

STYLE SHEET

Fonts

Body text: Garamond, Goudy Old Style

Headlines: Gill Sans MT Family

Gill Sans MT

Gill Sans MT Condensed

Gill Sans MT Ext Condensed Bold

Gill Sans Ultra Bold

Gill Sans Ultra Bold Condensed

Size

Body text: 10 or 12 point

Headlines: various

Colors

Body text: black

Headlines: black, greens, various

Pale green: #CCFFCC; R: 204 G: 255 B: 204

Medium green: #6CC776; R: 108 G: 199 B: 118

Dark green: #0C8F20; R: 12 G: 143 B: 32

Internet

Body text: Gill Sans or Verdana 10 or 12 point

Headlines: Gill Sans or Verdana 20 point or what's appropriate; matching body text

Alignment: left-aligned

Links: dark green, bold

Background: white

INSTRUCTION SHEET

Newsletter:

Click on the place-holder text. It will highlight all the text you can change in that box. Simply begin typing what you'd like to say. Bear in mind that you cannot increase the amount of space, so make sure your articles aren't longer than the available area.

Usage tips

These apply for any Microsoft Publisher document. Some of these tips also apply for Microsoft Word, especially the stuff about text wrapping and grouping.

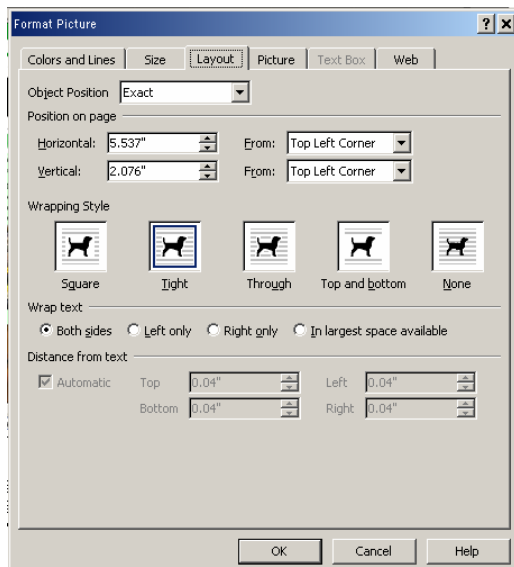


Image resizing

To change the images, click on the pictures and delete them (either press the delete key or right-click and select Delete Object). Then paste in the images you'd like. You will want to resize your images by clicking on any of the small white dots that appear in the corners of images. You can see what I'm talking about in the picture below; the white dot(s) you want to click on or drag is circled in red. You will also want to set how text wraps around an image.

Text Wrapping

To change how text wraps, double click on the small white dot—not the image itself. This will bring up a dialog box called "Format Picture" where you can change various settings. Click on



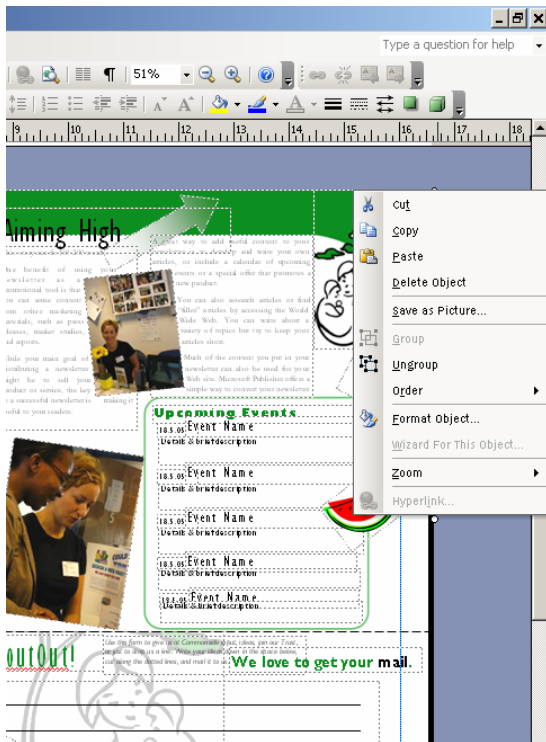
the "Layout" tab at the top of this box. You want to change the wrapping style, which is marked by a dog with text around it, as you can see in the picture below. I have set the wrapping in these stand-in pictures for "Tight," which makes the text go very closely around the image. You can experiment with different types of settings and see what works best for you.

Grouping

As it is, everything I've given you is grouped except for images. That means the computer thinks of it as

one unit that you can drag or resize and it'll all stay together—but you don't want to do those. While items are grouped you can still change the text in them, so you can just leave things as they are and it'll work just like a solid template.

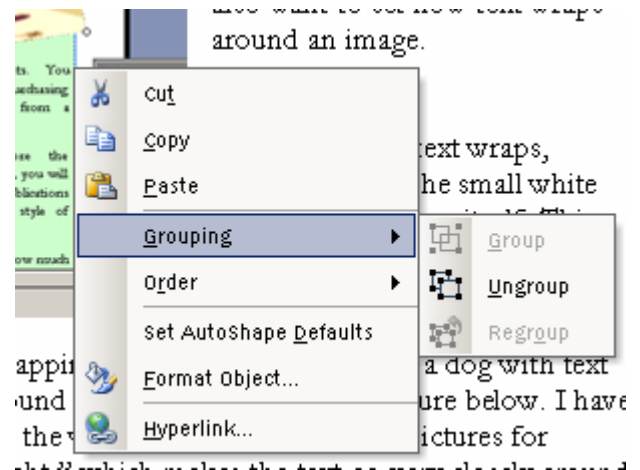
Grouping also means that you can't accidentally move any of those items, the text boxes or titles or anything, to the wrong place by accident. I recommend that you leave everything grouped unless you absolutely need to change the size of a text box for some reason.



If you do want to ungroup items, you can do so by clicking on the grouped items. In Microsoft Publisher this will bring up the white dots, which delineate the boundaries of the grouped items. Right-click on one of the dots and it will bring up a menu like the one in the picture at the left. You want to click “Ungroup,” which will separate all the items into individual bits. This is shown in the picture at left.

In Microsoft Word you can right-click on

the grouped items and it brings up a menu. You need to choose “Grouping,” then choose “Ungroup.” This is shown in the picture at the right.



Once you've ungrouped the items, you can move or change any item you'd like, but be careful—some of it is constructed in such a way that it'd be easy to accidentally disrupt. Remember that none of the pictures or watermelons have been grouped, so you don't need to ungroup to change those.

Changing Documents

If you do plan to make major changes to documents, I recommend changing a copy rather than the original template. You can easily copy a whole document by going to the File menu and choosing “Save As.” Rename the document something else; you can make changes to that document and the original one will remain unchanged.

Additional Issues

When other technical problems arise, whatever they may be, please feel free to email me. My email address is katief@wpi.edu. I will provide all the assistance I possibly can.

