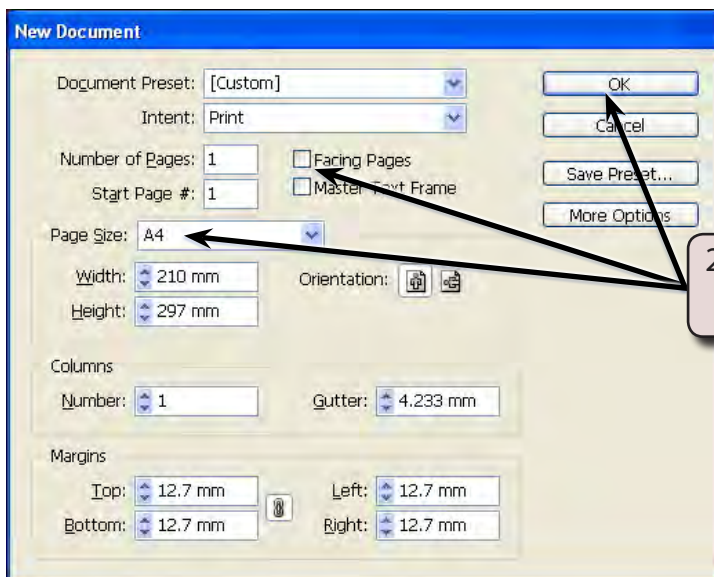


# Creating Newsletters

Newsletters are one or more pages about a particular topic or organisation. Text in newsletters is usually placed in columns (for example, three columns) and graphics are inserted to add interest to the page. A Masthead at the top of the first page is provided to show the newsletter title and publication details such as date or issue number. In this exercise you will create the newsletter shown on the following page.

## Starting a New Publication

- 1 Load Adobe InDesign CS5 or close the current document, then select DOCUMENT in the CREATE NEW section of the WELCOME SCREEN.



2 Set the PAPER SIZE to A4, turn off FACING PAGES and click on OK.

- 3 The Ruler units will need to be in millimetres. Display the EDIT menu, highlight PREFERENCES and select UNITS & INCREMENTS.
- 4 In the RULER UNITS frame set the HORIZONTAL and VERTICAL boxes to MILLIMETRES, then select OK.

# TWO WHEELERS

## NEWS FROM VICTORIAN CYCLING

24 Baekers Road, Malvern, Vic. 3144

April 2010

### *ANNUAL TOUR*

OUR annual weekend bike tour is rapidly approaching. Keep the weekend of 20 and 21 May free as we want as many members as possible to make the tour. This year we will trek to the Western District.

The trip will start from Melbourne at 9am on Saturday 21 May at the club rooms. We will travel over the West Gate Bridge through Geelong and down to Warrnambool where we will spend the first night. The beautiful west coast district is a must to see, although sometimes the hills and wind can make it a less than perfect experience. Staying over night at Warrnambool can be enjoyable with plenty of night life, but be careful not to overtire yourselves.

The Sunday involves a track to Hamilton, through Ballarat and back to Melbourne. The overall distance travelled is around 400 km, an exciting outing for those prepared for some steep hills and a good long distance ride.

The total cost for the tour is \$150 per rider. This covers the hotel in Warrnambool, the renting of the support vehicles and the supply of meals. Please pay the club secretary as soon as possible so that we can make the necessary bookings, finalise the exact number of participants and inform the authorities of the details of the tour.



*The best place to save weight on a bike is in the wheels.*

### **MEMBERSHIP DUES**

This year's club membership is now due and \$30 should be paid to the club treasurer.

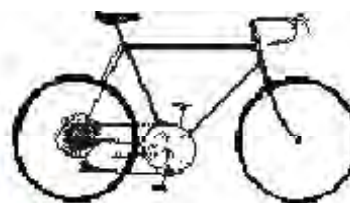
*The Oppy*

### *The Sir Hubert Opperman Award*

A hero to all true bikers, Sir Hubert Opperman is remembered with an annual Award for best new cyclist. This will be presented at our annual Dinner Dance and Presentation Night to be held at the Malvern Civic Centre on 12 Oct. 2010.

Tickets are now on sale and available from the club secretary. It's sure to be a great night and a sought after award so get your tickets early to avoid disappointment. We hope all members will be able to attend.

### **FOLLOW A CAREFUL TRAINING PROGRAM**



A sound training program is essential for success in our sport. When stepping up your training routine in preparation for a race you may wish to know when you have reached your maximum conditioning. You can find this out by logging your resting pulse for a month. After that time you should reach a low point. Once this occurs you are most likely at your peak physical conditioning.

It is also important to practice maximizing your momentum. As you approach a hill, maximize your speed as you approach the bottom of the grade. Doing this you will notice your speed cutting off more slowly.

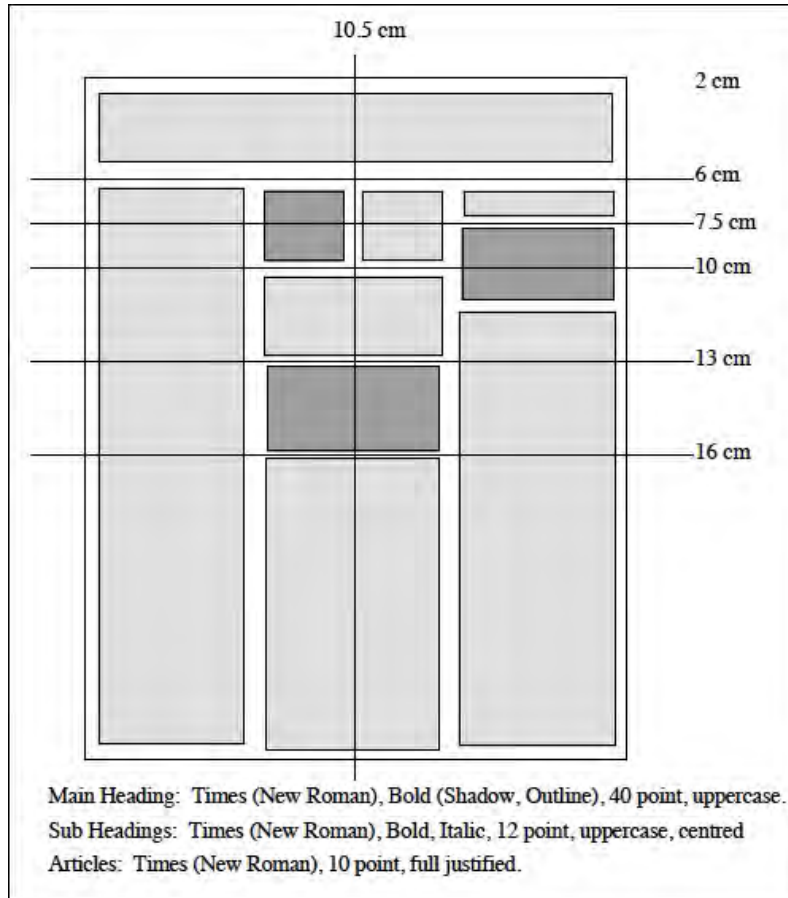
The team coaches are always on hand to help you with your individual training program. Don't hesitate to ask for advice.

### **REMEMBER:**

The Club Professional is available to help you with your training program

## The Thumbnail Sketch

A possible thumbnail sketch for this newsletter is shown below. Compare it with the actual newsletter on the previous page. Notice that decisions about the Fonts, Font Sizes and Font Styles are indicated at the bottom of the sketch, and possible positions of guide lines are shown.

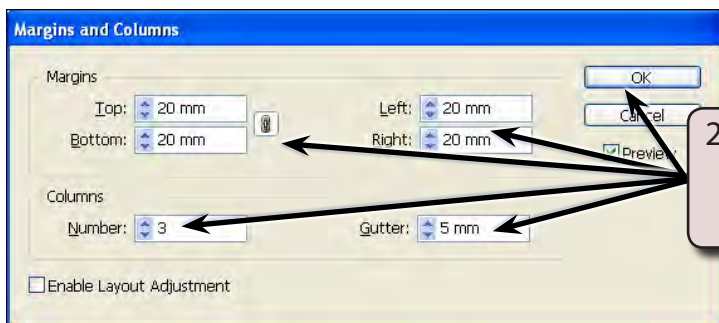


## Laying out the Page

We can use a three-column page to produce the newsletter and add RULER GUIDES to the page.

### A Inserting the Column Guides

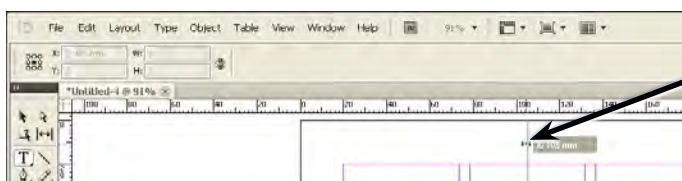
- 1 Display the LAYOUT menu and select MARGINS AND COLUMNS.



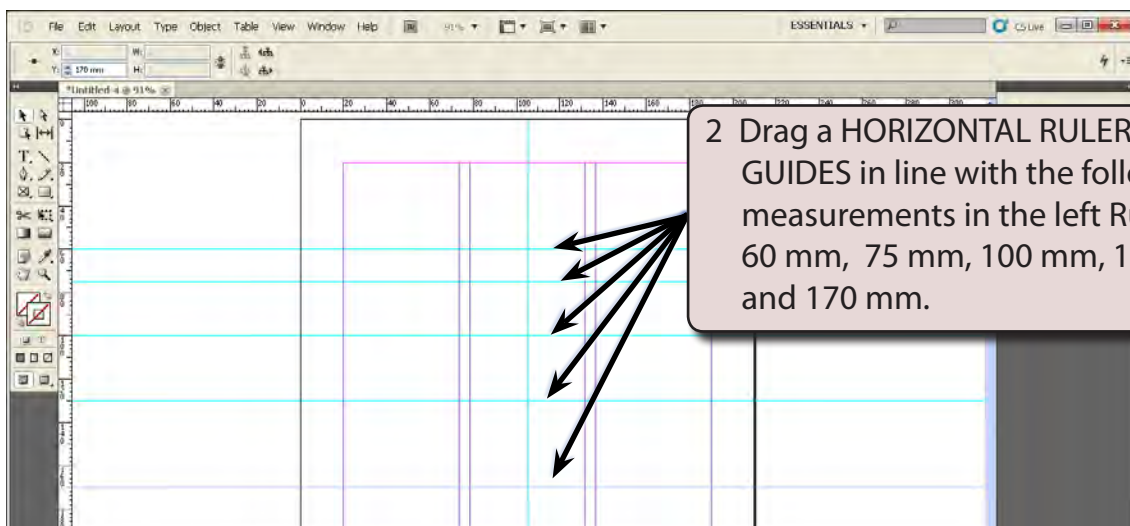
2 Set the MARGINS to 20 mm, set the COLUMNS to 3 with a 5 mm GUTTER and select OK.

## B Setting the Ruler Guides

A series of horizontal and vertical RULER GUIDES can be used to help lay out the page.



1 Drag a VERTICAL RULER GUIDE to 105 mm in the top Ruler. This is the vertical centre of the page.



2 Drag a HORIZONTAL RULER GUIDES in line with the following measurements in the left Ruler: 60 mm, 75 mm, 100 mm, 130 mm and 170 mm.

3 Save the layout in your STORAGE folder under the file name:

Ex5 Newsletter