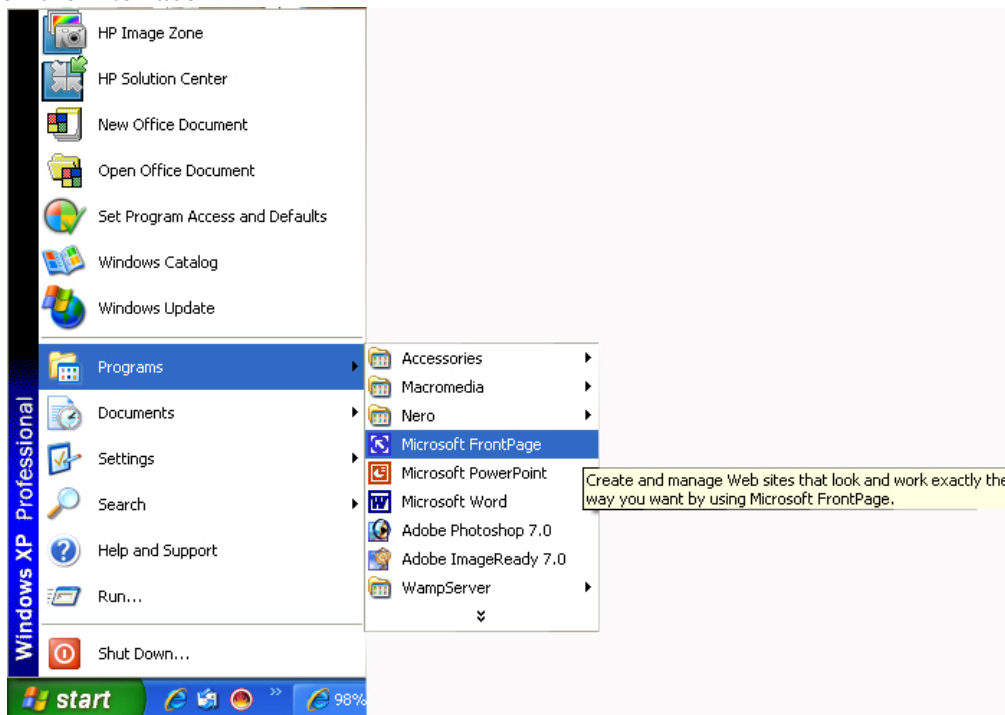


Creating a E - Newsletter

Practical Session

01 Create a folder and save all pre prepared images into a one folder and articles into a separate folder from the desktop.

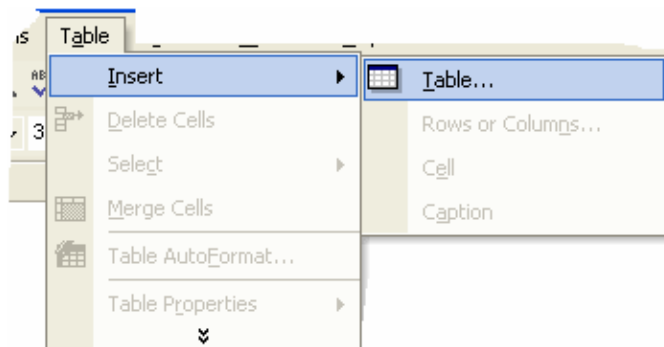
02. Go to the start menu and select the programs and click on **Microsoft Front Page** to open the interface



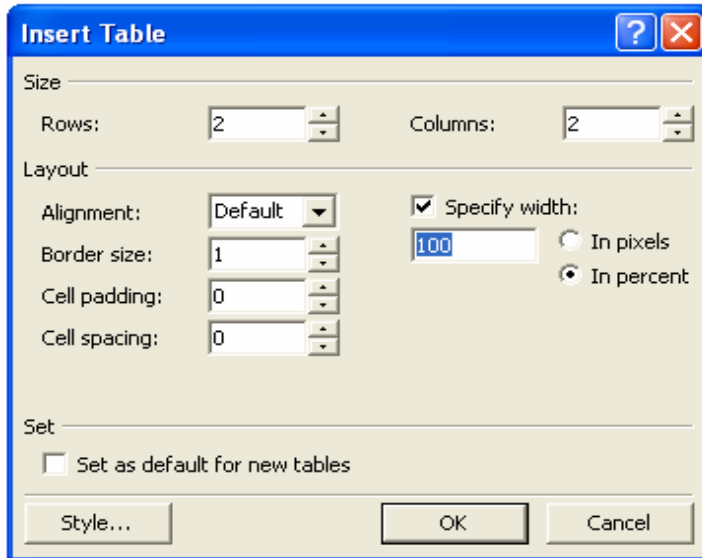
03. Create a table in FrontPage

Step 1 To create tables, click on the **Table** option and select **Insert** new table.

Steps 2 specify the values of your table.



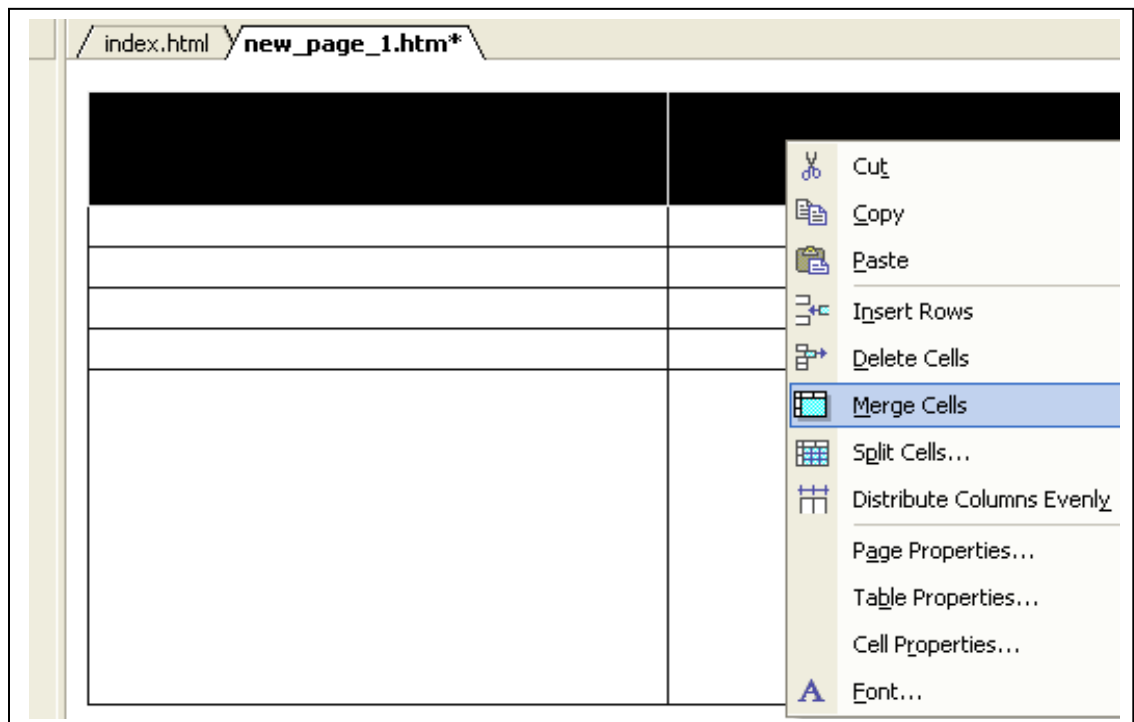
Step 1



Step 2

04. Set the value Size **Rows 6** and **Columns 3**, and then go to the Layout and set value 1 for border and specified width should be 800 pixels (**See Step 2**)

05. Select the Header row and **Merge Cells**



06. Colour the Header row by selecting  and type the header title as “News Letter”

6.2 Select the second row columns decorating with images



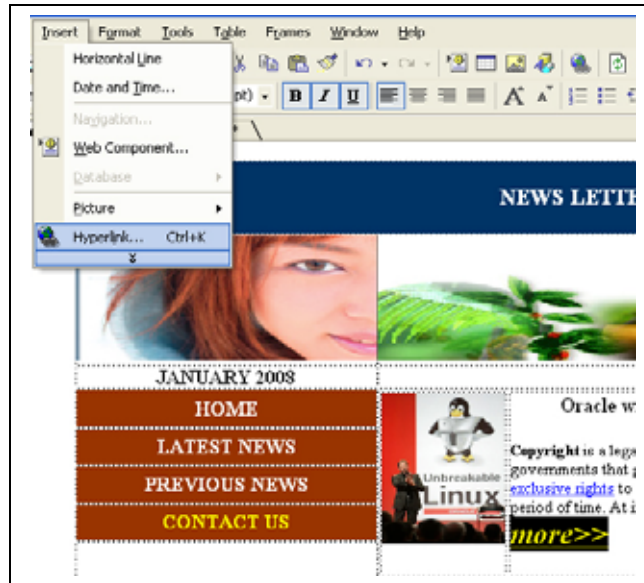
07. To Create links go to the left side of the table and name the links eg. Home



08. When adding an article in the middle of the web page, type a brief abstract about that article including an image.



09. To guide the reader to the full text create a hyperlink by typing **more>>**



10. Add the copyrights details to the footer in your web page

All rights reserved ©2007

11. Save all information in a web folder, save the page and named it as “index.html”.

