Put Text into Newspaper/Magazine/Newsletter Columns

The Steps

1) Highlight the text
   a) Select text from where the columns should start, to where you wish them to end. This usually does not include the title, which has more strength if it is out of the column.
      i) Mouse: click at start and shift-click where you want columns to end
      ii) Keyboard: Use shift and cursor keys, or Fn-Shift-Command and right arrow

2) From the Layout ribbon,
   a) choose "columns" icon
   b) from columns menu, choose last item ("columns")

3) Choose two or three columns.

4) Spacing between columns: Make it 0.3 or 0.25 inches.

5) Line between columns: Optonal. A line might make reading easier, if columns are close together.

6) Margins: To fit more on the page: have small left/right page margins, such as ½ inch.

7) Justified vs left-aligned text: Magazine and newspaper text is usually justified (lined up on left and right—Control-J). Left-aligned text (Control-L) may seem less formal.

8) Text inside columns should be 10 to 12 points.

9) Titles
   a) *Attention-getting (magazines)*: Make font larger than column text, and different. If column text is "classic Times Roman," try "modern" fonts like Arial or WordArt
   b) *Scholarly document*: Same type as column text, or slightly larger. Usually centered.

[Harry S. Truman
Part I
From Wikipedia

Harry S. Truman (May 8, 1884 – December 26, 1972) was the 33rd President of the United States (1945–1953). The final running mate of President Franklin D. Roosevelt in 1944, Truman succeeded to the presidency on April 12, 1945, when Roosevelt died after months of declining health. Under Truman, the U.S. successfully concluded World War II, in the aftermath of the conflict, tensions with the Soviet Union increased, marking the start of the Cold War.

Truman was born in Missouri, and spent most of his youth on his family's farm. During World War I, Truman served in combat in France as an artillery officer in his National Guard unit. After the war, he briefly owned a haberdashery and joined the Democratic Party political machine of Tom Pendergast in Kansas City, Missouri. He was first elected to public office as a county official, and in 1935 became U.S. senator. He gained national prominence as head of the wartime Truman Committee, which exposed waste, fraud, and corruption in wartime contracts.

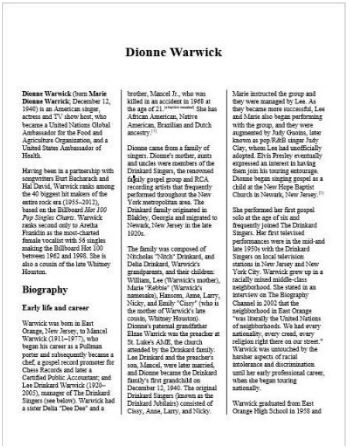
While Germany surrendered a few weeks after Truman assumed the Presidency, the war with Japan was expected to last another year or more. Truman approved the use of atomic weapons against Japan, intending to force Japan's surrender and spare American lives in an invasion; the decision remains controversial. His presidency was a turning point in foreign affairs, as the nation supported an internationalist foreign policy in conjunction with European allies. Working closely with Congress, Truman assisted in the founding of the United Nations, issued the Truman Doctrine to contain communism, and passed the $13 billion Marshall Plan to rebuild Europe, including the Axis Powers of both world wars, whereas the wartime ally Soviet Union became the peacetime enemy, and the Cold War began. He oversaw the Berlin Airlift in 1948 and the creation of NATO in 1949. When communist North Korea invaded South Korea in 1950, he immediately sent in U.S. troops and gained UN approval for the Korean War. After initial success, the UN forces were thrown back by Chinese intervention and the conflict was stalemated through the final years of Truman's presidency.

On domestic issues, bills endorsed by Truman often faced opposition from a conservative Congress dominated by the South, but his administration successfully guided the American economy through post-war economic challenges. He said civil rights was a moral priority, and submitted the first comprehensive legislation in 1948, and issued Executive Orders to start racial integration of the military and federal agencies that year. Corruption in Truman's administration, which was linked to certain members in the cabinet and senior White House staff, was a central issue in the 1952 presidential campaign which Adlai Stevenson, Truman's successor as Democratic nominee, lost to Republican Dwight D. Eisenhower. Popular and scholarly assessment of his presidency were initially negative, but eventually became more positive after his retirement from politics. Truman's 1948 election upset for his full term as president is routinely invoked by underdog candidates.

Early life and career[edit]

Harry S. Truman was born on May 8, 1884, in Lamar, Missouri, the oldest child of John Anderson Truman (1851–1914) and Martha Ellen Young Truman (1852–1947). His parents chose the name Harry after his mother's brother, Harrison "Harry" Young (1846–1918).[2] They chose "S" as his middle initial to please both of his grandfathers, Anderson Shipp Truman and Solomon Young. The "S" did not stand for anything, a common practice among the Scots-Irish.[3][4] A brother, John Vivian (1886–1965), was born soon after Harry, followed by one sister, Mary Jane (1889–1978).[5]

John Truman was a farmer and livestock dealer. The family lived in Lamar until Harry was ten months



Dionne Warwick

Dionne Warwick (born **Marie Dionne Warrick**; December 12, 1940) is an American singer, actress and TV show host, who became a United Nations Global Ambassador for the Food and Agriculture Organization, and a United States Ambassador of Health.

Having been in a partnership with songwriters Burt Bacharach and Hal David, Warwick ranks among the 40 biggest hit makers of the entire rock era (1955–2012), based on the Billboard *Hot 100 Pop Singles Charts*. Warwick ranks second only to Aretha Franklin as the most-charted female vocalist with 56 singles making the Billboard Hot 100 between 1962 and 1988. She is also a cousin of the late Whitney Houston.

Biography

Early life and career

Warwick was born in East Orange, New Jersey, to Mancel Warwick (1911–1977), who began his career as a Pullman porter and subsequently became a chef, a gospel record promoter for Chess Records and later a Certified Public Accountant; and Lee Drinkard Warwick (1920–2002), manager of The Drinkard Singers (see below). Warwick had a sister Delia "Dee Dee" and a brother, Mancel Jr., who was killed in an accident in 1968 at the age of 21.[citation needed] She has African American, Native American, Brazilian and Dutch ancestry.[1]

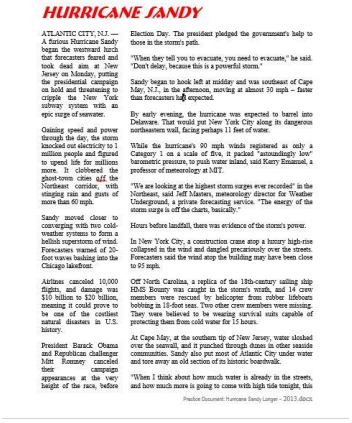
Dionne came from a family of singers. Dionne's mother, aunts and uncles were members of the Drinkard Singers, the renowned family gospel group and RCA recording artists that frequently performed throughout the New York metropolitan area. The Drinkard family originated in Blakley, Georgia and migrated to Newark, New Jersey in the late 1920s.

The family was composed of Nicholas "Nitch" Drinkard, and Delia Drinkard, Warwick's grandparents, and their children: William, Lee (Warwick's mother), Marie "Retsie" (Warwick's namesake), Hanson, Anne, Larry, Nicky, and Emily "Cissy" (who is the mother of Warwick's late cousin, Whitney Houston). Dionne's paternal grandfather Elias Warrick was the preacher at St. Luke's AME, the church attended by the Drinkard family. Lee Drinkard and the preacher's son, Mancel, were later married, and Dionne became the Drinkard family's first grandchild on December 12, 1940. The original Drinkard Singers (known as the Drinkard Sublians) consisted of Cissy, Anne, Larry, and Nicky.

Marie instructed the group and they were managed by Lee. As they became more successful, Lee and Marie also began performing with the group, and they were augmented by Judy Graves, later known as pop R&B singer Judy Clay, whom Lee had unofficially adopted. Elvis Presley eventually expressed an interest in having them join his touring entourage. Dionne began singing gospel as a child at the New Hope Baptist Church in Newark, New Jersey.[2]

She performed her first gospel solo at the age of six and frequently joined The Drinkard Singers. Her first televised performances were in the mid-and late 1950s with the Drinkard Singers on local television stations in New Jersey and New York City. Warwick grew up in a racially mixed middle-class neighborhood. She stated in an interview on The Biography Channel in 2002 that the neighborhood in East Orange "was literally the United Nations of neighborhoods. We had every nationality, every creed, every religion right there on our street." Warwick was untouched by the harsher aspects of racial intolerance and discrimination until her early professional career, when she began touring nationally.

Warwick graduated from East Orange High School in 1958 and



HURRICANE SANDY

ATLANTIC CITY, N.J. — A furious Hurricane Sandy began the westward lurch that forecasters feared and took dead aim at New Jersey on Monday, putting the presidential campaign on hold and threatening to cripple the New York subway system with an epic surge of seawater.

Gaining speed and power through the day, the storm knocked out electricity to 1 million people and figured to upend life for millions more. It clobbered the ghost-town cities off the Northeast corridor, with stinging rain and gusts of more than 60 mph.

Sandy moved closer to converging with two cold-weather systems to form a hellish superstorm of wind. Forecasters warned of 20-foot waves bashing into the Chicago lakefront.

Airlines canceled 10,000 flights, and damage was $10 billion to $20 billion, meaning it could prove to be one of the costliest natural disasters in U.S. history.

President Barack Obama and Republican challenger Mitt Romney canceled their campaign appearances at the very height of the race, before Election Day. The president pledged the government's help to those in the storm's path.

"When they tell you to evacuate, you need to evacuate," he said. "Don't delay, because this is a powerful storm."

Sandy began to hook left at midday and was southeast of Cape May, N.J., in the afternoon, moving at almost 30 mph -- faster than forecasters had expected.

By early evening, the hurricane was expected to barrel into Delaware. That would put New York City along its dangerous northeastern wall, facing perhaps 11 feet of water.

While the hurricane's 90 mph winds registered as only a Category 1 on a scale of five, it packed "astonishingly low" barometric pressure, to push water inland, said Kerry Emanuel, a professor of meteorology at MIT.

"We are looking at the highest storm surges ever recorded" in the Northeast, said Jeff Masters, meteorology director for Weather Underground, a private forecasting service. "The energy of the storm surge is off the charts, basically."

Hours before landfall, there was evidence of the storm's power.

In New York City, a construction crane atop a luxury high-rise collapsed in the wind and dangled precariously over the street. Forecasters said the wind atop the building may have been close to 95 mph.

Off North Carolina, a replica of the 18th-century sailing ship HMS Bounty was caught in the storm's teeth, and 14 crew members were rescued by helicopter from rubber lifeboats bobbing in 18-foot seas. Two other crew members were missing. They were believed to be wearing survival suits capable of protecting them from cold water for 15 hours.

At Cape May, at the southern tip of New Jersey, water sloshed over the seawall, and it punched through dunes in other seaside communities. Sandy also put most of Atlantic City under water and tore away an old section of its historic boardwalk.

"When I think about how much water is already in the streets, and how much more is going to come with high tide tonight, this

Practice Document: Hurricane Sandy Longer – 2013.docx