

How to create a newsletter with CoreDRAW 12

A major challenge of newsletter design is achieving a balance between text and imagery. Too much text can discourage a reader from pursuing content. By offering visually appealing graphic content to offset small groups of text, designers can increase readability.

Newsletter design incorporates a wide spectrum of graphic design techniques, and CoreDRAW Graphics Suite 12 gives you the tools to enhance your talent and complete your vision.

What you will learn

This tutorial shows you effective newsletter design techniques using CoreDRAW 12 and is geared towards people who already have a basic knowledge of CoreDRAW. The tutorial is broken down into five fundamental steps:

Step 1: Setting the page layout

Step 2: Creating graphic objects

Step 3: Adding and importing text

Step 4: Importing and editing images

Step 5: Output and publishing

Step 1 - Setting the page layout

Before you start any graphic design process, you need to consider the overall appearance of your final work. The first decision to make is page size. In CoreDRAW 12, you can choose from many preset page sizes, ranging from legal-size paper and envelopes to posters and Web pages. If a preset page size does not meet your needs, you can create a custom page size by specifying the dimensions and orientation of the page.

Page setup

For this tutorial, we'll use A4 size paper.

1. Start a new document, and choose A4 from the Paper Type/Size list box on the property bar.
2. Ensure that the Portrait button on the property bar is enabled.
3. From the property bar, choose millimeters from the Units list box.
4. Click Layout menu > Insert Page.
5. In the Insert Page dialogue box, choose 1 from the Insert pages list box.
6. Enable the After option, and click OK to add Page 2.
7. Click the Page 1 tab at the bottom of the document window to return to the first page.

Showing the printing area

The printable area is determined by the current printer on your system. This is a valuable setting in that it can ensure that you place objects in an area on the page that your printer can print. It is also useful for turning on the guides for the page border and bleed area.

1. Click Layout menu > Page Setup.
2. In the Options dialogue box, choose Page from the Options list.
3. Enable the Show printable area check box.
4. Enable the Show page border check box.
5. Enable the Show bleed area check box.
6. From the Options list, choose Size, type 10.0< millimeters in the Bleed box, and click OK.

Setting guidelines

To assist with positioning objects accurately and precisely, it is advisable to use



guidelines - lines that you can place anywhere in the drawing window. There are three types of guidelines: horizontal, vertical, and slanted. You can add a guideline wherever you need one; however, you can also choose to add preset guidelines.

For our purposes, we'll use guidelines that display at one-inch margins, and at newsletter column borders. After you add a guideline, you can select it, move it, rotate it, lock it in place, or delete it. You can also have objects snap to the guidelines so that when an object is moved near a guideline, it will either be centered on the guideline or lined up on either side of the guideline.

We will also add vertical guidelines to create six columns to guide the placement of text and text boxes on the page.

1. In the drawing window, right-click the Ruler, and choose Guidelines Setup from the pop-up menu.
2. Enable the Show Guidelines check box.
3. Enable the Snap to Guidelines check box.
4. In the Options list, click Presets.
5. Enable the check boxes for One Centimeter Margins, Bleed Area, Page Borders, and Printable Area.
6. In the Options list, click Vertical.
7. In the Vertical box, type 39.125, and click Add.
8. Repeat this process to add vertical guidelines at 72.062, 104.314, 138.624, and 169.493.
9. Click OK.

Step 2 - Creating graphic objects

Creating a newsletter logo

First, we'll add a newsletter logo. The Object Properties docker in CorelDRAW makes it easy to adjust object settings.

1. From the Window menu, choose Dockers > Properties (shortcut: Alt + Enter) to display the Object Properties docker.
2. From the toolbox, select the Rectangle tool (shortcut: F6), and create a 110-mm x 100-mm (width x height) rectangle. You can use the Status Bar to view Object Details such as width, height, and position on the page.
3. From the property bar, choose Hairline from the Outline Width list box.
4. From the Object Properties docker, click the Fill tab and then the Uniform Fill button, and choose White from the Colors palette.
5. With the Rectangle tool selected, create a second rectangle that is 110 mm x 45 mm (width x height).
6. From the Object Properties docker, click the Fill tab, the Fountain Fill button, and then the Advanced button.
7. In the Fountain Fill dialogue box, choose Radial from the Type list box.
8. In the Center Offset area, type 2 in the Horizontal box and 39 in the Vertical box.
9. In the Color Blend area, enable the Two color option.
10. Click the From list box, choose Other, enter CMYK values of C:70, M:0, Y:10, and K:0, and click OK.
11. Click the To list box, choose White, and click OK.

Positioning the rectangles

Next, we'll eliminate the outline on the smaller rectangle and position it within the first rectangle.

1. Using the Pick tool, select the smaller rectangle, click the Outline tab on the Object Properties docker, and choose None from the Width pop-up menu.

2. Select the upper-left corner of the blue rectangle, and snap it to the upper-left corner of the first rectangle.

Creating another rectangle

We'll use another rectangle to create a middle banner for our newsletter logo.

1. From the toolbox, select the Rectangle tool, and create a 110-mm x 5-mm (width x height) rectangle.
2. From the Object Properties docker, click the Fill tab and then the Uniform Fill button.
3. Click the Advanced button, enter CMYK values of C:64, M:94, Y:85, and K:24, and click OK.
4. From the property bar, choose None from the Outline Width list box.
5. Position the rectangle below the second rectangle to create a middle banner.

Creating logo graphics

Next, we'll create several small curved objects to give the appearance of hilly plains to the newsletter logo.

1. From the toolbox, click the Curve flyout, and select the 3 Point Curve tool.
2. Click and drag a straight line of approximately 30 mm in length (the guidelines are about 30mm apart, so they make an easy reference point for the line length). Release the mouse button.
3. Move the mouse upwards to create a curve (approximately 15 mm), and click the mouse to set the curve.
4. From the property bar, type 1.058 mm in the Outline Width list box.
5. From the Curve flyout, select the Polyline tool.
6. Click and release the mouse button on the left-hand node of the open curve, and then double-click the right-hand node to set the line.
7. From the Object Properties docker, click the Fill tab, the Uniform Fill button, and then the Advanced button.
8. Enter CMYK values of C:33, M:11, Y:90, and K:0, and click OK.
9. From the Object Properties docker, click the Outline tab, and choose White from the Color list box.

Duplicating and adjusting objects

To create additional curved objects, we'll simply duplicate the original and use the sizing handles to adjust sizes. We'll need eight curved objects to create the appearance of hilly plains.

1. Using the Pick tool, select the original curved object, and press Ctrl + D.
A new curved object appears on top of the original.
2. Move the new curved object, and use the sizing arrows to adjust its size.
You can quickly move the objects to the top or bottom of the layer order by pressing Shift + PgUp or Shift + PgDn.
3. When you have created eight curved objects, marquee select all the shapes, and press Ctrl + G to group them.
4. Select the group of hills, and position it along the brown center banner.
5. Select the brown center banner and move it to the top layer.

Tip: You can also use the Object Manager docker to change the layer order.

Adding text to the logo

Now, we'll add text to complete the newsletter logo.

1. From the toolbox, select the Text tool, and click in the white space below the brown rectangle.



2. From the property bar, choose NevisonCasDEE, or any other font you would like to use, from the Font list.
3. From the Object Properties docker, click the Fill tab and then the Uniform Fill button.
4. Click the Advanced button, and enter CMYK values of C:64, M:94, Y:85, and K:24.
5. From the property bar, type 60.5 in the Font Size list box.
6. Type Rolling Hills.
7. Marquee select the entire logo, and press Ctrl + G.
8. Use the sizing arrows or type values in the Object size boxes on the property bar to resize the logo to 56.753 mm x 50.586 mm (width x height).
9. Position the logo in the upper-left corner of the page at approximately x:35 mm, y:267 mm.

Creating the newsletter flag

The banner across the top of the newsletter, also known as the flag, is designed to enhance the display of the title. The nevisonCasDee font provides a strong horizontal cursive face with a hand-scripted look, which lets us add contrast by using a strong colour against our background.

1. From the toolbox, click the Rectangle flyout, choose the Rectangle tool, and drag in the drawing window until the rectangle is approximately 216 mm x 58 mm.
2. Position the rectangle at approximately x:105 mm, y:271 mm, so that it bleeds off the page.
3. From the Object Properties docker, click the Fill tab and then the Uniform Fill button.
4. Click the Advanced button, and enter CMYK values of C:64, M:94, Y:85, and K:24.
The earthy theme provides contrast to the logo.
5. Select the flag, and choose Arrange menu > Order > To Back (or Shift + PgDn).

Adding clipart

To save time, we'll use clipart from the 10,000 clipart images that ship with CorelDRAW Graphics Suite 12.



1. Insert the CorelDRAW Graphics Suite CD2 into your CD drive.
2. In Windows Explorer, choose Clipart > Food > Fruited, and double-click to open the G0907375.cdr file.
3. Marquee select the image, and choose Ungroup from the Arrange menu.
4. On the Standard toolbar, choose 400% from the Zoom Levels list box.
5. Select and delete the Black outline, and all other objects until you are left with just the grapes, the vine, and the leaf.
6. Marquee select the grapes, the vine, and the leaf, and press Ctrl + G.

Copying the grapevine into the newsletter

Now, we'll copy the grapevine into the newsletter and create the effect of a vine growing up the page by rotating, duplicating, and flipping the image.

1. Press Ctrl + C, and switch back to the newsletter file.
2. Press Ctrl + V.
3. To duplicate the image, press Ctrl + D.
4. From the property bar, click the Horizontal Mirror button (top Mirror button), and position the new image so the vines appear attached.
5. Repeat the process until you have a string of six.
6. When you are satisfied with the appearance of the images, marquee select them and press Ctrl + G.
7. Position the string of vines at approximately x:5 mm, y:127 mm so they fit vertically down the first column of the page and bleed off the edge.

Adding a finishing touch

To complete our layout we'll add a solid, colour-filled rectangle at the base of the page to complement the flag at the top of the page.

1. From the Rectangle flyout, choose the Rectangle tool.
2. Click and drag in the drawing window until the rectangle is 216.0 mm x 22.138 mm, and position it at approximately x:105mm, y:5.7 mm.
3. From the Object Properties docker, click the Fill tab, the Uniform Fill button, the Advanced button and enter CMYK values of C:70, M:0, Y:10, and K:0.

Step 3 - Adding and importing Text

Next, we'll add text. CorelDRAW 12 provides two options for text: artistic text and paragraph text.

Artistic text is used primarily for short lines of text to which you can apply a wide range of effects, such as drop shadows. Paragraph text is used for larger bodies of text that have greater formatting requirements.

Adding artistic text for the newsletter title

1. From the toolbox, select the Text tool.
2. Click to place the cursor at the right edge of the 3rd column, at approximately x:60 mm, so the text will stretch across the last four columns.
3. From the property bar, choose nevisonCasDee from the Font list box.
4. From the property bar, choose 72 from the Font Size list box.
5. On the Fill tab of the Object Properties docker, click the Uniform Fill button, click Advanced, and enter CMYK values of C:70, M:0, Y:10, K:0.
6. Type Vineyard News.
7. Click to place the cursor below the N of News.
8. From the property bar, choose Gill Sans MT or a font of your choice from the Font list box.
9. From the property bar, choose 24 from the Font Size list box.
10. Repeat step 5 to set the font colour.
11. Type May 2004.

Adding headings

By using contrast to emphasize headings, the reader can easily scan through the newsletter. Try using more space above headings and subheadings, and less space below to follow the rule of proximity: the headings should be closer to the paragraph to which it belongs and farther away from the paragraph above it.

1. With the Text tool, click to place the cursor at the edge of the first column, approximately 225 mm down the page.
2. From the property bar, choose the nevisonCasDee font from the Font List.
3. Choose 36 from the Font Size list box.
4. Type Wine Festival '04.
5. Directly underneath, at approximately 215 mm down the page, type May 13th - 15th.
6. Using the Text tool, select the text by dragging across it to highlight it, and apply the nevisonCasDee font, size 24.
7. Directly underneath, at approximately 185 mm down the page, type Wine of the Month.
8. Select the text, and apply the nevisonCasDee font, size 36.
9. Directly underneath, at approximately 85 mm down the page, type Vineyard Report, and apply the same properties.

Tip: To copy all your font properties, you can use the Eyedropper tool in the toolbox to sample the properties, according to the settings you choose on the property bar, and apply the properties to

other text objects using the Paintbucket tool in the toolbox.

Importing paragraph text

To add paragraph text, you must first create a text frame. By default, paragraph text frames remain the same size regardless of how much text they contain. Any text that continues past the lower-right border of the text frame is hidden until you either enlarge the text frame or link it to another text frame.

You can fit text to a frame, which automatically adjusts the point size of the text so that it fits perfectly in the frame. You can also have paragraph text frames automatically expand and shrink as you type, so the text fits in the frame.

CorelDRAW Graphics Suite 12 supports more than 100 text import and export filters. To save time, we'll import text from the [NewsletterPara*.WPD supporting files](#) (.zip, 14 KB).

Importing the first paragraph

1. From the toolbox, choose the Text tool.
2. Starting from the left side, click and drag to form a rectangular text frame across the second to fifth columns below the artistic text heading May 13th - 15th.
3. From the File menu, choose Import, select SMB Newsletter Content Para1.wpd, and click Import.
4. In the Importing / Pasting Text dialogue box, enable Discard Fonts and Formatting, and click OK.
5. If necessary, resize the length of the text frame.

Importing the second paragraph

1. Choose the Text tool.
2. Starting from the left side, click and drag to form a second rectangular text frame across the second to fifth columns below the artistic text heading "Wine of the Month".
3. From the File menu, choose Import, select SMB Newsletter Content Para2.wpd, and click Import.
4. In the Importing / Pasting Text dialogue box, enable Discard Fonts and Formatting, and click OK.
5. If necessary, resize the length of the text frame.

Importing the third paragraph

1. Choose the Text tool.
2. Starting from the left, click and drag to create a third paragraph across the second column, about 60 mm long.
3. From the File menu, choose Import, select SMB Newsletter Content Para3.wpd, and click Import.
4. In the Importing / Pasting Text dialogue box, enable Discard Fonts and Formatting, and click OK.
5. If necessary, resize the length of the text frame.

Importing the fourth paragraph

1. Choose the Text tool.
2. Starting from the left side, click and drag to create a fourth paragraph across the third and fourth columns, parallel to the third paragraph, and about 60 mm long.
3. From the File menu, choose Import, select SMB Newsletter Content Para4.wpd, and click Import.
4. In the Importing / Pasting Text dialogue box, enable Discard Fonts and Formatting, and click OK.
5. If necessary, resize the length of the text frame.

Importing the fifth paragraph

1. Choose the Text tool.
2. Starting from the left side, click and drag to create a fifth paragraph across the second to fifth columns and below the artistic text heading "Vineyard Report".
3. From the File menu, choose Import, select SMB Newsletter Content Para5.wpd, and click Import.

4. In the Importing / Pasting Text dialogue box, enable Discard Fonts and Formatting, and click OK.
5. If necessary, resize the length of the text frame.

Creating, applying, and editing text styles

For text-intensive projects, such as newsletters, magazines, and newspapers, CorelDRAW offers various paragraph text formatting options. You can create columns of equal or varying widths and gutters. You can also apply drop caps to paragraphs to enlarge the initial letter. In addition, you can use bulleted lists to format information. You can make text wrap around bullets, or you can offset a bullet from text to create a hanging indent.

Styles can save considerable time if you are applying the same formatting to several objects. Just like styles within word processing applications, a text style encompasses a group of settings, such as font type and size. Text styles can also include fill and outline attributes. For example, you can create a style that applies a 72 point AvantGarde font with a texture fill.

1. From the Tools menu, choose Graphic and Text Styles (shortcut: Ctrl + F5).
2. In the Graphic and Text Styles docker, click the Options flyout button (arrow button near the upper-right corner of the docker), and choose New > Paragraph Text Style from the pop-up menu.
3. In the Graphic and Text Styles docker, right-click New Paragraph Text, and choose Rename from the pop-up menu.
4. Type Wine, and press Enter.
5. Click the Options flyout button, and choose Properties from the pop-up menu.
6. In the Options dialogue box, beside the listed Text Fonts, click Edit.
7. In the Format Text dialogue box, choose Arial from the Font list box, and choose 9 pt from the Size list box.
8. Ensure that Normal is set in the Style list box, and Latin in the Script list box.
9. Click the Paragraph tab, and choose Left from the Alignment list box.
10. Click the Effects tab, choose Drop Cap from the Effect Type list box, choose 3 from the Dropped Lines list box, enable Dropped in the Indents area, and click OK.
11. In the Options dialogue box, click OK.

Tip: Applying drop caps to paragraphs enlarges the initial letter and insets it into the body of text. You can customize a drop cap by changing its settings in the Format Text dialogue box. For example, you can change the distance between the drop cap and the body of text, or specify the number of lines of text you want to appear beside the drop cap. You can also remove an individual drop cap at any point, without deleting the letter.

Applying the Wine style

1. From the toolbox, choose the Text tool, and select the text in the first paragraph.
2. In the Graphic and Text Styles docker, double-click the Wine style to apply it to the paragraph.
3. Repeat this process to apply the Wine style to the second and fifth paragraphs.

Creating a second style

For our second style, we are going to use bulleted lists to format information. It is possible either to make text wrap around bullets or to offset a bullet from text to create a hanging indent. CorelDRAW lets you customize bullets by changing their size, position, and distance from text. After you add a bullet, you can remove it without deleting the text.

1. In the Graphic and Text Styles docker, click the Options flyout button, and choose New > Paragraph Text Style from the drop-down list.
2. Right-click New Paragraph Text, and choose Rename from the drop-down list.
3. Type Wine2, and hit Enter.

4. Click the Options flyout button, and choose Properties from the drop-down list.
5. In the Options dialogue box, beside the listed Text Fonts, click Edit.
6. In the Format Text dialogue box, choose Arial from the Font list box, and choose 9 pt from the Size list box.
7. Ensure that Normal is set in the Style list box, and Latin in the Script list box.
8. Click the Paragraph tab, and choose Left from the Alignment list box.
9. Click the Effects tab, choose Bullet from the Effect Type list box, choose a font such as CommonBullets or Wingdings from the Font list box, choose 11 from the Size list box, and enable the Bulleted button.
10. If you're using CommonBullets, type 76 in the Symbol # box. If you're using Wingdings, choose a bullet symbol from the Symbol list box.
11. In the Position box, type 0.353.
12. Click OK to close each of the dialogue boxes.

Applying the Wine2 style

1. From the toolbox, choose the Text tool, and select the text in the third paragraph.
2. In the Graphic and Text Styles docker, double-click the Wine2 style to apply it to the paragraph.
3. Repeat this process to apply the Wine2 style to the fourth paragraph.

Creating a flag for Page 2

Now we'll start working on Page 2 of the newsletter. Click the Page 2 tab at the bottom of the document window to view Page 2.

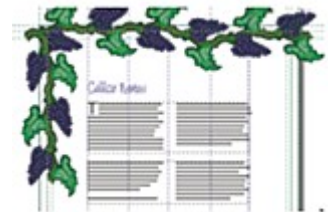
1. Copy the grape illustration from Page 1 and rotate it to fit across the top of Page 2 at x:90.448 mm, y:289.211 mm.
2. Use Ctrl + D to duplicate the illustration, ungroup this second iteration (Ctrl + U), and delete the last three sections, so that you are just left with three sections.
3. Regroup these sections, and rotate them 90 degrees. Move to coordinates x:8.163 mm, y:233.379 mm so that they align with the left edge of the page.

Creating new headlines

1. Using the Text tool, click the edge of the 1st column at about 245mm down the page and type "Cellar notes".
2. For the second headline, place the cursor at the edge of the first column at about 125 mm down the page, and type 2004 Events.
3. Select the headlines, one at a time, and choose the nevisonCasDee font, size 36.
4. Change the colour of these and all other headline text on Page 1 and Page 2 to C:80, M:71, Y:0, and K:0.

Using the overflow feature with paragraph text

1. Choose the Text tool from the toolbox and drag to form a rectangle text frame across the second to fifth columns below the artistic text Cellar Notes.
2. Import SMB Newsletter Content Para6.wpd file. Enable the Discard Fonts and Formatting option, as we will create and use styles within CorelDRAW.
3. Create another text frame below the first frame.
4. Using the Pick tool, select the first frame.
5. Click the Text flow tab at the lower-center edge of the text frame.
6. When the pointer changes to a Link to pointer, click the frame into which you want the text to



flow. In this case, click the text frame directly under the first text frame. Don't worry about overlapping the second heading, the text frames can be resized after the new text styles are applied.

7. Apply the Wine style to both text frames.

Wait until you have completed the next procedure, "Adding columns to text", before you resize the text frames or edit the text.

Adding columns to text

Columns are ideal for laying out text-intensive projects such as newsletters, magazines, and newspapers. It is possible to create columns of equal or varying widths and gutters.

1. Select a paragraph text frame.
2. Click Text menu > Format text.
3. Click the Columns tab.
4. Type 2 in the Number of columns box, enable the Equal column width check box, and click OK.
5. Resize both text frames so the amount of text is balanced between the two and remove additional drop caps.

Step 4 – Editing and importing images

Now we'll use Corel PHOTO-PAINT to edit a photo that we want to use in the newsletter. Corel PHOTO-PAINT has a wide range of image-editing tools. We'll use the Clone tool and the Cutout feature to remove unwanted areas of the photo before we import the image into our CorelDRAW newsletter document.

We'll complete the newsletter by adding some additional text and a band of colour at the base of the page.

Opening and saving an image in Corel PHOTO-PAINT

1. Insert the CorelDRAW Graphics Suite CD3 into your CD drive and browse to Photos > Food_Dri and select 853077.jp2.
2. Open the file in Corel PHOTO-PAINT.
3. Click File menu > Save As, and from the Save as type list box, choose CPT-Corel PHOTO-PAINT Image.
4. Click Save.

Cloning to remove details

The wineglass image has a reflection of a flag along the glass. To remove the flag, we'll use the Clone tool. The Clone tool lets you copy pixels from one image area to another in order to cover damaged or unwanted elements in an image. For example, you can fix a tear or remove a person from an image by applying cloned pixels over the area you want to remove. When you clone, two brushes display in the image window: a source point brush and a clone brush that applies the copied pixels from the source point. A cross-hair displays in the source point brush to distinguish it from the clone brush. The source point brush moves relative to the clone brush as you drag across the image.

1. Open the Touch-up flyout, and click the Clone tool.
2. On the property bar, open the Clone picker, and click Custom Clone.
3. Change the brush size to 19.
4. Click the image to set a source point for the clone. (Choose the reflected area of the glass just next to the flag.)
If you want to reset the source point, right-click the area you want to clone.
5. Drag the Clone brush in the image window downwards to apply the pixels from the source point and repeat until the flag has been cloned out.

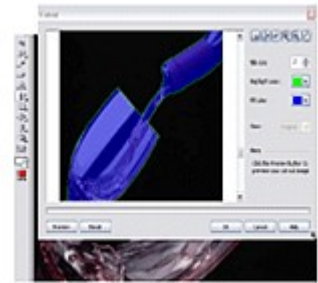
Cutting out the background

Within Corel PHOTO-PAINT, it is possible to use a variety of different methods to extract image areas by

removing the surrounding background. For the purpose of our newsletter image, we'll use Corel PHOTO-PAINT's Cutout feature to remove the shape of the glass, the wine, and the bottle from the black background. The Cutout feature lets you isolate even the most detailed image areas while preserving edge detail, such as hair or blurred edges. The cut-out image area becomes an object that you can place against any background.

To cut out an image area, you begin by drawing a highlight over its edges. Then, you apply a fill to define the inside of the area. You can preview the cut-out image with the background removed, and you can switch between the cut-out and original views of the image to evaluate the results. If necessary, you can erase and redo sections of the highlighted area.

1. Click Image menu > Cutout.
2. In the Cutout dialogue box, click the Highlighter tool.
3. In the preview window draw a line along the edges of the glass, wine, and bottle that you want to cut out. The line should slightly overlap the surrounding background.
To help you view the edges you need to highlight, you can press F2 to zoom in and F3 to zoom out.



4. Click the Inside fill tool, and click inside the image area.
5. Click Preview.
>If you want to switch between the original and cut-out view of an image, choose a view from the View list box.
6. Click OK when you are happy with the result (this may take a couple of attempts to perfect).
7. Save the image (remember to save it as a Corel PHOTO-PAINT file).

Importing a photo into CorelDRAW

The next step is to import some additional graphics along the top of this newsletter. CorelDRAW Graphics Suite 12 supports more than 100 different file formats for its import/export filters, which facilitates a seamless graphics creation workflow by supporting file formats such as Adobe Illustrator, SAG, PDF, PNG, and Photoshop.

1. Click File menu > Import and choose your cut-out image from the previous step. As we can see the sizing information beside the cursor, we know that it is best to marquee size the image first.
2. Move the cursor to about x:145 mm, y:-25 mm, and drag to x:0 mm, y:115 mm.

Wrapping text around an object

To quickly create the effect of text wrapping around the shape of the glass, we need to create a freehand shape that traces the contour of the glass.

1. From the Curve flyout, click the Freehand tool (F5).
2. Click where you want to start the curve (the upper-right corner of the glass), and drag to draw the line around the glass. You must enclose the glass with a closed shape in order to apply text wrapping.
3. Import SMB Newsletter Content Para7.wpd, following the same instructions as before, and place this paragraph over the picture and our outline.
4. Choose Wine2 as the style in order to add the bullet points.
5. Select the freehand outline we created, and right-click to show the properties (if the Object Properties docker is already open, then select the freehand object and click on the properties docker).
6. Select the General tab, change the paragraph wrap to Contour Flows Right, and change the text wrap to about 2.54 mm.
7. Click Apply.

You may need to move the text frame around a little manually and play with the positioning of the text. When you are satisfied with the appearance, change the outline style to None from the property bar so that this object remains hidden.

Adding a border to a text frame

The final text frame includes contact information. Adding a coloured border to the text frame helps the reader find the contact information quickly.

1. From the toolbox, select the Rectangle tool (F6), create a rectangle measuring 36.258 mm x 55.008 mm with an outline of 8 pt, and change the outline colour to C:70, M:0, Y:10, and K:0. And no fill.
2. Move the rectangle to coordinates x:153.945 mm, y:70.226 mm.
3. Select the Text tool and marquee drag to create a text frame within the newly created rectangle.
4. Add the text opposite and apply the Wine style.

Sampling a colour for the final page

To complete our initial layout, we will add a solid rectangle of colour at the base of the page that will complement our flag at the top of the page. To stick with the same sky theme as our logo, we'll choose the fill colour of C:70, M:0, Y:10, and K:0.

1. Open the Rectangle flyout, and click the Rectangle tool.
2. Drag in the drawing window until the rectangle is the size you want (216.0 mm x 22.138 mm) and position it to the coordinates x:105.00 mm, y:5.681 mm, so that the bleed is off the page.
3. In the toolbox, open the Eyedropper flyout, and click the Eyedropper tool.
4. Choose Sample colour from the list box on the property bar.
5. Click the border around the Contact Information text frame.
The CMYK values display in the bottom right corner of the status bar, beside the Fill Colour icon.
6. Open the Eyedropper flyout, and click the Paintbucket tool.
7. Click inside the rectangle we created at the bottom of the page to apply the fill.

Step 5 - Output and publishing

CorelDRAW Graphics Suite 12 provides numerous options for outputting your graphics projects.

Export for Office

CorelDRAW Graphics Suite 12 offers the new feature of Export For Office, allowing you to quickly optimize the export of a graphic for use within productivity tools such as Microsoft® Office or WordPerfect Office.

Publish to PDF

Now that you have completed the newsletter, it's time to prepare it for output. CorelDRAW Graphics Suite 12 supports professional colour management and contains wizards to help develop content for a Service Bureau. In addition, CorelDRAW supports publishing to PDF so that you can generate PDF files without requiring additional third-party software. CorelDRAW Graphics Suite 12 includes many prepress options and a preflight engine to warn of any potential problems.

1. From the File menu, choose Publish to PDF.
2. In the Save As PDF dialogue box, click Settings to view the preflight information and change the default settings.

If there are no issues, the Preflight tab displays the words No Issues. If there are issues, the Preflight tab displays the number of issues beside a yellow warning triangle. Click the tab to view the issues and determine if they apply to your output.

Print, prepress, and preflight

Before you output your final content, it is important that you identify any potential issues. Preflight

checks the status of your file before you output it. A summary of issues and potential problems, with suggestions for solving the problems, is provided. You can specify the issues that you want Preflight to check. You can also customize and save Preflight settings.

The Open Prepress Interface (OPI) in CorelDRAW lets you use low-resolution images as placeholders for the high-resolution images that appear in your final work. When a service bureau receives your file, the OPI server substitutes the low-resolution images for the high-resolution images.

You can preserve document settings to maintain the look of a PDF file. You can also preserve document overprints, halftone screen information, and spot colours. In addition, you can place printers' marks to provide information to the service bureau about how the work should be printed. The available printers' marks are as follows:

- Crop marks - represent the size of the paper and appear at the corners of the page
- Registration marks - line up the film, analog proofs, or print plates on a colour press, and print on each sheet of a colour separation
- Densitometer scale - consists of a series of gray boxes, ranging from light to dark, for testing the density of halftone images

Service bureaus and colour management

Colour management is the process of matching colours between devices, such as scanners, digital cameras, printers, and monitors. Accurate, reliable colour management is the cornerstone of any creative design process. CorelDRAW Graphics Suite 12 makes colour management more intuitive by combining all the essential colour management options in one dialogue box.

CorelDRAW features colour management controls designed to help you achieve the best possible colour matches. You can also remove the guesswork by taking advantage of three predefined colour management styles (for the Web, for desktop printing, and for professional output), or you can enjoy the flexibility of creating and saving your own profiles.



From here...

This tutorial provides instructions for using CorelDRAW 12 to develop a newsletter. We hope that you continue to explore the many exciting creative possibilities of CorelDRAW Graphics Suite 12.

For more information about the topics and tools presented in this tutorial, please refer to the CorelDRAW Graphics Suite 12 User Guide.

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