

VOICES

The Women's Center Newsletter

University of Connecticut

October 2001

Sneak Peek

A quick guide
to what's inside

October is Domestic Violence Awareness Month and Breast Cancer Awareness Month. Check out how to get involved in events supporting these causes. See "Take Action in October," on the front page.

Support Domestic Violence Awareness Month by wearing black every Thursday this month. Check out other events sponsored by the Women's Center, as well. See *Calendar*, page 2.

Oxygen is looking for women leaders like you! See how to attend a panel discussion that explores the basics of public speaking and how to attract positive media for you and your cause. See page 4

Welcome the new VAWPP Coordinator, Lorraine Trippodi! Find out about VAWPP programs going on in October, and how you can become a peer educator. Check out *VAWPP Corner*, page 5.

Check out how to subscribe to the Women's Center listserv, which provides weekly updates on news and events that concern women. Also, see how you can contribute to our newsletter. See page 5.

Take Action in October

By Joy Pachla

When you think of October, pumpkins, witches and ghosts may spring to mind. However, this month, focus your thoughts on becoming involved in two causes that cannot be ignored. October is designated as both Domestic Violence Awareness Month and Breast Cancer Awareness Month, two issues of extreme concern to women of all ages.

Nearly one in three U.S. women report being abused by a boyfriend/partner at some point in their lives. According to the U.S. Department of Justice, a woman is raped every two minutes.

Colleges, which were once perceived to be areas of safety where few crimes were committed, have come to the forefront of the violence against women issue.

In a study entitled, *The Sexual Victimization of College Women* (www.ncjrs.org), Bonnie S. Fisher states that colleges are hotbeds for sexual assaults against women. She estimates that 350 rapes occur every year at colleges with 10,000 female students.

According to the U.S. Department of Justice, young women between the ages of 16 and 24 experience the highest rates of violence by current or former intimate partners.

Once a woman has been abused in a relationship, her chances for being abused again increase. Therefore, college relationships can start a cycle of violence to be repeated in future relationships.

You can join the Women's Center in acknowledging domestic violence this month and become informed by attending events sponsored by the Violence Against Women Prevention

Program. *Thursdays in Black*, a campaign to raise awareness about abuse in intimate relationships, encourages all students, faculty and staff at UConn to wear black every Thursday in October.

Also sponsored by VAWPP, are *When Love Hurts*, and *Hatred in the Hallways*. *When Love Hurts* features Donna Ferrato, an internationally acclaimed photographer who has been documenting the lives of abusive couples for more than 10 years. She will present a slide show portraying the lives of abusers and their victims.

Widney Brown, will speak about her work on the *Hatred in the Hallways Report*, which studies the impact that fear of homophobia has on the violence

("Action" continued on page 4)

Empowerment, "Sex and the City" Style

By Jennifer Dixon

"Man may have discovered fire, but women discovered how to play with it," says Sarah Jessica Parker's character Carrie in one episode of the hit HBO series "Sex and the City." Sassy lines such as these are what keep viewers coming back for more as Carrie and friends dish about shoes, jobs, parties, and, most of all, their weekly sexual conquests. The show has received critical acclaim for its smart writing and unique characters. These women are so special, say many fans, because of their carefree, single-girl attitudes.

Successful in their respective profes-

("Empowerment," Continued on page 3)

Calendar of Events

October

Domestic Violence Awareness Month; Breast Cancer Awareness Month

Thursdays in Black

Thursdays in Black is a campaign to raise awareness about abuse in relationships. Students, faculty, and staff are asked to wear black to acknowledge the impact that relationship violence has on our community - the emotional and physical suffering it causes our friends, relatives, colleagues and neighbors. Buttons, stickers, and information will be handed out every Thursday in October in the Student Union Lobby from 10 a.m. - 4 p.m.

Please join us in wearing black every Thursday this month.

3rd: When Love Hurts

Photographer Donna Ferrato has been documenting the lives of individuals and couples suffering relationship abuse for more than 10 years. She will share her moving slide presentation portraying the reality of people's lives, which gives the audience a deeper, more personal understanding of domestic violence in America.

Wednesday, 7 p.m., Von der Mehden Auditorium

4th: Plenary Address: *Who's Qualified* with Lani Guinier

Part of The Institute for African American Studies Critical Issues Series.

Dr. Guinier is a Professor of Law at the Harvard Law School and the author of *The Tyranny of Majority: Fundamental Fairness in Representative Democracy* and *Who's Qualified*.

Thursday, 2 p.m., Rome Commons Ballroom, South Campus

10th: *Human Rights and the Asian American Community* with Helen Zia

Ms. Zia is a journalist, activist and the author of *Asian American Dreams: The Emergence of a People*.

Wednesday, 4:30 p.m., Rome Commons Ballroom, South Campus

17th: *The Poor People's Campaign for Economic Human Rights* with Cheri Honkala

Ms. Honkala is the founder and Executive Director of the Philadelphia-based Kensington Welfare Rights Union. She will be sharing her experiences as the grassroots leader of this multi-racial, multi-ethnic, economic justice group and her own journey as a single mother and former homeless welfare recipient to a nationally recognized leader in the struggle against poverty in the United States.

Wednesday, 4 p.m., Konover Auditorium, Thomas J. Dodd Research Center

18th: Thursday Night at the Movies - *Hate Across America*

From the KKK to the more savvy and subtle groups active today, this is a comprehensive look at hate crimes in America.

Thursday, 6:30 p.m., Women's Center Lounge.

23rd: *Hatred in the Hallways* with Widney Brown

Ms. Brown is the Advocacy Director of the Women's Rights Division of Human Rights Watch and co-author of the *Hatred in the Hallways Report*. This report focuses on the impact that homophobia and fear of "not being manly enough" had on the numerous school shootings in recent months/years. The report identified such incidents of school violence as gender-based violence, committed almost exclusively by boys against ex-girlfriends, girls who they were obsessed with/stalking, and/or peers who had taunted them for not being masculine enough.

Tuesday, 7 p.m., Student Union Ballroom

29th: Reception with Kim Gandy, President, National Organization for Women

Monday, 2 - 4 p.m., Rome Commons Ballroom, South Campus. **Reserved seating only!**

Call the Women's Center for information and to register.

(*"Empowerment," Continued from page 1*)

sions, the "Sex and the City" girls cruise from relationship to relationship looking for, in some cases, a prospective husband, and in others, simple sexual satisfaction. These women, it has been said, are impressive examples of the woman of the new millennium. This is today's version of female empowerment.

Was this, the power to shop all day for Jimmy Choo stilettos and sleep with whomever we choose then gab about it afterwards, the empowerment that the feminists of the past worked so hard to achieve? While the sexual freedom of the characters in "Sex and the City" is relatively unique amongst women on television, who are very often only there to dote on a show's male protagonist, the notion of passing this off as "empowering" is rather disturbing. The idea of economic freedom as evidence that feminism has reached its climax is one of the reasons that the feminist movement has lost so much momentum.

It is easy to point fingers and claim that the lack of popular support for a modern feminist movement is the fault of middle-class white women and their general contentment with their status in modern American society. The very nature of feminism, however, has made it susceptible to this loss of momentum. The movement has always been multifaceted, and the number of different groups, each working for its own issues, has made it difficult for feminists to present a united front. The problem is made even more complex in modern society where the obstacles that women face are less obvious to the general American population. Women have the vote. Title IX and similar acts have decreased the amount of blatant sex-based discrimination, even though the problem still exists. For many middle class women, the problem seems to be "solved."

However, the economic empowerment that has led to "Sex and the City" style contentment for some women is not representative of the success of the women's movement as a whole - it is only a very small portion of what is yet to be achieved. The feminist goal of women becoming strong citizens by gaining responsibilities and freedoms equal to those of men has somehow, in today's consumer culture, translated into the theory of purchasing power as the route to empowerment. The same middle class discontent that Betty Friedan explored in *The Feminine Mystique* seems as though it will inevitably resurface as more women realize that consumerism and the economic power that comes with it, which were once thought to be the solution are, in truth, the problem. Happiness, represented today by the freedom to shop and spend, and empowerment, the true goal of the feminist movement, are not one and the same. This realization will be the most important step towards redefining the modern definition of feminism and forming a united feminist majority; two goals that have remained elusive to modern women for some time.

The growing trend of women utilizing their sexuality as a weapon and tool for getting what they want is well represented by "Sex and the City" and celebrities such as Britney Spears and Anna Kournikova. The attitude behind this trend is one of taking charge: women have been exploited by men for so long, that it is a step up for women to be exploiting themselves. Something incredibly degrading has miraculously disguised itself as a new form of empowerment. It is astounding that a movement once so opposed to consumer culture has managed to become integrated into the media and has, for many young women raised in this culture, lost its meaning. The feminist movement does not belong solely to the middle class white women that it has done so much for - if the movement is to survive and thrive in modern society, it's most important issues will be ones not embraced by mass American culture.

"Sex and the City," shopping, and sex appeal may be fun, but they are not as good as it gets, and it will not be until women begin to challenge the status quo and refuse to remain "comfortable" that they will realize how much can really be achieved. Modern society, in which many women believe that exploitation, by themselves or by others, is a necessary evil, and that sexism is a "fact of life" leaves much to be desired. An equal playing field, in which sex and power are not interrelated, is yet to be achieved. The glass ceiling still exists. If the privileged, upper middle class women have so far to go and so much to achieve, the status of other groups are far worse. Poor women, women of color, lesbian women, and women in countries far removed from the insulated, "enlightened" western world that we live in face severe discrimination and abuse everyday that many Americans are completely unaware of.

What, then, is the "new frontier" of feminism? A second try for the ERA, gay rights, birth control and abortion issues, international human rights offenses, the wage gap, and sexual abuse are only the most publicized issues that women face today. The most important thing is that young women take up feminism as a cause worth fighting for, presenting a united front and realizing that women's issues are relevant to all women - not just the certain minorities that may be affected by them most directly. Some issues, such as gay rights and international human rights offenses, may not be as immediate and close to home as those of the past, but this makes them no less important, and a united feminist majority would allow the voices of oppressed women to be heard. The future leaders of the movement who are yet to appear will be powerful, intelligent women aware of the current state of women's issues, and prepared to initiate a shift in the climate of American society's excessive consumerism. Their most important tasks will be to redefine the movement as well as rework the modern definition of female empowerment, shifting it from the media-based sexual and economic power of today towards the empowerment of all women as worthwhile citizens.

Women's Center Diversity Committee

The Women's Center Diversity Committee, a sub committee of the Women's Center Advisory Board, provides programming and networking opportunities for faculty and staff, women of color. This committee has been in existence for three years and has sponsored three successful programs. There have been two luncheons and a recognition banquet that took place last May. At the banquet, four women were recognized for their outstanding commitment to the campus community. This fall the committee will be putting together a resource guide that will have a list of different restaurants, hair salons and more for our targeted group of women. The Diversity Committee will host its third luncheon on Nov. 14, 2001. In the spring we will recognize another group of women for their contributions to the campus community at our second recognition banquet.

("Action" continued from page 1)
committed in schools.

For more information about these events, please see the calendar on pg. 2.

Chances are if you are not affected by breast cancer in your own life, you know someone who is. It is estimated that 192,000 new cases of invasive breast cancer will be diagnosed in 2001, (American Cancer Society, www.cancer.org).

On Oct. 14, Hartford will host its 7th Annual Making Strides Against Breast Cancer Walk. The walk raises awareness and funds to find a cure. At last year's walk, \$523,000 was raised.

For information on how to participate in the walk visit www.cancer.org.

Oxygen Media is looking for leaders like you!

Oxygen, a cable television network and Internet site for women, (co-founded by Oprah Winfrey), and AT&T Broadband recently launched the Oxygen Media *Choose to Lead* campaign, an on-air, online and grassroots initiative to increase the number of women serving in representative leadership positions - from the PTA to the state legislature.

To get involved with *Choose to Lead*, you can:

- **Log on to www.oxygen.com/choosetolead to enter a scholarship contest to attend leadership training at the Women's Campaign School at Yale or the Woodhull Institute.**
- **Register to attend a free leadership seminar, *How to Speak to the Public and Make the Media Your Friend*, on October 20, 2001 at 9:00 a.m. at the Old State House. Christine Jahnke, President of Positive Communications in Washington, D.C., Dianne Wildman, the Director of Editorial Services at Cablevision, Lieutenant Governor Jodi Rell and State Comptroller Nancy Wyman will all speak at the seminar. This event is free of charge and open to the public, but participants need to reserve a seat by calling 888-824-8355.**
- **Look for *Choose to Lead* public service announcements, on the Oxygen network, featuring Connecticut Lieutenant Governor Jodi Rell and New London school board member Tammie Clayton.**

For more information visit the Oxygen website at: www.oxygen.com/choosetolead.

Women's Fall Sports

October Home Game Schedules

Field Hockey

10/3: Providence 7 p.m.
 10/6: Old Dominion Noon
 10/10: Boston College 7 p.m.
 10/19: Boston University 7 p.m.
 10/24: Fairfield 4 p.m.

Volleyball

10/5: Syracuse 7 p.m.
 10/7: Notre Dame 2 p.m.
 10/20: Manhattan College 2 p.m.
 10/24: Fordham University 7:30 p.m.
 10/26: Seton Hall 4:30 p.m.
 10/28: St. John's 2 p.m.

Soccer

10/5: Syracuse 7 p.m.
 10/19: Pittsburgh 7 p.m.
 10/21: Notre Dame 1 p.m.
 10/24: Harvard 7 p.m.
 11/1: Yale 7 p.m.

Some Reminders...

Join Our Listserv!

Want to keep up with the Women's Center on a weekly basis? Then join the U-WOMEN Listserv, a weekly updated e-mail featuring events at the Women's Center, on and off campus events, announcements and national/international news. To subscribe: please go to <http://vm.uconn.edu/subunsub.html>. You must have a valid e-mail to join. Fill in the appropriate information. For list name, type "UWOMEN-L." If you have problems, please e-mail Kathleen Holgerson at wctadm03@uconnvm.uconn.edu.

Lesbian Expressions

A support group for lesbians, bisexual women and women questioning their sexuality. It meets every Wednesday evening at 7 p.m. in the Women's Center lounge.

Contribute!

If you have any ideas for columns or articles or would like to submit a piece to our newsletter, please feel free to contact the editor, Joy Pachla, by e-mail at: joypachla@hotmail.com, or call the Women's Center and leave a message. All contributions are greatly appreciated!

VAWPP Corner

VAWPP Welcomes New Coordinator

By Jessica K. Giordani

The Women's Center is happy to welcome Lorraine Trippodi, the new coordinator of the Violence Against Women Prevention Program! Lorraine began her work here in March and is enthusiastic about expanding the program further into the UConn community. While an undergraduate at the University of Rhode Island, Lorraine helped to institute their Violence and Sexual Assault Prevention Program as a reaction to the many sexual assaults that occurred on campus. Her activism continued during her graduate studies at CCSU where she was the graduate assistant at the Women's Center on campus. Now at UConn, Lorraine is teaching WS 271: Rape Awareness Seminar I and WS 272: Rape Awareness Seminar II, which is offered in the spring semester. As coordinator of VAWPP, Lorraine wants to make sure that "all students understand the roots of violence against women and what is acceptable and unacceptable behavior."

As we all know, October is Domestic Violence Awareness Month, and Lorraine will be busy keeping the VAWPP involved with events such as, *Thursdays in Black*, *When Love Hurts* and *Hatred in the Hallways* (see the calendar on pg. 2 for more information on these events). VAWPP is currently planning to develop some new programs related to the topics currently covered (sexual assault and consent, dating violence, media images, and social attitudes about women, etc.) and update the programs currently being offered. "[We] want to develop new ways of presenting the information so that students who may have seen a program two years ago can hear the message again in a new way...with new material and updated scenarios, the presentations can be more relevant and reach more people."

The MAVAW (Men Against Violence Against Women) program has recruited a group of male students who have begun training to become peer educators. "The idea behind the MAVAW program and others like it is that it helps men to recognize and accept their responsibility in preventing sexual assault because the message is coming from other men...They can feel more understood and therefore be more willing to listen and examine their attitudes." The program is expected to start by the end of October.

The VAWPP and MAVAW programs are still looking to train students to be peer educators. Anyone interested should contact Lorraine Trippodi at 486-4738, or stop by the Women's Center to see her.

VOICES

Kathleen Holgerson
Director

Joy Pachla
Editor

Kathy Fluckiger
Associate Director

Lorraine Trippodi
VAWPP Coordinator

Carol Millette
Administrative Assistant

Phone: 860-486-4738
TDD: 860-486-1546 Fax: 860-486-1104

Email: wwwctr@uconnvm.uconn.edu

Semester Hours: M-Th: 8 a.m. - 8 p.m.
& F: 8 a.m. - 5 p.m.

Website: www.womenscenter.uconn.edu

VOICES

THE WOMEN'S CENTER...WHERE ALL THE PIECES COME TOGETHER

#289500
University of Connecticut
Women's Center
417 Whitney Road, Unit 1118
Storrs, CT 06269-1118



**A Guide to Creating
the Women's Center
Newsletter
Using
Microsoft Publisher**

By Joy Pachla

Getting to Know the Tools:

Before you start creating your newsletter, you have to know how to use the tools. In this section, we will take a look at the tools you'll use in Publisher and how they will help you. Becoming familiar with the tools will provide shortcuts along the way.

Starting with the Object Toolbar on the left side of the screen:



Text Frame Tool: This tool allows you to put text on the page. Before you can put any kind of text on the page you need to create a box or rectangle with this tool.

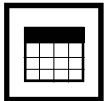


Table Frame Tool:
This tool will allow you to create tables.



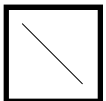
WordArt Frame Tool: By using this tool you can modify letters by stretching, slanting, curving, inflating and more.



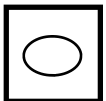
Picture Frame Tool:
With this tool you can insert pictures that you have saved in a file.



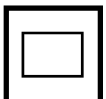
Clip Gallery Tool: This tool allows you to import pictures from the clip art gallery into the newsletter. You can import cartoons, symbols, borders and much more.



Line Tool: This tool is used for drawing lines. Lines work well to separate the text of different articles or headlines from articles. Lines help break up the page.



Oval Tool: Use this tool to create circles and ovals. To make a perfect circle, hold down the Shift button while creating the object.



Rectangle Tool: This tool creates squares and rectangles. To create a perfect square, hold down the Shift button when you are creating the object.



Custom Shapes Tool: This tool allows you to create different shapes, other than a square, rectangle or circle, such as a star, heart, or triangle.

The four tools that remain on the Object Toolbar, the Hot Spot Tool, the Form Control Tool, the HTML Code Fragment Tool and the Design Gallery Object Tool are rarely used, and you will probably not use them for creating this newsletter. However, if you want to find out about them, look under Microsoft Help.

Example Page:

To make this space gray, you must fill both the text frame and the regular box with the color. To do this, click on the box you want to fill, go to Format and select Fill Color. You can choose from many colors.

The title is in the Garamond font. In order to spread the title out, go to Format and select Character Spacing, which can expand or condense the letters in a word.

In order to write text, such as the title, you have to create a text box with the Text Frame Tool first.

By making a rectangle with the Rectangle Tool, it creates a nice border around the title.

In order to have the text show up in a black background go to the Font Color Tool and select White.

Go to Format and select Align Text Vertically, and then select Center to have the text centered vertically in the box.

By using the Rectangle Tool, borders are created around the newsletter. You can use the Line/Border/Style Tool to create different widths for the borders.

If you wanted to move this box and the text within it together, you have to group them together. Hold down Shift and click everything you want in the group. In the lower-right corner of the selection box, click the Group Objects button. Now you can easily move, resize or rotate everything together. To ungroup objects, click the group to select it and then click Group Objects again.

Domestic Violence Awareness Month

By Joy Pachla
When you think of October, pumpkins, witches and ghosts may spring to mind. However, this month, focus your thoughts on becoming involved in two causes that cannot be ignored. October is designated as both Domestic Violence Awareness Month and Breast Cancer Awareness Month, two issues of extreme concern to women of all ages. Nearly one in three U.S. women report being abused by a boyfriend/partner at some point in their lives. According to the U.S. Department of Justice, a woman is raped every two minutes. Colleges, which were once perceived to be areas of safety where few crimes were committed, have come to the forefront of the violence against women issue. In a study entitled, The Sexual Victimization of College Women (www.ncjrs.org), Bonnie S. Fisher states that colleges are hotbeds for sexual assaults against women. She estimates that 350 rapes occur every year at colleges with 10,000 female students. According to the U.S. Department of Justice, young women between the ages of 16 and 24 experience the highest rates of violence by current or former intimate partners. Once a woman has been abused in a relationship, her chances for being abused again increase. Therefore, college relationships can start a cycle of

Empowerment, "Sex and the City" Style

By Jennifer Dixon
"Man may have discovered fire, but women discovered how to play with it," says Sarah Jessica Parker's character Carrie in one episode of the hit HBO series "Sex and the City."
Sassy lines such as these are what keep viewers coming back for more as Carrie and friends dish about shoes, jobs, parties, and, most of all, their weekly sexual conquests. The show has received critical acclaim for its smart writing and unique characters. These women are so special, say many fans, because of their carefree, single-girl attitudes. Successful in their respective professions, the "Sex and the City" girls cruise from relationship to relationship looking for, in some cases, a prospective husband, and in others, simple sexual satisfaction. These women, it has been said, are impressive examples of the woman of the new millennium.
This is today's version of female empowerment. Was this, the power to shop all day for Jimmy Choo stilettos and sleep with whomever we choose then gab about it afterwards, the empowerment that the feminists of the past worked so hard to achieve?
While the sexual freedom of the characters in "Sex and the City" is relatively unique amongst women on television, who are very often only there to dote on a show's male protagonist, the notion of passing this off as "empowering" is rather disturbing. The idea of economic freedom as evidence that feminism has reached its climax is one of the reasons that the feminist movement has lost so much momentum. It is easy to point fingers and claim that the lack of popular support for a modern feminist movement is the fault of middle-class white women and their general contentment with their status in modern American society. The very nature of feminism, however, has made it susceptible to this loss of momentum. The movement has always been multifaceted, and the number of different groups, each working for its own issues, has made it difficult for feminists to present a united front. The problem is made even more complex in modern society where the obstacles that women face are less obvious to the general American population. Women have the vote. Title IX and similar acts have decreased the amount of blatant sex-based discrimination, even though the problem still exists. For many middle class women, the problem seems to be "solved." However, the economic empowerment that has
(Continued on page 3)

A headline should have a unique font, but try to maintain only one or two headline fonts throughout the publication. Too many different headline fonts will break up the unity of the newsletter. You should use the same font for the text of articles throughout the newsletter.

In order to make more than one column in a text frame, click on the text frame, go to Format and select Text Frame Properties. Under Columns, type the number of columns you want.

If your article continues on to another page, you can guide your reader there by adding a "Continued on Page." Go to Format and select Text Frame Properties. Under options, click "Continued on page" and it will be added automatically. You can also use this to add "Continued from page."

More Tools:

Under the File Menu:

Save: Make sure to save your work periodically. There will be reminders that come up about every 20 minutes to remind you to save. Click yes, you can never save too many times.

Print: It's a good idea to print pages to make sure that the way your newsletter looks on the screen is the way you want it to look when printed. It is also easier to pick up mistakes when you have the page in your hand. However, to save paper, it is wise to print only the page you want instead of printing the whole publication. To print only the page you want, select Print and under the Print Range select either the Current Page, or type in Pages From, the page you want to start on and finish on.

Under the Edit Menu:

Undo: This tool will help you as you make mistakes along the way. You can undo almost unlimitedly. So if you make a mistake, just undo. Go to the menu bar, select Edit, and select Undo. Or use the key function **Ctrl+Z**. Or use the button on the toolbar at the top of the screen. You can also redo, if you undo something by mistake.

Cut, Copy and Paste: These tools make it easy to copy something you've created and move it to another place in the newsletter. Use the key functions, **Ctrl+X** for **Cut**, **Ctrl+C** for **Copy** and **Ctrl+V** for **Paste**. Or use the buttons in the toolbar at the top of the screen.

Under the View Menu:

Two-Page Spread: This allows you to see two pages at a time, side by side.

Hide Boundaries and Guides: You can choose to either show the boundaries and guides, which are the blue and red lines on the screen. These are put there when you choose your layout guides. These lines will not show up when you print the newsletter.

Toolbars: You can choose which toolbars you want to show up on the screen.

Rulers: You can choose to show or hide the rulers on the top of the screen and on the side.

Wizard: You can choose to show or hide the wizard. The wizard is not usually helpful when making the newsletter, and it is usually better to keep it hidden.

Zoom: You can zoom in on a page up to 400% or zoom out to 10%. If you hit F9, you can easily switch between a bigger screen and a smaller screen.

Under the Insert Menu:

Text File: This tool allows you to import text into the newsletter that you have saved somewhere else. However, it is also possible to copy text from somewhere else and paste it into the newsletter.

Picture: You can import a picture, either from clip art or from a file, into the newsletter.

Design Gallery Object: You can import designs from Publisher's Design Gallery into the newsletter.

Symbol: You can select different symbols to use in the newsletter.

Pages: This tool allows you to create pages in the newsletter. When you select Pages, click on More Options. Where it says Number of New Pages, put the number of pages you need. The newsletter is usually six pages long.

Font: This allows you to change the font.

Character Spacing: This is a feature that should be used with discretion. Character spacing allows you to change the width of characters and the space between characters. This is especially useful when a headline will not fit in a certain space or if you just want the characters in a word to be more spaced out. However, if you use this feature too much, especially within the body of an article, it will end up looking strange when the newsletter is printed out.

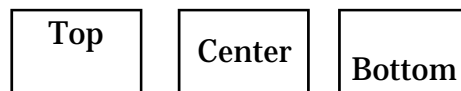
Line Spacing: This tool allows you to increase or decrease the spacing between lines of text. This is a useful tool when you are trying to make text fit into a certain space. However, you should also use this tool only when absolutely needed. Otherwise, the text of an article will look strange if the spacing between lines is not uniform.

Indents and Lists: With this tool you can set indents for paragraphs. You can also create bullets and numbered lists.

Tabs: You can create your own tabs.

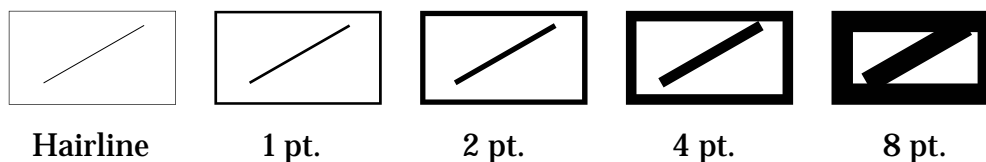
Drop Cap: ⇐ That is a drop cap, which you can create with this tool. Drop caps come only at the beginning of a paragraph.

Align Text Vertically: With this tool you can align text within a text frame to be positioned at the top, center, or bottom. For example:



AutoFit Text: This tool allows you to fit text into a certain space. However, this is not recommended, since doing this will often change the font and size of your text.

Line/Border Style: This tool changes the width of lines and borders. For example:



Fill Color: You can fill spaces with different colors with this tool. You can make a black background or a gray background and fill it with white text. Creating different colors for backgrounds creates context within the newsletter and helps set off more important information.

Shadow: This tool creates a shadow around an object. For example:



Text Frame Properties: This tool allows you to change the margins of a page. It also creates “Continued on page” and “Continued from page” for your articles. This allows you to guide you reader to the page where an article continues. These “Continues” will only be added if you flow a story onto another page, which you will learn about with the Connect Text Frames Tool.

Under the Tools Menu:

Spelling: This tool checks spelling in the newsletter.

Connect Text Frames: When you can't fit all the text of an article into one text frame, this tool will allow you to continue the text into another text frame, whether it be on the same page or a different page. First, you must create an empty text frame for the text to flow into. Then click on the text frame that holds the first part of the article. Then select Connect Text Frames from the Tools menu. Your mouse pointer will turn into a pitcher. Finally, go to the empty text frame you've created and click on it with the pitcher. The story will automatically flow into the text frame. You can create “Continued on page” and “Continued from page” with the Text Frame Properties tool to guide the reader from the first part of the story to the other part of the story.

Snap To Guides: Snap to guides are like magnets with your mouse pointer. You have the choice to turn the snap to guides on or off. If you set up layout guides or create guides from the ruler, your mouse will snap into place with the guides when you are creating text frames, objects or lines. This can be useful if you want the page to follow your layout guide, but it can also get in the way if you want to create objects that do not follow the layout guides exactly. You'll learn about layout guides and making guides from the ruler next.

Under the Table Menu:

This menu is not used often, unless you make a table. Tables usually are not needed in the newsletter. But if you do create one, look under Help for instructions on how to use the Table menu.

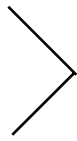
Under the Arrange Menu:

Layout Guides: With this tool you can create guides that will aid you with creating the design for a page. These guides can only be seen on the computer screen and do not appear when the newsletter is printed. You can create as many columns as you want and as many rows as you want. Therefore, when you are creating text frames and boxes, objects, lines, etc. you can use the guides to make sure the items on the page are straight, evenly spaced and balanced. You can also change the margins of the page with this tool.

Ruler Guides: You can create guides from the rulers on the top and left side of the screen. While holding down the Shift button, click on either ruler and drag the mouse pointer onto the page. You will see that you've created a green line. Just like the layout guides, this line is only seen on the computer screen. To create horizontal lines, use the ruler at the top of the

page. To create vertical lines, use the ruler on the left hand side of the screen. To move the line once it is on the page, you must hold down the Shift button and click on the line. The word “Adjust” will appear and you can then move the line anywhere on the page.

Bring to Front:
Send to Back:
Send Backward:
Bring Forward:



These tools allow you to layer different objects on the page. To bring an object all the way to the front or send it all the way to the back, click either Bring to Front or Send to Back. Click Bring Forward or Send Backward to bring an object forward or backward one layer.

Align: You can align objects on the page with this tool as they relate to the margins or as they relate to each other.

Nudge: You can nudge objects if you are having trouble moving them with the mouse.

Rotate or Flip: You can flip or rotate objects with this tool. For example:



Rotate Left



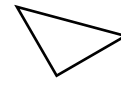
Rotate Right



Flip
Horizontal



Flip Vertical



Custom Rotate

Under the Mail Merge Menu:

You will most likely never have to use this menu, but if you would like to find out about it, go to the Help menu.

Under the Help Menu:

Microsoft Publisher Help: Whenever you are in trouble, Publisher Help can provide assistance. If you do not know how to use a tool or if you are confused, go to Publisher Help. You can either search through the Contents or ask the Answer Wizard a question, and you will usually get the answer you are looking for.

Show the Office Assistant: You can choose to show or hide the office assistant. The office assistant comes in many forms, such as a paper clip, dog or robot image. The office assistant will provide tips and you can click on it at anytime for help. You can choose different office assistants by clicking on the present assistant, choosing options and then selecting the gallery. Click the Back and Next buttons to scroll through the different assistants.

Publisher Tutorials: Use these tutorials to show yourself how to perform different functions that are confusing you, such as grouping and layering objects. The tutorials are a great way to learn since they visually show you what to do.

Getting Started:

Here's a step-by-step process to help you get started on the newsletter.

- 1** First decide on the kind of design you want for you pages. The best way to do this is on paper. You should have in mind what you want to put in the newsletter — how many articles, briefs, objects or anything else you might want to include.
- 2** Fool around with Publisher. Just try creating text frames, boxes, lines, etc. so that you feel comfortable with the tools.
- 3** Now you're ready to begin. First decide if you want to create any layout guides or ruler guides. You can start off with some, and you can always change the guides later.
- 4** Now time to create some text frames, since you cannot get text onto the page without them.
- 5** Once you've created the text frames, you can start inserting articles and headlines. The first headline you should do should be the banner across the top that reads *VOICES, The Women's Center Newsletter*. Over the years, this banner has stayed the same. You should ask to see old Women's Center newsletters to see how to create the banner, or see how you can improve on it.
- 6** Then you should start inserting articles into the text frames. You can either write the articles in Publisher or copy them from Word.
- 7** If stories don't fit, either cut them down or try making a new design to fit the stories into. Also, remember that you can continue stories onto other pages by connecting text frames.
- 8** A menu bar on the first page that tells the reader what is inside should be included. This invites the reader inside the newsletter and sums up everything in the newsletter.
- 9** Once you have the stories and headlines in place, start experimenting with borders and lines. Putting boxes around stories or lines on the page to separate stories can make a better page design and help separate information. However, it is not a good idea to box everything, and too many lines or boxes will start to look cluttered. The idea is to keep the page simple, yet not have the text of stories run into each other.
- 10** At this point, you should have stories, headlines and any borders or boxes on the page. Also, you might want to use gray shading in some areas, such as the menu bar and title banner on the first page. However, too much shading will end up costing too much when the newsletter gets printed.
- 11** The final touches can be placed on the newsletter. Add any symbols or images you want to include in the newsletter. Again, these should be simple. Also, remember to include certain things that should appear in every newsletter. The Calendar, the VAWPP (Violence Against Women Prevention Program) section and a box that contains information about the employees, such as the Director, Associate Director, VAWPP Program Coordinator, Administrative Assistant and you, the Editor. Also, include the Women's Center phone number, e-mail address and hours.

Shortcuts:

Here are a few ways to perform some functions faster, by using key functions or by clicking a button in the toolbar.

To open a file: Press Ctrl+O or click on the button that looks like a folder opening up.

To save: Press Ctrl+S or click the button that looks like a disk.

To print: Press Ctrl+P or click on the button that looks like a printer.

Cut: Press Ctrl+X or click the button that looks like a pair of scissors.

Copy: Press Ctrl+C or click the button that looks like two sheets of paper and is next to the Cut button.

Paste: Press Ctrl+V or click the button that looks like a clipboard with a sheet of paper on it. It is next to the Copy button.

To Undo: Either press Ctrl+Z or click the button on the toolbar that looks like an arrow curving downward to the left. To Redo something, either press Ctrl+Y or click the button on the toolbar that looks like an arrow curving downward to the right. (The undo and redo buttons are next to each other).

Bring to Front: Press F6 or click the button that looks like three squares, with the yellow square overlapping the other two squares. It is next to the Redo button.

Send to Back: Press Shift+F6 or click the button that has three squares with the yellow square behind the other two squares. It is next to the Bring to Front button.

Custom Rotate: Click the button that has a green circle surrounded by a blue arrow moving in a circular pattern. It is next to the Send to Back button.

Zoom: You can zoom in on a screen either by hitting F9 or by going to the box in the toolbar at the top of the screen. In the box, it tells what percentage the screen is at. By clicking the arrow next to the box, you can select from other percentages. You can also click on the buttons that look like a plus and a minus sign, next to the box, in order to zoom in and out.

Publisher Help: Press F1 or click on the button that looks like a question mark.

Connect Text Frames: Click on the button that looks like a chain link when you want to connect a text frame. First click on the text you want to connect, then click on the button. The mouse pointer will change to a pitcher, with which you can pour the text into an empty frame. Once you have connected a text frame, the button that looks like a broken chain link will appear. You can use it to disconnect text frames.

Style: You can change the style of the text to body text, normal text or heading text, by selecting the styles in the box all the way to the left in the toolbar at the top of the page.

Font: Change the font by selecting from the box next to the style box.

Font Size: Change the size of the font by selecting the size from the box next to the font box. Also, you can click on the buttons that look like a small **A** and a large **A** in order to decrease and increase font size.

Bold: Press Ctrl+B or click the button that looks like the letter **B**.

Italicize: Press Ctrl+I or click on the button that looks like an italic *I*.

Underline: Press Ctrl+U or click on the button that looks like an underlined U.

Align Text: You can align text to the right, left, center or you can justify it. Click on the buttons that look like lines in a paragraph, in each of these alignment forms. The buttons are next to the Underline button.

Number: You can create a numbered list by clicking on the button that looks like a list numbered 1, 2, 3.

Bullets: You can bullet a list by clicking the button that looks like a list with bullets.

Decrease/Increase Indents: Click on the two buttons next to the bullet button.

Fill Color: Click on the button that looks like a paint can dripping paint with a yellow stripe underneath to fill a box or object with color.

Line Color: Click on the button that looks like a paintbrush with a blue stripe underneath in order to change the color of lines to change the color of lines.

Font Color: Click on the button that looks like an **A** with a red stripe underneath in order to change the color of characters.

Line/Border Style: Click on the button that has three lines, all different widths, in order to change the width of lines and borders.

Text Frame Properties: Click on the button that looks like a hand pointing to a sheet of paper. This will bring you to the text frame properties box.

Rotate Left, Rotate Right, Flip Horizontal, Flip Vertical: Click on the buttons that have triangles with arrows pointing to them.

By clicking on the right side of your mouse you can bring up a menu that provides shortcuts for cutting, copying, pasting, deleting text, deleting objects, changing a frame, changing text and spelling and much more. It is a quick, easy way to bring up a menu with a lot of functions without having to move your mouse.

If you are having trouble figuring out which buttons go with what function, hold your mouse over the button, without clicking on it. Within two seconds the name of the button will appear directly below your mouse pointer. This way you know what all the toolbar buttons do.

Introduction:

W

elcome to the University of Connecticut's Women' Center. As editor for the Women's Center newsletter, you will have the responsibility of not only writing articles that discuss issues important to women at the university and all over the world, but you will also create the newsletter using Microsoft Publisher. Microsoft Publisher is software that creates newsletters. By looking at the Women's Center newsletters from Fall 2001 and Spring 2002, you can see what a typical newsletter looks like. This tutorial will help you navigate through Publisher if you have never used it before. The tutorial will help you learn about the tools you will use in Publisher. There is an example page with a sample newsletter. Also, there are some steps for you to follow while creating the newsletter. You will also learn about some shortcuts to help you create the newsletter faster and more easily. Creating the newsletter should be fun, and it will be once you familiarize yourself with this tutorial. However, the best way to learn about creating the newsletter is experimenting with Publisher and learning through your mistakes. Have fun!

led to "Sex and the City" style contentment for some women is not representative of the success of the women's movement as a whole - it is only a very small portion of what is yet to be achieved. The feminist goal of women becoming strong citizens by gaining responsibilities and freedoms equal to those of men has somehow, in today's consumer culture, translated into the theory of purchasing power as the route to empowerment. The same middle class discontent that Betty Friedan explored in *The Feminine Mystique* seems as though it will inevitably resurface as more women realize that consumerism and the economic power that comes with it, which were once thought to be the solution are, in truth, the problem. Happiness, represented today by the freedom to shop and spend, and empowerment, the true goal of the feminist movement, are not one and the same. This realization will be the most important step towards redefining the modern definition of feminism and forming a united feminist majority; two goals that have remained elusive to modern women for some time.

The growing trend of women utilizing their sexuality as a weapon and tool for getting what they want is well represented by "Sex and the City" and celebrities such as Britney Spears and Anna Kournikova. The attitude behind this trend is one of taking charge: women have been exploited by men for so long, that it is a step up for women to be exploiting themselves. Something incredibly degrading has miraculously disguised itself as a new form of empowerment. It is astounding that a movement once so opposed to consumer culture has managed to become integrated into the media and has, for many young women raised in this culture, lost its meaning. The feminist movement does not belong solely to the middle class white women that it has done so much for - if the movement is to survive and thrive in modern society, it's most important issues will be ones not embraced by mass American culture.

"Sex and the City," shopping, and sex appeal may be fun, but they are not as good as it gets, and it will not be until women begin to challenge the status quo and refuse to remain "comfortable" that they will realize how much can really be achieved. Modern society, in which many women be-