

## Creating Newsletters

Newsletters are one or more pages about a particular topic or organisation. Text is usually placed in columns (usually three columns) and graphics inserted to add interest to the page. A Masthead at the top of the first page is provided to show the newsletter title and publication details such as date or issue number. In this exercise you will create the newsletter shown below.

# TWO WHEELERS

## NEWS FROM VICTORIAN CYCLING

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24 Baxter Road, Malvern, Vic. 3133
April 2010

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### ANNUAL TOUR

OUR annual weekend bike tour is rapidly approaching. Keep the weekend of 20 and 21 May free as we want as many members as possible to make the tour. This year we will trek to the Western District.

The trip will start from Melbourne at 9am on Saturday 21 May at the club rooms. We will travel over the West Gate Bridge through Geelong and down to Warrambool where we will spend the first night. The beautiful west coast district is a must to see, although sometimes the hills and wind can make it a less than perfect experience. Staying over night at Warrambool can be enjoyable with plenty of night life, but be careful not to overtire yourselves.

The Sunday involves a track to Hamilton, through Ballarat and back to Melbourne. The overall distance travelled is around 400 km, an exciting outing for those prepared for some steep hills and a good long distance ride.

The total cost for the tour is \$150 per rider. This covers the hotel in Warrambool, the renting of the support vehicles and the supply of meals. Please pay the club secretary as soon as possible so that we can make the necessary bookings, finalise the exact number of participants and inform the authorities of the details of the tour.



*The best place to save weight on a bike is in the wheels.*

### MEMBERSHIP DUES

This year's club membership is now due and \$30 should be paid to the club treasurer.



### The Sir Hubert Opperman Award

A hero to all true bikers, Sir Hubert Opperman is remembered with an annual Award for best new cyclist. This will be presented at our annual Dinner Dance and Presentation Night to be held at the Malvern Civic Centre on 12 Oct. 2010.

Tickets are now on sale and available from the club secretary. It's sure to be a great night and a sought after award so get your tickets early to avoid disappointment. We hope all members will be able to attend.

### FOLLOW A CAREFUL TRAINING PROGRAM



A sound training program is essential for success in our sport. When stepping up your training routine in preparation for a race you may wish to know when you have reached your maximum conditioning. You can find this out by logging your resting pulse for a month. After that time you should reach a low point. Once this occurs you are most likely at your peak physical conditioning.

It is also important to practice maximising your momentum. As you approach a hill, maximize your speed as you approach the bottom of the grade. Doing this you will notice your speed cutting off more slowly.

The team coaches are always on hand to help you with your individual training program. Don't hesitate to ask for advice.

### REMEMBER:

The Club Professional is available to help you with your training program.

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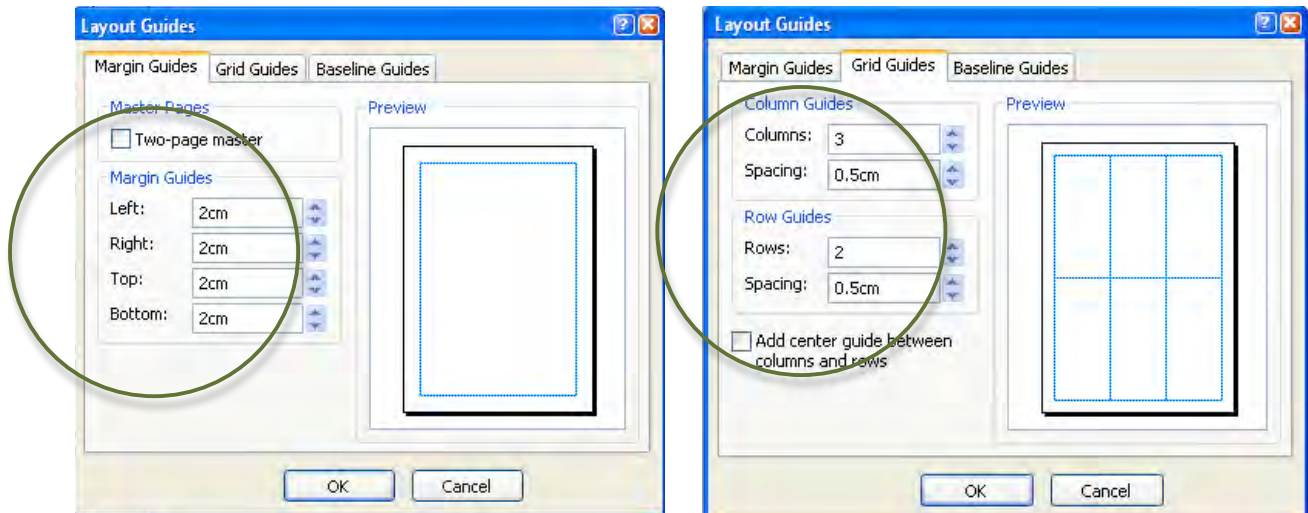
## Starting a New Publication

- 1 Start Microsoft Publisher.
- 2 Click on BLANK PAGE SIZES ➤ A4 PORTRAIT ➤ CREATE

## Laying out the Page

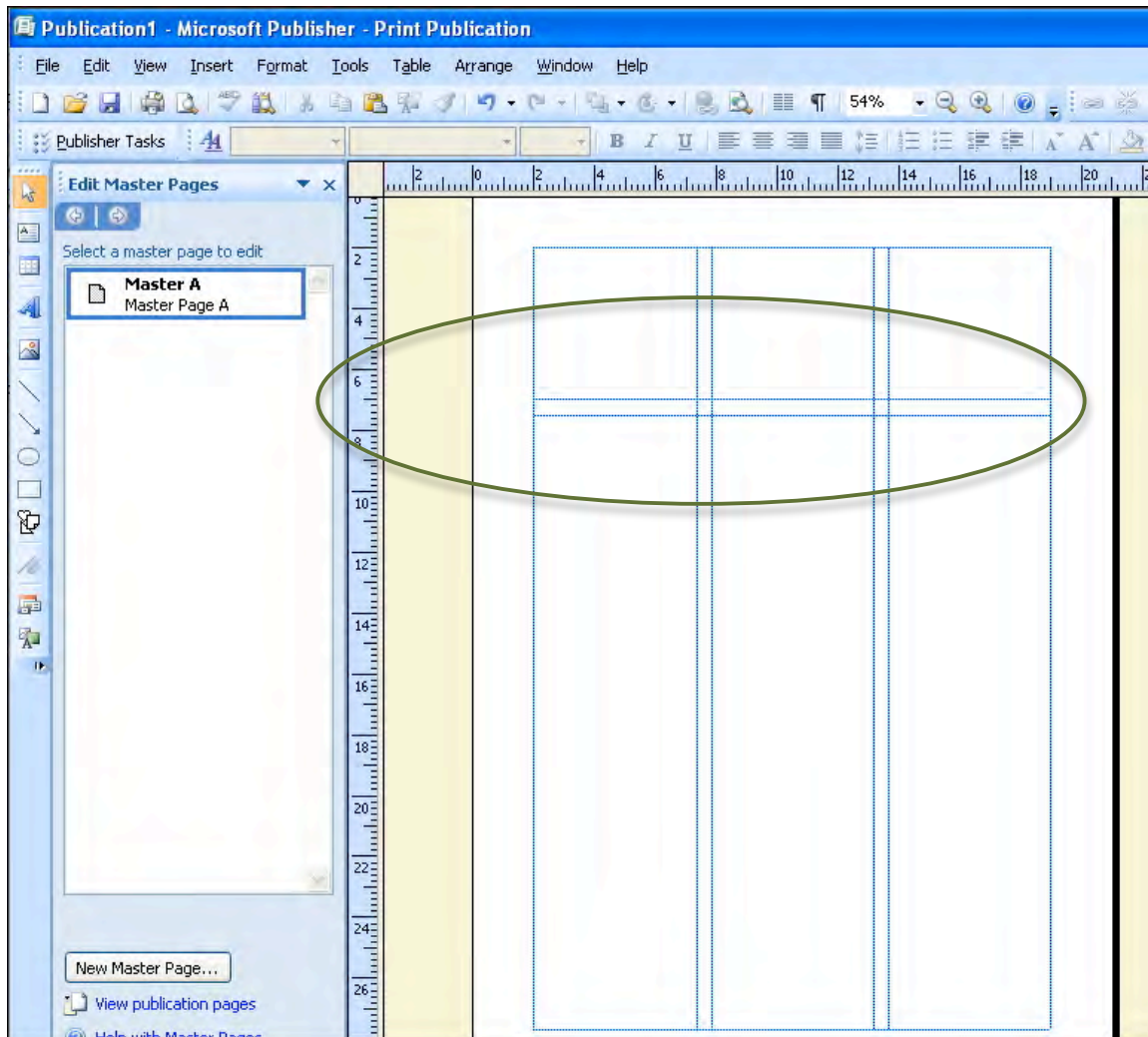
We can use a three-column page to produce the newsletter and add RULER GUIDES to the page.

- 1 Click on ARRANGE ➤ LAYOUT GUIDES in the Menu Bar.
- 2 Type 2 in each of the MARGIN GUIDES boxes.
- 3 Click on the GRID GUIDES tab and type 3 in the COLUMNS box and 2 in the ROWS box



- 4 Click on OK.

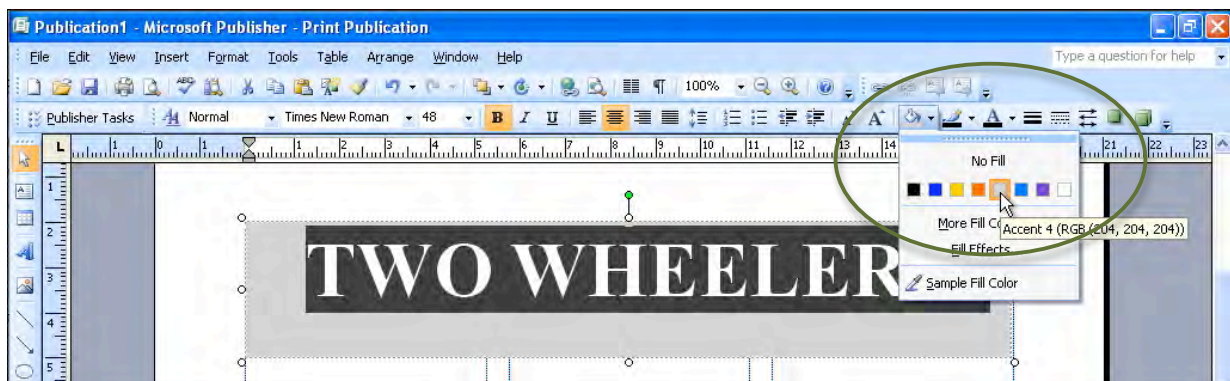
- 5 Click on VIEW ➤ MASTER PAGE in the Menu Bar.
- 6 Hold down the <SHIFT> key and drag the boundary up to 7 cm in the vertical ruler.



- 7 Click on VIEW ➤ MASTER PAGE in the Menu Bar to return to NORMAL VIEW.

## Creating the Masthead

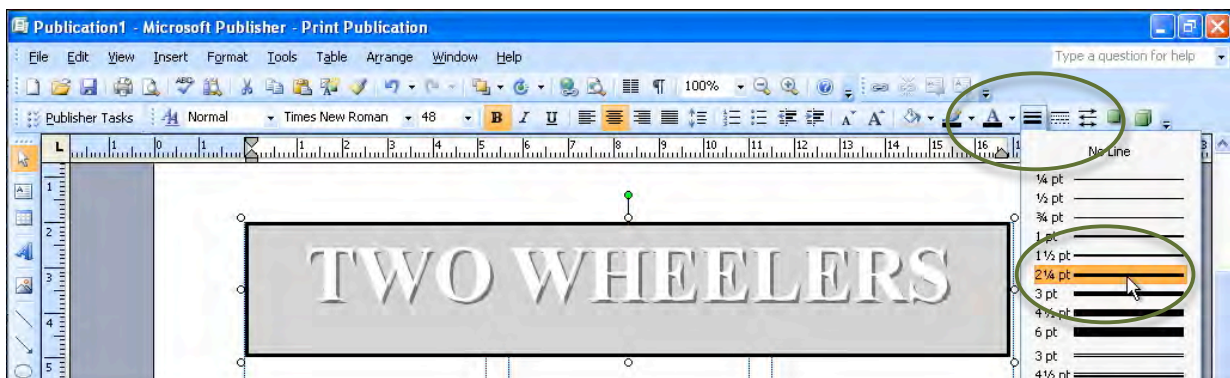
- 1 Click on the TEXT BOX tool and drag a rectangle from the top left margin corner down to approximately 5 cm on the left RULER and across to the right margin.
- 2 Set the ZOOM to 100% (F9 key) and enter: TWO WHEELERS.
- 3 Highlight the text and set it to 48 pt, BOLD and CENTRED.
- 4 Click on the FILL COLOUR button in the FORMATTING Toolbar and select GREY.



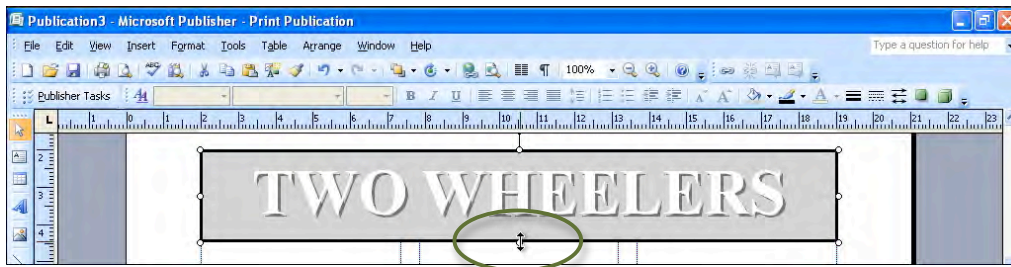
- 5 Click on FORMAT>FONT in the Menu Bar.
- 6 Set the COLOUR to WHITE, turn on the SHADOW effect and click on OK.



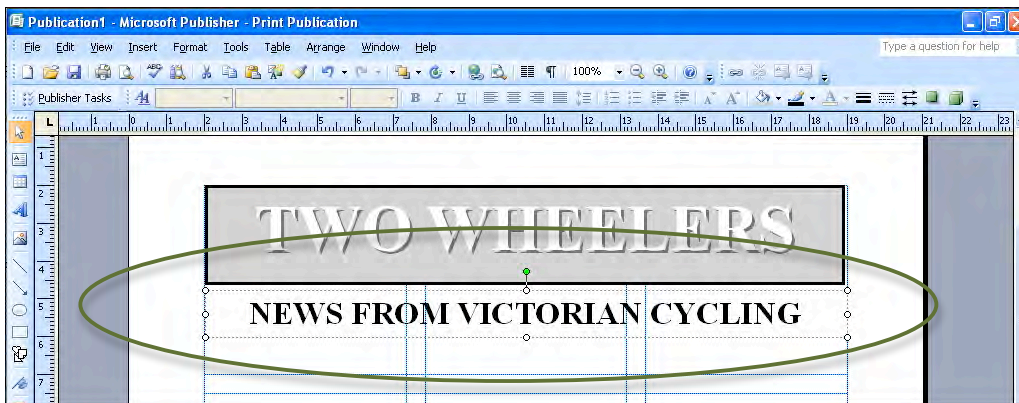
- 7 Click on the text box border to select it.
- 8 Click on the LINE/BORDER STYLE button and click the 2 ¼ pt border.



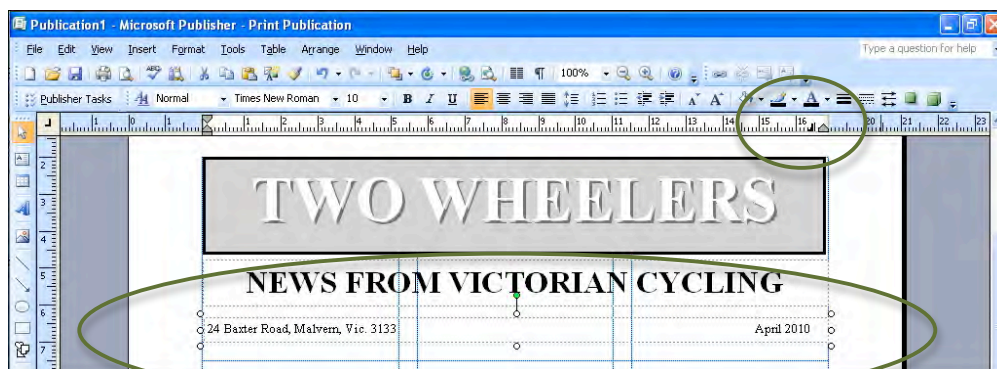
- 9 Use the centre bottom handle of the text box to adjust the height of the text box so that it neatly encloses the text.



- 10 Create another TEXT BOX directly below the first, type the text as shown below and format the text to be BOLD, 24 pt and CENTRED.



- 11 Create another TEXT BOX below the second text box, enter the text shown and use a right tab stop to align the date to the right of the text box.



## Completing the first Column

- 1 Set the VIEW box in the STANDARD Toolbar to WHOLE PAGE, click on the TEXT BOX tool and draw a TEXT BOX for the first column that covers the whole of the lower part of the first column in the Layout Guide. Refer to the diagram at the top of the next page.