

Creating Newsletters

Spoken Tutorial Project

<https://spoken-tutorial.org>

National Mission on Education through ICT

<http://sakshat.ac.in>

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IIT Bombay

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Learning Objectives

In this tutorial, we will learn how to:



Learning Objectives

In this tutorial, we will learn how to:

- ▶ **Create newsletters in**
LibreOffice Writer



Learning Objectives

In this tutorial, we will learn how to:

- ▶ **Create** newsletters in LibreOffice Writer
- ▶ **Use** column break **option**



Learning Objectives

In this tutorial, we will learn how to:

- ▶ **Create** newsletters in LibreOffice Writer
- ▶ **Use** column break **option**
- ▶ **Check the word count**



Learning Objectives

**We will also learn to add the following
to the newsletter:**



Learning Objectives

We will also learn to add the following to the newsletter:

- ▶ Image **and** Banner



Learning Objectives

We will also learn to add the following to the newsletter:

- ▶ Image **and** Banner
- ▶ Text animation



Learning Objectives

We will also learn to add the following to the newsletter:

- ▶ Image **and** Banner
- ▶ Text animation
- ▶ Watermark



System Requirements

This tutorial is recorded using



System Requirements

This tutorial is recorded using

► Ubuntu Linux OS version 18.04



System Requirements

This tutorial is recorded using

- ▶ **Ubuntu Linux OS version 18.04**
- ▶ **LibreOffice Suite version 6.3.5**



Code files

- ▶ The files used in this tutorial are provided to you in the Code files link on this tutorial page



Code files

- ▶ The files used in this tutorial are provided to you in the Code files link on this tutorial page
- ▶ **Pls download and extract the file**



Code files

- ▶ The files used in this tutorial are provided to you in the Code files link on this tutorial page
- ▶ Pls download and extract the file
- ▶ Make a copy and then use it for practising



Newsletter

- ▶ Newsletters **are** publications **which gets circulated regularly to its subscribers**



Newsletter

- ▶ Newsletters **are** publications **which gets circulated regularly to its subscribers**
- ▶ **It is used to communicate latest news, new ideas and events**



Newsletter

- ▶ Newsletters **usually have multi-column format**



Newsletter

- ▶ Newsletters **usually have multi-column format**
- ▶ **This makes it easier for the reader to look at different sections**



Watermark

- ▶ Watermark is used to indicate that the document is to be treated in a special way



Watermark

- ▶ Watermark **is used to indicate that the document is to be treated in a special way**
- ▶ **For example-** Confidential, Private, etc



Word count

- ▶ Word count **feature helps to maintain** word count **in a** document



Word count

- ▶ Word count **feature helps to maintain** word count **in** a document
- ▶ **It helps us to know the number of words in the document which we typed**



Word count

- ▶ Word count **feature helps to maintain** word count **in a document**
- ▶ **It helps us to know the number of words in the document which we typed**
- ▶ **It also counts pages, paragraphs, lines, and characters**



Summary

In this tutorial, we learnt how to:

- ▶ **Create** newsletters in LibreOffice Writer
- ▶ **Use** Column break **option**
- ▶ **Check** the word count



Summary

We also learnt to add the following to the newsletter:

- ▶ Image **and** Banner
- ▶ Text animation
- ▶ Watermark



Assignment

- ▶ **Open** practice.odt **file**
- ▶ **Use 3 Column option format**
- ▶ **Add a Banner and type text**
Spoken Tutorial in it



About Spoken Tutorial project

- ▶ Watch the video available at https://spoken-tutorial.org/What_is_a_Spoken_Tutorial
- ▶ It summarises the Spoken Tutorial project
- ▶ If you do not have good bandwidth, you can download and watch it



Spoken Tutorial Workshops

The Spoken Tutorial Project Team

- ▶ Conducts workshops using spoken tutorials
- ▶ Gives certificates to those who pass an online test
- ▶ For more details, please write to contact@spoken-tutorial.org



Answers for THIS Spoken Tutorial

- ▶ **Questions in THIS Spoken Tutorial?**
- ▶ **Visit**
<https://forums.spoken-tutorial.org>
- ▶ **Choose the minute and second where you have the question**
- ▶ **Explain your question briefly**
- ▶ **The Spoken Tutorial project will ensure an answer**

You will have to register to ask questions



Acknowledgement

- ▶ **Spoken Tutorial project is funded by MHRD, Govt. of India**



Thank you

- ▶ This tutorial was originally contributed by **DesiCrew Solutions Pvt.Ltd.** in 2011
- ▶ www.desicrew.in
- ▶ Thanks for joining

