

# Create and Design a Role Model Newsletter

**OBJECTIVE:**

To create a role model newsletter

**GET TO KNOW WHAT YOU'RE DESIGNING:**

A newsletter is a periodically published document containing news and announcements about a subject or theme. In this project, however, the newsletter you create will be published only once. The purpose of a newsletter is to provide highly specialized information to a targeted audience. All newsletters contain a masthead (or nameplate) at the top which includes the title, volume number, month, and year. The articles and information in the body of a newsletter are usually formatted into two columns.

**PROJECT OVERVIEW:**

People who have attained a certain level of success in life are likely to have admirers and fans. Whether it be a parent, teacher, coach, or celebrity, their positive influence is a notable achievement. In this project, you will use your desktop publishing software to create a newsletter completely devoted to someone you admire. The newsletter will highlight the accomplishments of the individual and express why he or she has made a positive impact on your life.

**STRATEGIES AND DESIGN TIPS TO FOLLOW:**

1. First, determine who you will be spotlighting in your newsletter. Choose a role model that has inspired, motivated, and changed your life in a positive way. Think about all the people in your life—teachers, coaches, community members, parents—and choose one who has made the biggest difference.
2. Investigate the life of your chosen role model and compile information about the individual—seek out little-known facts and especially the details of their upbringing that may reveal what put them on the path to success and/or notability.
3. Compose two or three articles about your role model. These could include a short editorial on why you chose the individual, and give three examples why he or she is worthy of recognition, as well as a short checklist of facts about the person.
4. Experiment with different designs to use in the masthead (nameplate) section of the newsletter as this will be the most important design element on the page.
5. If possible, obtain a photo of your role model to use on your newsletter.
6. Consider using bordered and/or lightly shaded boxes to highlight important information on your newsletter.
7. Use two fonts on the newsletter, one for the headings, and another for body text.
8. Carefully read through all parts included in this project. Before beginning any work on your computer, use a blank sheet of paper to sketch the layout and design of the document you will be creating.

## Project #26: Create and Design a Role Model Newsletter (continued)



### INSTRUCTIONS:

1. Using your desktop publishing software, create a new document.
2. Save the file as "**Role Model Newsletter**" to the "Publish It!" folder.
3. Set up your document using the "Page Setup Instructions" provided on the next page.
4. Complete the "Content and Design Steps to Follow" provided below.
5. Proofread your work carefully for accuracy, design, and format.
6. Resave the file.
7. Print a copy of the document. Refer to the "Suggested Printing and Finishing Instructions" provided below.



### CONTENT AND DESIGN STEPS TO FOLLOW:

1. Before beginning this project, choose a role model to create the newsletter for.  
**Note:** You must obtain approval from your instructor before continuing.
2. Include the following on your role model newsletter:
  - A masthead (nameplate) that includes a creative title for the newsletter, the publication date, issue and volume number, and the text "Created by <your name>" (The masthead information should be placed above the 2" vertical guide as shown in the page setup illustration provided)
  - A minimum of four articles (Each article should be given a headline; one of the articles can be a bulleted list)  
*Some suggested articles are:*
    - A descriptive of why you chose the individual as your role model
    - A brief biography about your role model
    - A list of notable facts, achievements, and/or accomplishments of your role model
3. Add additional text and/or graphic elements to help enhance the look and design of the document.
4. Format the size, style, and placement of the text and other elements on the document so that it projects a professional design.
5. Go to Step 5 in the "Instructions" provided above.



### SUGGESTED PRINTING AND FINISHING INSTRUCTIONS:

Print the document on colored or glossy photo paper.

## Project #26: Create and Design a Role Model Newsletter (continued)



### PAGE SETUP INSTRUCTIONS:

- # of pages:** 1
- Dimensions:** 8.5 x 11 inches
- Margins:** Top: .25 inches  
Left, right, and bottom: .4 inches
- Orientation:** Portrait
- Other:**
1. Using the column guides feature, divide the page into two columns using a .25 inch gutter space between the columns.
  2. Position a horizontal guide at 2 inches. The space above this guide will be reserved for the masthead design of your newsletter.

