

Your Newspaper’s Name

P. O. Box 999

Your Town, State, Zip Code

Volume 1 Issue 1

Sunday, March 1, 2065

Select the text: Highlight the paragraphs where you want to apply the first line indent.
Access the Paragraph settings: Go to the "Home" tab, then click the small arrow in the bottom right corner of the "Paragraph" alignment button.
Choose "First Line": In the "Paragraph" dialog box, under "Indentation," select "First line" from the dropdown menu.
Apply: Click "OK" to apply the indentation to the selected text.

Avoid line spacing between paragraphs to utilize unnecessary white space. Also, reduce space between lines and paragraphs using the *Line and Paragraph Spacing* option set at *1* when using MS Word.—there is no news in the white spaces,

Left align the Headlines along column 1. You decide what to do with the other columns so that it remains easy to read.

Also Hyphenate words to prevent too much white space between words when using full justification

MS Word can be set to auto-hyphenate following this direction: Format tab, in the Text group, click Hyphenation. select the Automatically hyphenate this story check box

Borders between the newspaper columns can be turned on and off when using MS Word by right-clicking in the column and select borders, Top, Bottom, Left, or Right to toggle them on or off. I have turned off the Top and Bottom Borders on Page.

This Story will now overflow onto the next page by using the following linking feature for MS Word:

Connect text boxes so that text in one box overflows into the next box. **However, you’ll need to make new text boxes the 6 column array shown here doesn’t Work. Here, I made a separate text box** below that flows perfectly (almost).

Three Column Text Box: Inside the text box is an Image with a Caption beneath it. Right click image to select Insert Caption. Text box border has been hidden. Here’s how for MS Word: Click Format Tab. Then select Shape Outline, No Outline. Add a Separation Line if desired. For a narrow line Select No Borders, Bottom Border.

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To do this:Go to the Text Box Tools Format tab.

Click Create Link in the Linking group.

Click in the text box that should come after the first box.

Here we go. Also include a [JumpHere](#).

Now here is some garbage you that will overflow to page 2 after this text box has filled.(Columns 1 through 6 are not connected with this format.)

Hello World! Its are fine day for a jog in the Sun. After that a how about a dip in the pool to cool off?

Hello World! Its are fine day for a jog in the Sun. After that a how about a dip

... See *Arial* Headline, p.2

