that describes this edition of your newsletter. By doing this, the template file will remain unchanged, available for the next time you want to use it.

- 9** Begin entering text in the body of the newsletter. Notice that you have to begin in the upper-left section of the document. When the first column is filled, the text automatically moves into the second column as you type.

Experiment with techniques used in commercial newspapers. Make the first letter of an article several points larger than the rest of the type. Also experiment with justified alignment.

- 10** If you want to add clip art, try adding it without clicking the arrow pointer. This inserts the image as text. When an image is inserted as text, it behaves exactly like text. This means that the image will move with the text if you decide to insert some text in a previous paragraph. Experiment to see why this might be important in the body of the newsletter.
- 11** When you're done, save your work.