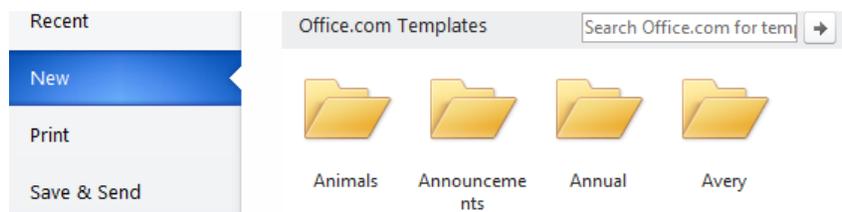


## Create a Holiday Newsletter in Word

Microsoft Office has some ready-to-go templates for holiday newsletters and other documents like invitations, announcements, and flyers. These come in handy if you do not want to spend much time on the formatting of your letter. The templates already have the formatting set, so all you have to do is paste in the text of your letter.

### Using a template

To access Word's templates, open Word, click on File, and then click on New. Scroll down to the Office.com Templates section. Scroll down to Newsletters and double click on the icon. There are a few options for holiday newsletters, along with other newsletter templates.



Click once on a template to preview it. When you find one that you like, click on Download. This will open a new document with the template. It is a good idea to save your document at this point and continue to click on Save as you make changes. If you decide to use a different template, close Word completely and open it again to choose a new template.

Highlight a section of the text and replace it with your own text by typing or pasting it. You can also replace any titles and headings the same way. Any images or boxes are objects that you can move, delete, or replace if you wish. When you click on one, you should see a blue line around the object. Hit delete if you want to erase it. You can also resize it by clicking and dragging from one of the blue dots at the corners. Remember, you can always undo your last change by hitting Ctrl + Z on the keyboard if you make a mistake.



To add your own image, click on the Insert tab in the ribbon, and then click on Picture. Find the picture in your files and double click on it to insert it. You can move the picture by clicking and dragging it. If you want text to appear right next to the picture, you will need to select a Wrap Text option. Right click on the picture, and then hover over Wrap Text. Select Square or Tight to allow text to wrap around the image.

### Starting from scratch

You may also create your holiday newsletter by opening a new blank document and designing it yourself. Add a border from the Page Layout tab on the ribbon. You can adjust the color, width, and style of the border when you add it. Add your own images by using the Insert tab on the ribbon. You can also insert shapes, headers, and footers. It is a good idea to insert a new Text Box for each section of text. This allows you to easily adjust the size and placement of each section of text. Click on Text Box and choose a type of text box. A simple text box works well in most cases. You can adjust the format of the text box after you insert it. To do this, right click on the edge of the text box and click on Format Shape.

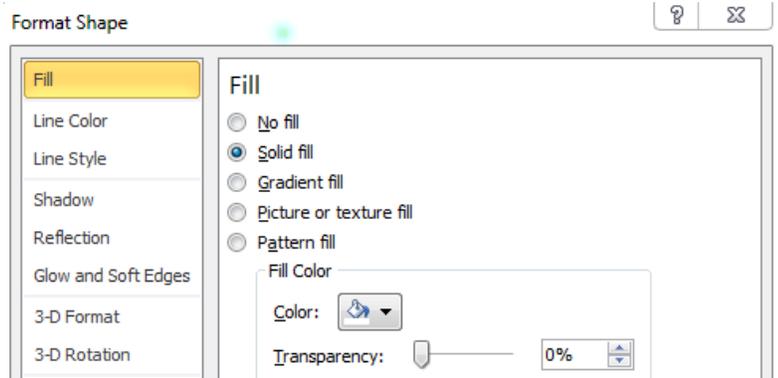


# Elmwood Park

PUBLIC LIBRARY

explore. connect. create.

Click on Line Color to remove the border around the text box, or to change its color. Click on Line Style if you want a thicker or thinner border. Click on Close when you are done making changes. Click and drag the edge of the text box to move it. Remember to click on Save as you make changes.



**Questions? Contact Adult Services at [askref@elmwoodparklibrary.org](mailto:askref@elmwoodparklibrary.org) or 708-395-1217.**

