How to Create a Newsletter in Microsoft Publisher/ Using Created Templates

1. **Open Microsoft Publisher/ open Template for Newsletter**:
2. **Choose a Template**:
    - Pick a template that suits your needs.
3. **Customize Your Newsletter**:
    - **Newsletter Information**:
        - In this space, include your newsletter information. This should cover:
            - Updates or changes in your ministry or work.
            - Ministry related prayer requests
            - Pictures.
        - You can also add:
            - Bible Verses
            - Quotes.
            - Stories.
4. **Adding Prayer Requests**:
    - Highlight the requests you have and list them as prayerful items.
    - You can have multiple items in your list or use the space for one.
5. **Replacing Images**:
    - All images in the template are placeholders. Replace them with your own images.
    - To add your own images:
        - You can copy an image, right-click, and paste it into the desired location.
        - Alternatively, go to the "Insert" tab.
            - Click on "Pictures" and choose from your file or downloads.
            - Delete the placeholder image and size your image to fit the space and format you want.
6. **Adding Captions and Stories**:
    - Use the space under a photo to draw attention to a story or to caption the pictures you are sharing/ add context.
7. **Information that needs to remain:**
    - "To support this ministry financially, checks should be made out to NAIM with **Project #508** in the memo line. Donations can also be made online at www.naim.ca/donate" - DO NOT REMOVE

Tips for helping to Formatting Your Newsletter:

8. Text Formatting:
    - Font Style and Size:
        - Select the text you want to format.
        - Go to the "Home" tab and choose your desired font style and size from the dropdown menus.
    - Bold, Italic, and Underline:
        - Use the buttons in the "Home" tab to apply bold, italic, or underline to your text.
    - Color:
        - Change the text color by selecting the text and clicking the "Font Color" button in the "Home" tab.
9. Paragraph Formatting:
    - Alignment:
        - Align your text to the left, center, right, or justify it using the alignment buttons in the "Home" tab.
    - Line Spacing:
        - Adjust the line spacing by selecting the text and clicking the "Line Spacing" button in the "Home" tab.
    - Bullets and Numbering:
        - Add bullet points or numbering by selecting the text and clicking the "Bullets" or "Numbering" button in the "Home" tab.
10. Using Shapes and Lines:
    - Insert Shapes:
        - Go to the "Insert" tab and click "Shapes."
        - Choose the shape you want to add and draw it on your page.
    - Formatting Shapes:
        - Select the shape and use the "Drawing Tools" tab to change the fill color, outline, and effects.
11. Page Layout:
    - Margins:
        - Adjust the margins by going to the "Page Design" tab and clicking "Margins."
        - Choose a preset margin size or customize your own.
    - Columns:
        - Divide your text into columns by selecting the text and going to the "Page Design" tab.
        - Click "Columns" and choose the number of columns you want.
    - Headers and Footers:
        - Insert Headers and Footers:
        - Go to the "Insert" tab and click "Header" or "Footer."
        - Add text, page numbers, or other information to your header or footer.
    - Formatting Headers and Footers:
        - Use the "Header & Footer Tools" tab to format the text and layout of your headers and footers.

Saving and Printing:

Save Your Work:

- Save your newsletter by clicking "File" and then "Save As."
- Choose a location and file name for your document.

Print Your Newsletter:

- Print your newsletter by clicking "File" and then "Print."
- Adjust the print settings as needed and click "Print."