



Microsoft Publisher 2003

E-mail Newsletters and Other E-mail Templates

OTS PUBLICATION: PB5 • REVISED 07-01-2006 • TRAINING@TOWSON.EDU • OFFICE OF TECHNOLOGY SERVICES

=Shortcut =Advice =Caution

E-mail Templates

Have you ever wondered how people send out those professional E-mail newsletters? Publisher 2003 has some great built in design templates that are simple to use and help you look like the professional that you are.

New Publication

1. Go to **File > New > Web Sites and Email > Email**.
2. You will see six different templates. **Newsletter, Letter, Event/Speaker, Event/Activity, Product List** and **Featured Product**. Each one has almost the same creation process.

Selecting the E-Mail Newsletters

1. **Open** Publisher 2003.
2. From the **New Publication** task pane under the **New from a design** section, click on the blue arrow in front of **Web Sites and E-mail**.
3. Click on the arrow in front of **E-Mail** and select **Newsletter**.
4. Select one of the Newsletter templates (**Figure 1**).

Summary

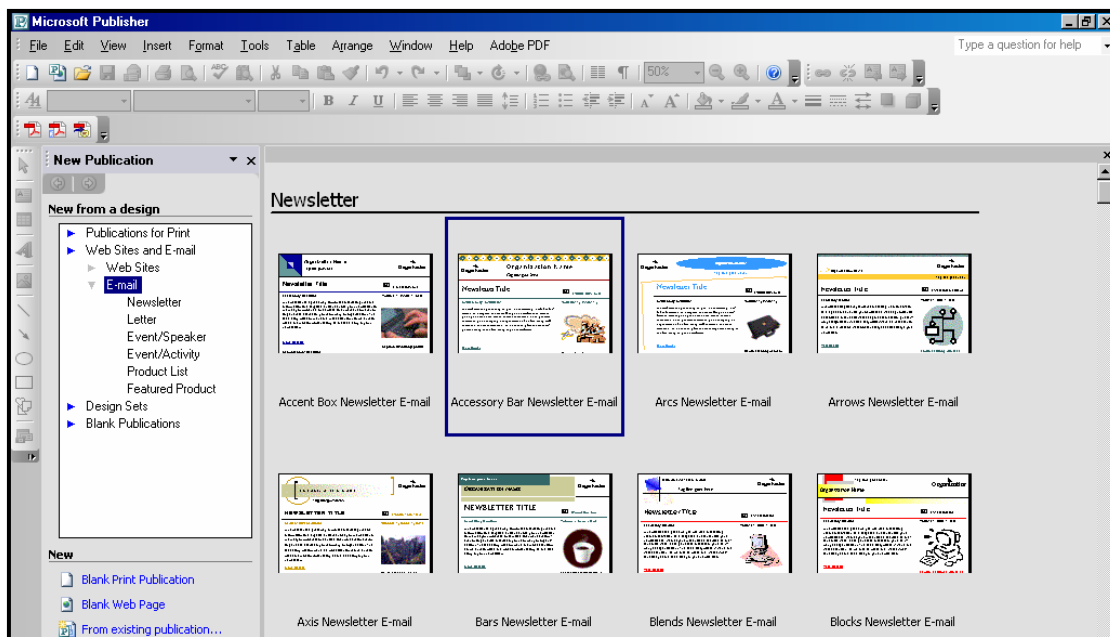
E-mail Templates

1. New Publication
2. E-Mail Newsletter
3. Editing Text
4. Changing Graphics
5. Hyperlinks
6. Delete and Undo
7. Save

Send E-mail Template

1. Sending
2. Receiving

Figure 1

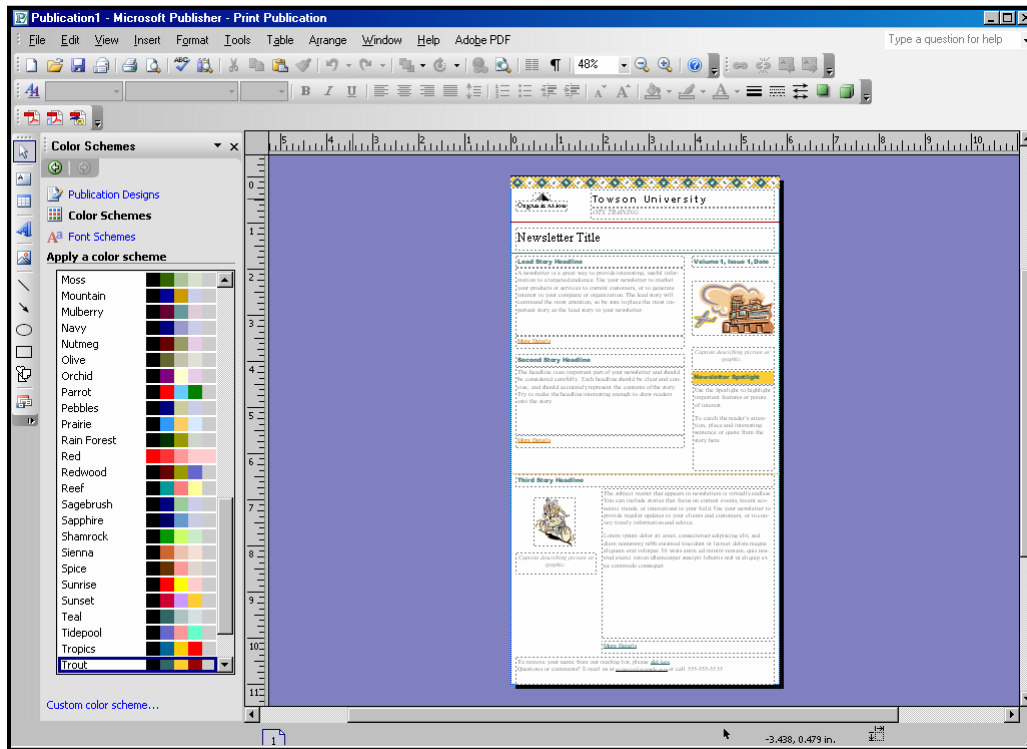


Publication Design Choices

Once you select your newsletter template your newsletter will appear in the scratch area of your window and the task pane will have three choices to further customize your newsletter (**Figure 2**).

1. **Publication Design:** Choose different publication design templates if you want to change your first choice.
2. **Color Schemes:** Choose different color schemes to apply to the newsletter template.
3. **Font Schemes:** Choose different font schemes to apply to your template.

Figure 2



Editing the Template

Editing the newsletter is a simple process when using the pre-made newsletter template.

Zooming

The first trick is to use the **F9** key on your keyboard which switches between zooming your view in and out. You can also use the **Zoom** toolbar icon (**Figure 3**).

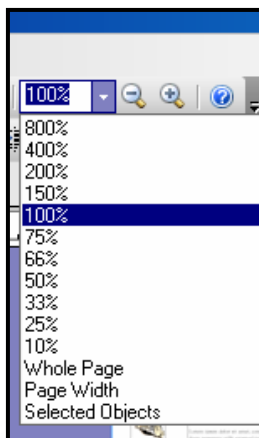


Figure 3

Editing Text

Editing text using the template is easy to do:

1. Select the text in one of the text boxes and delete it (**Figure 4, 1**).
It is useful to read the text first because it gives suggestions of what to include in the newsletter.
2. Type in the new text .
3. If you prefer a different format for the text use the **Format** menu (**Figure 4, 2**) and choose **Font**.

Changing Pictures and Graphics

The template will have a picture or graphic you will probably want to change.

1. Right-click on the graphic and choose **Change Picture** (**Figure 4, 3**).
2. Choose a new picture or graphic by selecting **Clip Art**, **From File**, or **From Scanner or Camera**.

Hyperlinks

To change or make a hyperlink:

1. Highlight the text you want to link.
2. Select the **Create Hyperlink** icon from the toolbar (**Figure 4, 4**) and choose the hyperlink options you desire.

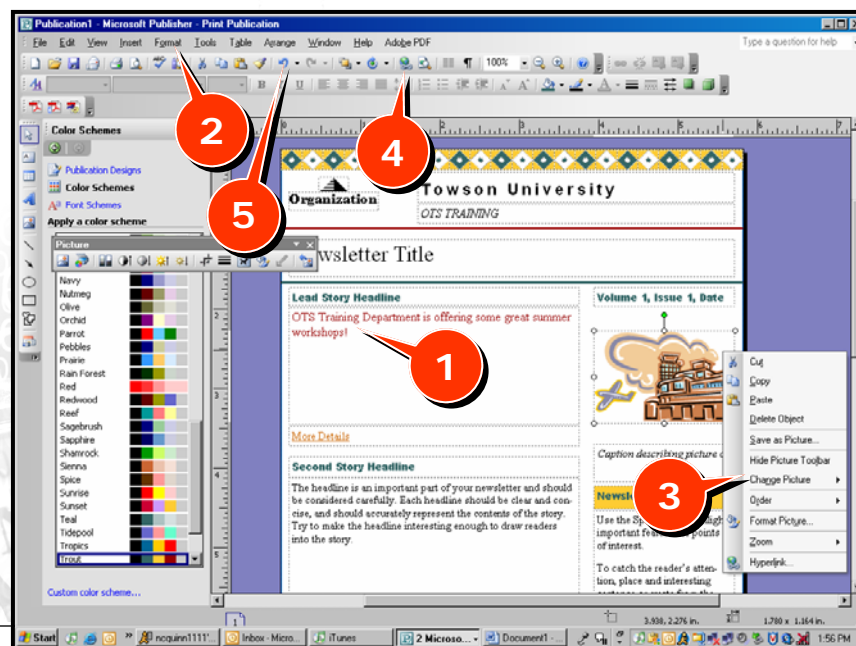
Delete and Undo

- To delete any part of the newsletter template you don't want, right click on it and choose **Delete Object**.
- To undo any action you have done, select the **Undo** icon from the toolbar (**Figure 4, 5**).

Save

1. Go to the **File** menu and choose **Save** or **Save As**.
2. Browse to the area where you would like to save your newsletter, name it, and choose **Save**.

Figure 4



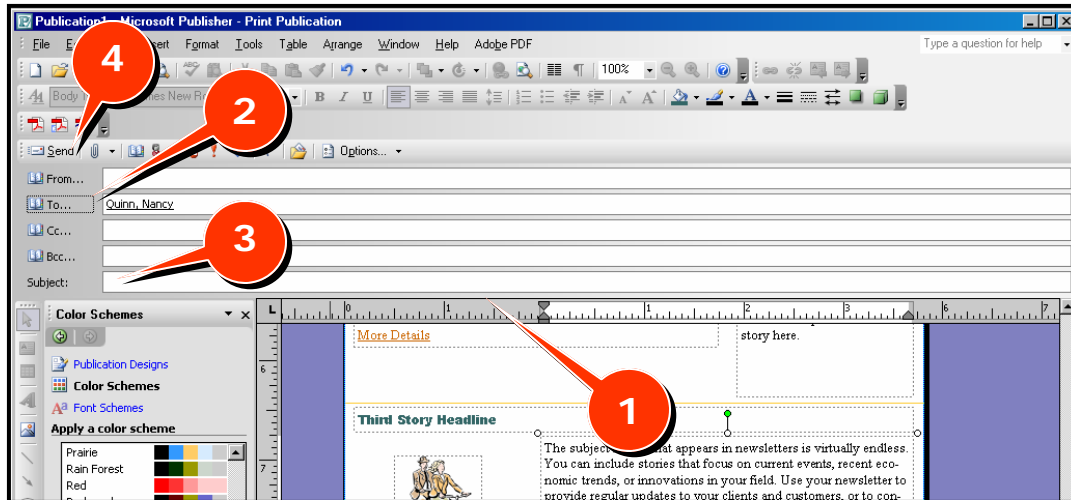
Sending the E-Mail Newsletter

Sending

After you have made all of your changes and have saved your newsletter you are ready to send it.

1. Go to the **File** menu and choose **Send E-mail > Send This Page as Message**.
2. Your E-Mail editor software will open up on the top section of your Publisher screen (Figure 5, 1).
3. Click on the **To** button (Figure 5, 2) and bring in the recipients you want for this E-mail.
4. Fill in the **Subject** field (Figure 5, 3).
5. Click **Send** (Figure 5, 4).

Figure 5



Receiving

The recipients who receive your newsletter will see its contents in the message area of the letter (Figure 6).

Figure 6

