



SKOKIE
PUBLIC
LIBRARY

Advanced Publisher: Newsletters

Hannah

Digital Literacy Specialist



SKOKIE
PUBLIC
LIBRARY

Newsletters

- What are they?
- Why use them?
- In which situations are newsletters effective? Not effective?



SKOKIE
PUBLIC
LIBRARY

Platforms for Designing a Newsletter

- Microsoft Publisher
- Microsoft Word
- Adobe InDesign
- Many more!



SKOKIE
PUBLIC
LIBRARY

Why use Publisher?

- Included in Microsoft Office
- Object based interface



We will cover:

- Selecting and adapting a newsletter template
- Creating a newsletter from scratch
 - Headers and page elements
 - Linked text boxes
 - Color schemes
 - Logos
 - Page numbers
 - Master pages
 - Images



SKOKIE
PUBLIC
LIBRARY

Where to learn more

- <https://support.office.com/en-us/publisher>
- Lynda.com
- Gale Courses
- Check out the Resource List on your handout for more suggestions!

Thank You

Want a copy of this presentation?
Visit www.skokielineibrary.info/handouts
where this presentation will be available
for four weeks.

