

# Newsletter Design Activity

## *Create a document*

1. Start QuarkXPress by clicking **START-PROGRAMS-QUARK** and selecting the Quark icon. The program will open and you will see a screen that says "FOR EDUCATIONAL USE ONLY"
2. Create a new document by clicking **FILE-NEW-DOCUMENT**. The New Document dialog box will appear.
3. Ensure the page size is US Letter. For all four margin fields, enter: **.25"**. Leave all other default options as they are. Click **OK**. A new document will appear.
4. Begin changing the measurement system on the rulers to inches by selecting **EDIT-PREFERENCES-DOCUMENT**. The Preferences dialog box will appear.
5. Change both the horizontal measure and the vertical measure to **INCHES** and click **OK**.

*You are now ready to add text and picture elements to your newsletter!*

## *Adding elements*

1. Change the view so you can see the entire page by selecting **VIEW-FIT IN WINDOW**.
2. Select the Text Box tool. Draw a text box that stretches from the upper left-hand corner to the upper right-hand corner.
3. Make sure the text box you just created is still selected (You should see the handlebars around the box). In the Measurement palette, enter the following values to change the size of the text box: **W=8", H=.65"**.
4. Select the Item tool and click on the text box. If it is not already there, move the box up to the top of the page so that it aligns with the blue top, left and right margin guides.
5. Select the Content tool and click in the text box. A flashing cursor will appear indicating you are ready to type. Type the following headline: **Students learn to use QuarkXPress**
6. Select the Text Box tool. Draw a text box that stretches from the bottom left-hand corner to the bottom right-hand corner and is about half the page high.
7. Make sure the text box you just created is still selected (You should see the handlebars around the box). In the Measurement palette, enter the following values to change the size of the text box: **W=8", H=9.625"**.

8. Select the Item tool and click on the text box. If it is not already there, move the box down to the bottom of the page so that it aligns with the blue bottom, left and right margin guides.
9. Click in the large text box you just created. Type the words “by Your Name” (example: **by Vince Rhodes**).
10. Select the Picture Box tool and draw a box.
11. Make sure the picture box you just created is still selected (You should see the handlebars around the box). In the Measurement palette, enter the following values to change the size of the text box: W=5.25", H=4".
12. Select the Item tool and click on the picture box. Move the box up so that it aligns with the top edge of the text box and so that the left edge of the box is on the right blue margin.

*You are now ready to import elements into your newsletter!*

### ***Importing Text & Graphics***

1. Select the Content tool and click in the text box after your byline.
2. Press **ENTER** two times to skip a line between your byline and the text you will import.
3. Select **FILE-GET TEXT**. The Get Text dialog box will appear.
4. On the training disk in the floppy drive, click on **newstext.doc** and press **OK**. The text will appear after your byline. IF the text appears as a collection of random symbols, go to PLAN B at the end of this handout!
5. With the Content tool still selected, click on your picture box.
6. Select **FILE-GET Picture**. The Get Picture dialog box will appear.
7. On the training disk in the floppy drive, click on **parade.tiff** and press **OK**. The picture will appear in the box.

*You are now ready to format your newsletter!*

### ***Formatting Text & Graphics***

1. The content tool and the picture box should still be selected. Click in the center of the picture and hold down the mouse key. You have now selected the photo within the box. With the mouse button depressed move the mouse to position the image as you want it within the confines of the box.

2. Using the content tool, click the text box that contains your byline.
3. In the measurement palette, change the column number to **3** and press **ENTER**. Your text box will now be divided into three equal columns of text.
4. Using the content tool, highlight your byline.
5. Click on the boldface icon (B) on the measurement palette. Your text will become bold.
6. Using the content tool, highlight the headline you typed in the other text box.
7. Use the measurement palette to change the font to **IMPACT** and the size to **40 pt**.

*You are now ready to save & print your newsletter!*

### ***Saving & Printing Documents***

1. Select **FILE-SAVE**. The Save dialog box will appear.
2. BE sure that the directory for your 3.5" floppy disk is showing. Type in the name **newsletter.qxd** for your filename and press **OK**. The file will save onto your disk.
3. Select **FILE-PRINT**. The Print dialog box will appear.
4. Be sure the appropriate local or network printer is selected. Press **PRINT**. Your document will be sent to the printer.

*CONGRATULATIONS! You created your own newsletter using QuarkXPress!*

## ***PLAN B: Importing Text via the Windows Clipboard***

If the traditional QuarkXPress text import did not work, you can still get text into the appropriate text box. It just requires a few more steps:

1. Minimize QuarkXPress.
2. Load the appropriate file in your word processor.
3. Select **EDIT-SELECT ALL** (or press **CTRL-A**) to select the entire body of text in the file.
4. Select **EDIT-COPY** (or press **CTRL-C**) to copy the selection to the Windows clipboard.
5. Minimize your word processor.
6. Maximize the QuarkXPress document window.
7. Using the content tool, click in the text box where you want the text to be placed.
8. Select **EDIT-PASTE** (or press **CTRL-V**) to paste the text from the Windows clipboard. Note that special formatting such as font size, style (bold, italic, etc) will likely be lost. You can reformat the text using the file menus, the measurement palette or style sheets.