Create a newsletter with ClarisWorks Word processing

Enter text as you do normally.

Create multi-columned, multi-sectioned text:
- Position the cursor at a location where the sections separate.
- Select Insert section break from the Format menu.
- Select Section from the Format menu and choose to start the section with a new line.
- Click inside a section and click at the column tool to increase the columns for the sections.

Switch between text and graphics modes:
- Activate the tool panel.
- Select the text tool to create text.
- Select the graphics tool to start graphics.
- The graphics brought in the text mode will become an in-line graphics. You can not move them easily.

Make a graphics text wrapped:
- Bring in a graphic in the graphics mode.
- Move the graphic in the text or in between the columns.
- Select Text Wrap from the Options menu.
- Choose Irregular Wrap.
- Click OK to view the result.
- Move the graphic to see the adjustment between the graphics and text.

Create a text frame: (Once a text frame is created, it is regarded as a drawing object.)
- Click at the text tool to get into the text mode.
- Hold the option key down and drag with the mouse to form a rectangular box.
- Select a big size, choose a color, and select desired styles.
- Enter text in the text box.
- Click at the Arrow tool and click at the text. to show the four handles for the text frame.
- Drag the dot to resize the text frame.
- Add a color to the text frame.
- Select Free Rotate from the Arrange menu to rotate.
- Make the text frame text-wrapped.

Use sized writing to make the most important information stand out.
Use relevant graphics to strengthen the text contents for the newsletter.