

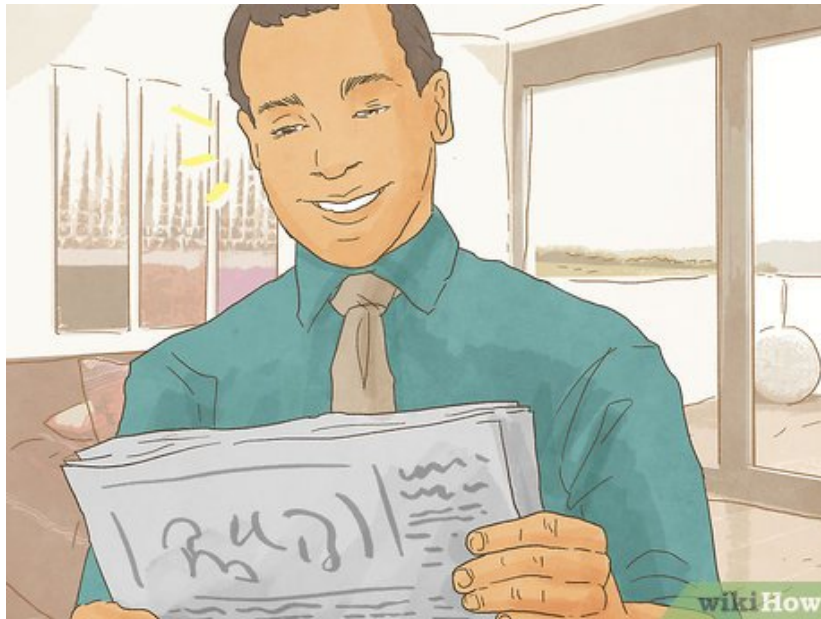
How to Make a Newspaper on Microsoft Word

This wikiHow teaches you how to create a newspaper using Microsoft Word's built-in features. Once you have an idea of what your newspaper will look like, you can create a newspaper in Word on both Windows and Mac computers. Examine a few...

Part 1 of 2:

Designing Your Paper

1.



Examine a few different newspapers. To understand how the basic elements of a newspaper work together, look at how the following elements of each paper come together:

1. **Stories** - The meat of the paper, where the majority of the text is.
2. **Images** - Photos and graphics are an essential piece of newspaper design. They break up large swaths of text and help provide context for stories.
3. **Headlines** - The headline is the first thing the reader will see before deciding whether or not the story is worth their time.

2.



Account for printer size. Unless you have access to an industrial-sized printer, your document won't be able to be more than the 8.5-inch-by-11-inch size that most printer paper comes in.

1. This is the default page size setting for Microsoft Word on most computers.

3.



Plan your layout before beginning. It will help to have a basic idea of your paper's design before opening Word and messing with the formatting. Take a few sheets of scratch paper and sketch out a few different designs.

1. Design different pages. The front page will look significantly differently than inside pages, and different sections will have slightly different styles.
2. Draw lines to see how columns will affect the flow of your paper. Too many columns will make your text too crowded, while too few columns will lead to your stories appearing blocky.
3. Try placing text blocks in different places on your scratch page. Wrap text around images, or try placing an image directly above or below the story that it's related to.

4. Experiment with headline placement. Headlines need to grab the reader's attention, but they can't be so large that they're distracting.

Part 2 of 2:

Creating Your Paper

1. **Open Microsoft Word.** Double-click the Word program icon, which resembles a white "W" on a dark-blue background.
2. **Click** . It's a white box in the upper-left side of the page. Doing so will open a new, blank document.
 1. Skip this step on a Mac.
3. **Add a title to your newspaper.** Type in the title of your newspaper or the headline that you want to use.
4. **Start a new line.** Press the key to jump down to a new line.
 1. This step is so that you can add columns without dividing the title.
5. **Click** . This tab is in the dark-blue ribbon at the top of the Word window. Doing so will open the **Layout** toolbar below the ribbon.
6. **Click** . It's on the left side of the **Layout** toolbar. A drop-down menu will appear.
7. **Click** . This option is at the bottom of the **Columns** drop-down menu. A window will appear with additional options.
8. **Select a column number.** For example, click **Two** at the top of the window to divide your paper into two columns.
 1. You can also change the number in the "Number of columns" box to your preferred number of columns.
9. **Click the "Apply to" drop-down box.** It's in the lower-left side of the window.
10. **Click** . This option is in the drop-down menu. Doing so will apply your columns to your document with the exception of your title.
11. **Click** . This will split your Word document into two or more columns (depending on how many you chose).
12. **Add your written content.** Start with a title, then press Enter}} and begin writing a piece. When you get to the end of a piece, skip a couple of lines and then begin another title and piece.
 1. As you type, the left-most column will fill up first and then feed into the right column(s).
13. **Insert photos.** Click the place in your newspaper where you want to insert a photo, then click the **Insert** tab, click **Pictures**, select a picture, and click **Insert** in the bottom-right corner of the window.
 1. You can shrink or enlarge your photo by clicking and dragging one of the picture's corner knobs in or out.
 2. To wrap text around the photo, click the photo, then click the **Format** tab, click **Wrap Text**, and click a wrap text option.
14. **Center your newspaper's title.** Click the **Home** tab, highlight the title, and then click the "Centered" icon, which resembles a stack of centered horizontal lines in the "Paragraph" section of the toolbar.
15. **Format your newspaper.** There are countless things you might want to change about your newspaper before you save it, but there are a few main things you'll likely need to change:
 1. **Text Font and Size** - Highlight the text that you want to change, then click the downward-facing arrow next to the current font in the "Font" section of the **Home** tab. Select a new font, then select a size in the numbered drop-down box next to the font box.
 2. **Bold Titles** - Highlight the title(s) you want to change, then click **B** in the "Font" section to make the text bold. You can also click the **U** or **I** button here to underline or italicize the text, respectively.

16. **Save your work.** Press **Ctrl + S** (Windows) or **Command + S** (Mac) to save your newspaper, then select a save location, enter a title, and click **Save**. Your newspaper is ready to go!

You finished reading the article "**How to Make a Newspaper on Microsoft Word**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.
