



# Newsletter for Savannah Arts Association


The Savannah Arts Association supports local artists and sponsors art exhibitions each year. As publicist for the association, you are in charge of creating and distributing a newsletter four times a year. To create the newsletter for Spring 2010, you need to **Create the Heading**, **Enter and Format the Text**, and **Format Columns**. The completed newsletter appears in Figure A-12 on page 13.

## Activity:



### Create the Heading

You need to create a heading for the newsletter that includes a picture and two WordArt objects.

#### Steps:


1. Open a blank Word document, click the **Page Layout** tab, click the **Margins** button in the Page Setup group, click **Narrow**, then save the document as **Newsletter for Savannah Arts Association** in the location where you store your Data Files
2. Click the **Insert** tab, click **Picture** in the Illustrations group, navigate to the location where you store your Data Files, then double-click **BlueCascade.jpg**
3. Click the **Size** dialog box launcher , change the Height to **2.73**, click the **Lock aspect ratio** check box to deselect it, change the Width to **7.6**, click **Close**, click **Text Wrapping** in the Arrange group, then click **Behind Text**

*With the layout changed to Behind Text, you can now overlay two WordArt objects and some text.*

4. Click the **Insert** tab, click the **WordArt** button in the Text group, click the **upper-left** selection, type **2010**, then click **OK**
5. Click the **Shape Fill** list arrow  in the WordArt Styles group, click **Orange, Accent 6, Lighter 80%**, click the **Shape Outline** list arrow  in the WordArt Styles group, then click **No Outline**
6. Click **Text Wrapping** in the Arrange group, click **In Front of Text**, then drag the WordArt object to position it as shown in Figure A-7

*By selecting the In Front of Text layout, you convert the WordArt object from an inline graphic to a floating graphic that you can position easily.*

7. Create another WordArt object with the text **Spring** using the same WordArt style but leaving the text outline and white fill, change the Text Wrapping to **In Front of Text**, then drag the object to position it as shown in Figure A-8

8. Press **[Ctrl][Home]**, type **Savannah Arts Association**, select the text, change the font to **Arial**, change the font size to **36**, then change the Before spacing to **12 pt**
9. Right-click the selected text, click the **Font Color** list arrow  on the Mini toolbar, click **White, Background 1**, apply **Bold** and **Italic**, press **[>]** once to deselect the text, save the document, then compare the completed heading to Figure A-9

#### Hint

Click the **Page Layout** tab to change the Before spacing.



FIGURE A-7: 2010 Wordart object positioned

Position the WordArt object relative to 5.5 on the horizontal ruler bar and 1 on the vertical ruler bar

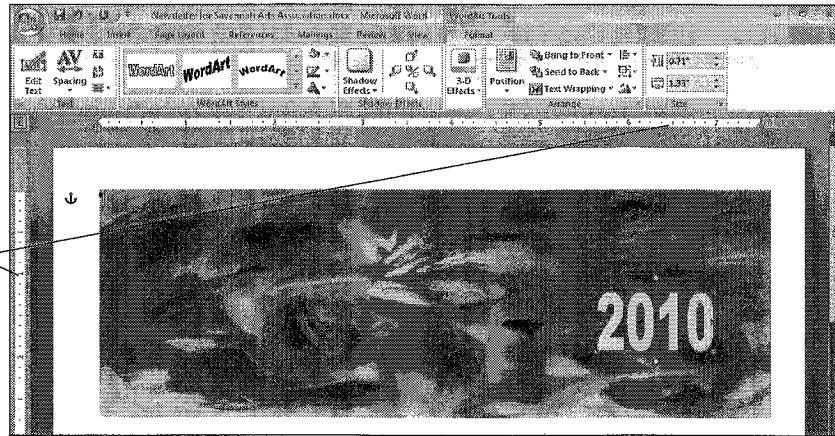
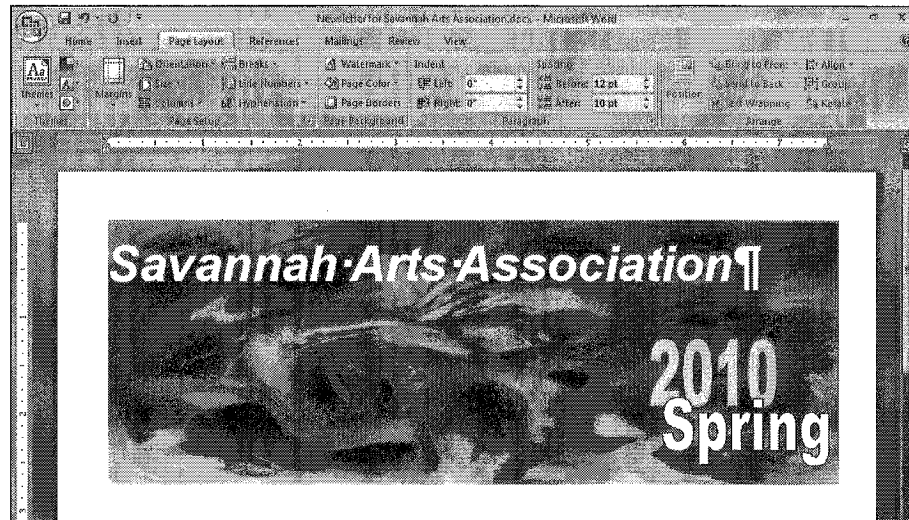


FIGURE A-8: Spring Wordart object positioned



Use arrow keys to position the WordArt object precisely

FIGURE A-9: Completed newsletter heading








Activity:

## Enter and Format the Text

The newsletter consists of three stories. First, you need to create a style that you can apply to each of the three story headings so that the newsletter has a unified look. Then, you need to enter text for the newsletter.

Steps:

1. Double-click in the left margin about .5" below the picture, click the **Home** tab, click the **Clear Formatting** button in the **Font** group, then, if necessary, press [Enter] once or twice more to move the insertion point down so it appears approximately .5" below the picture
2. Click the **Styles dialog box launcher**  in the **Styles** group to open the **Styles** task pane, click the **New Style** button  at the bottom of the **Styles** task pane, type **Newsletter Story** as the style name, click the **Style for following paragraph** list arrow, click **Normal**, select the **Arial Black** font, then select the **14-pt** font size
3. Click **Format** in the **Create New Style from Formatting** dialog box, click **Border**, then click the **Borders** tab if necessary
4. Click the **Width** list arrow, click **6 pt**, click the **Top Border** button  in the **Preview** area, click **OK**, then click **OK**

*The Newsletter Story style includes a solid line above the text.*

5. Type **Upcoming Exhibitions**, then press [Enter]

*Note that the Normal style is automatically applied to the new paragraph because you selected Normal as the Style for following paragraph when you created the Newsletter Story style.*


6. Close the **Styles** task pane, then type the text of the first story in the newsletter as shown in **Figure A-10**
7. Press [Enter] following "village," right-click at the insertion point location, click the **Change Styles** button  on the **Mini toolbar**, click **Newsletter Story**, type **Volunteer of the Season**, then press [Enter]
8. Type the text for the **Volunteer** story and the **Featured Work** heading and story as shown in **Figure A-11**  
*Remember to format the Featured Work heading with the Newsletter Story style as shown in Figure A-11.*
9. Click the **Review** tab, click the **Spelling & Grammar** button in the **Proofing** group, make any necessary corrections, then save the document

FIGURE A-10: Text for the “Upcoming Exhibitions” story

### Upcoming Exhibitions ¶

Spring 2010 will be our best exhibition season ever! The Savannah Arts Association is proud to host exhibitions by three internationally acclaimed artists who all call Savannah home. First up on April 2 is Maria Simpson with her *Landscape Rhythm* exhibition. This intriguing series of works is based on video studies of the unusual and historic landscapes that Simpson often visited in France. Simpson’s exhibition runs to April 28. ¶

Peter Moore’s surreal paintings take center stage in the gallery from May 1 to May 25. The paintings are inspired by the works of the Italian Metaphysical painters of the early 20<sup>th</sup> century, such as Giorgio de Chirico and Carlo Carra. Moore’s work has attracted notice throughout the United States. In September, his work will be featured in two solo exhibitions in New York. ¶

On June 2, photographer Jay Singh presents *My Home Town*, an exhibition of black and white photographs of the village in India where Singh grew up before immigrating to America at the age of 25. The haunting photographs take the viewer into the very soul of the village. ¶

FIGURE A-11: Text for the “Volunteer” and “Featured work” stories

### Volunteer of the Season ¶

Janice Brown is our Volunteer of the Season—the Spring Season in this case! On more than one occasion, Janice has gone above and beyond the call of duty in her tireless efforts to communicate the activities of the Savannah Arts Association to the public. We honor her this season because of her incredible contribution to our recent fund-raising event. Thanks to Janice, the Savannah Arts Association raised a staggering \$50,000—that’s 40% higher than last year’s total! Janice continues to inspire all of us with her entrepreneurial spirit and her enthusiasm for art. ¶

### Featured Work ¶

Each season, the Savannah Arts Association selects the painting that will represent the association in all its advertising. Shown at the right is the image that will be used as the cover photo for our spring ads in *Savannah Arts*, *Arts Alive*, and *Art, etc.* Entitled *Cote de Granite Rose*, this luscious canvas is the work of Maria Simpson. Her April exhibition, *Landscape Rhythm*, is sure to be a big hit with Savannah art lovers. At her last exhibition with the association, Maria sold every single canvas! ¶



Activity:

## Format Columns

You can achieve some interesting effects by using a variety of column styles to display text in a newsletter as shown in the completed newsletter (see Figure A-12). The “Upcoming Exhibitions” and “Volunteer of the Season” stories appear in two columns of equal width and the “Featured Work” story appears in one column at the bottom of the page. In addition, a picture is inserted into the “Featured Work” story.

Steps:

1. Press **[Ctrl][Home]** to move to the top of the newsletter, click to the left of the Upcoming Exhibitions heading (but don't select the heading), click the **Page Layout Tab**, click **Columns** in the Page Setup group, click **More Columns**, then click **Two**
2. Click the **Apply to list arrow**, click **This point forward**, then click **OK**  
*By selecting This point forward, you set columns only from the current position of your insertion point to the end of the document.*
3. Click at the beginning of paragraph 3 in the Upcoming Exhibitions story (begins with the text On June 2...), click **Breaks** in the Page Setup group, then click **Column**
4. Click to the left of the Featured Work heading to position the insertion point, click **Columns** in the Page Setup group, click **More Columns**, click **One**, click the **Apply to list arrow**, click **This point forward**, then click **OK**  
*You have made the last story in the newsletter span one column.*
5. Click the **Insert tab**, click **Picture**, navigate to the location where you store your Data Files, then double-click **GraniteRose.jpg**
6. Click **Picture Effects** in the Picture Styles group, point to **Bevel**, then select the **Angle Bevel style** (2nd row, far-left style)
7. Select the contents of the **Shape Height** text box in the Size group, type **1.3**, press **[Enter]**, click **Text Wrapping** in the Arrange group, click **Square**, then drag the picture to position it as shown in Figure A-12
8. Click the **Insert tab**, click the **Footer button** in the Header & Footer group, click **Blank**, press **[Delete]** twice to remove the placeholder and the extra paragraph mark, type and center the contact text as shown in Figure A-12, then exit the footer
9. Save the file, preview the completed newsletter, print a copy, then close the document



### Additional Practice

For additional practice with the skills presented in this project, complete Independent Challenge 2.

FIGURE A-12: Completed newsletter for the Savannah Arts Association



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