


Final Product – Human Body Systems

You and a partner will use the Publisher  application to create a newsletter describing the systems of the human body.

You will have two class periods to research and gather information and graphics using your labs, handouts, textbook, and the Internet.

You will have two class periods to design and put the information in your newsletter.

Use your time wisely!



**Back up your work!
Save in TWO places:
1. Floppy disk
2. Class folder**



Basic Requirements:

- Use a Microsoft Publisher newsletter template
 - Have a descriptive title
 - Include the names of authors (that's you)
 - Use all 4 pages of the template
 - Give credit where credit is due – ALL sources of information and graphics must be listed in the *Works Cited*
 - One graphic / image for each system must be included as part of the explanation of that system. The graphic may be clipart or an image from the Internet. If you use an image from the Internet, you must give appropriate credit in the *Works Cited* section.
 - The newsletter must have 9 articles or stories:
 - Page 1 has 2 stories – one describing general information about the human body, and one discussing ways to keep a body healthy
 - The following systems must be discussed on pages 2 and 3:
 - Digestive
 - Respiratory
 - Circulatory
 - Nervous
 - Muscular
 - Skeletal
- Use the "inside stories" on pages 2 and 3 for your explanation of this information.
- Information to include on each system – **structure** (the organs) and **function** (what each organ does), **purpose** of

the system, how the *system works with other systems*, and *diseases or disorders* of the system or organs in the system

- Page 4 contains an article explaining other body systems and a “works cited” section

Design Issues:

- Use clear easy-to-read fonts for the text.

Good fonts:

Arial
Tahoma
Antique Olive

Not good fonts:

Handwriting or Script Fonts

Jokerman

- You can use more “decorative” fonts for the titles
- Stay within your color schemes – too many colors are distracting
- Using too many different fonts is also distracting
- Keep your text font size between 10 – 14 points
- Title font size should be larger than 14 points

Grading:

- You have a rubric that identifies the criteria that will be used in evaluating your newsletter. Use it to guide your work. You are in control of your grade.
- You will be graded on two things: **content** and **design**.
- The content grade will count as **two** test grades.
- The design grade will count as **one** daily grade.

Using Publisher:

1. Launch Publisher



Wizards

- Quick Publications
- Newsletters**
- Web Sites
- Brochures
- Catalogs
- Flyers
- Signs
- Postcards
- Invitation Cards
- Greeting Cards
- Business Cards
- Letterheads

Newsletters

- Accent Box Newsletter
- Accessory Bar Newsletter
- Arcs Newsletter

3. Scroll down for more designs.

2. Choose NEWSLETTERS first, and then double-click on the design you want to use.

Newsletter design templates



4. After you have selected your design, you will come to this screen.
5. Select **NEXT**.



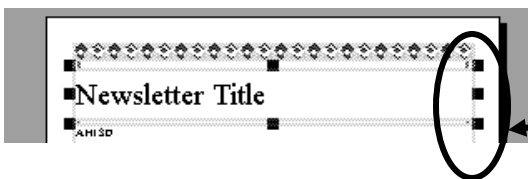
6. Scroll up & down to choose a color scheme for your newsletter. Do not choose custom.
7. Select **FINISH**.

After you have selected **FINISH**, you have the Publisher template ready for your information.

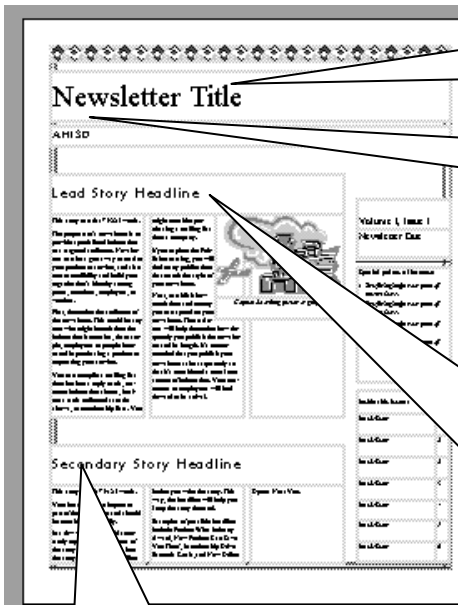
The templates are usually too small to read easily.



8. Adjust the size of your template by changing the view here. 50% works for most people, but adjust it to suit you.



To select an area to work with, click on it so that "handles" appear around it.



9. A descriptive title for your newsletter goes here. Use a large eye-catching font.

10. Under the title, include your names. Use a small font (10 – 12 points)

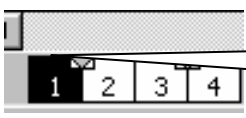
11. Take out parts you don't want to use by selecting them and hitting "delete" or going to **Edit → Delete Object**.

13. The secondary story on the front page should be information about being **health and what it takes to keep a human body in good condition**.

Include a graphic.

12. The lead story will be **general information** on the human body. Include information about **cells, tissues, organs & systems**.

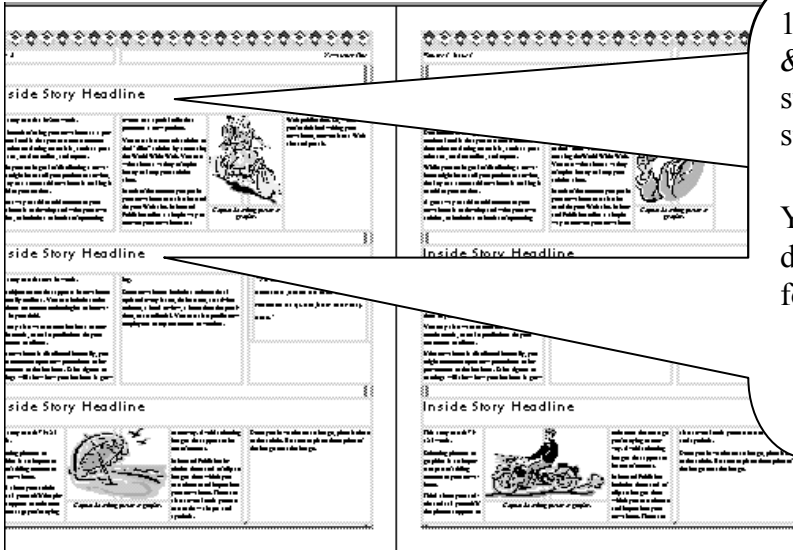
Include a graphic.



This indicates that you are on the **FIRST** page of the newsletter,

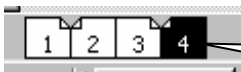


14. Click here to go to pages 2 and 3

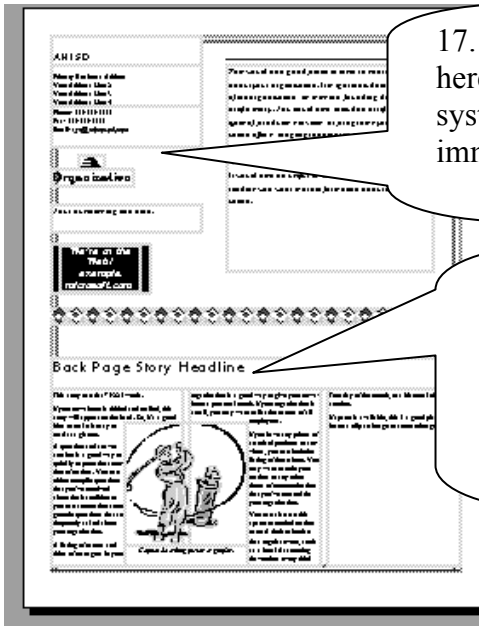


15. Your information & graphic about each system are the “inside stories.”

You will have **6** different stories – one for each body system..



16. Go to the **LAST** page of the newsletter.



17. Delete what you don't need and insert a text box here to include information about the other body systems. (excretory/urinary, endocrine, reproductive, immune/lymphatic)

18. The last part of the newsletter will be your **WORKS CITED**. List **EVERY** source of information and graphics. This includes your textbook, labs, worksheets, and websites.