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| September 2012  Volume 1, Issue 1 | |
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| Inside this Issue | |
| 1 | Instructions for using this Template |
| 1 | Continuing Articles Across Pages. |
| 2 | Using Columns |
| 3 | Formatting Text Boxes |
| 4 | Inserting and Editing Pictures |
| 4 | Questions and Answers |
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Instructions for using this Template

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Newsletter

Your By-line

C:\Program Files\Microsoft Office\Clipart\DINNER2.WMFTo keep these instructions, choose Print from the File menu. Press Enter to print the template. Replace the sample text with your own text to create a newsletter.

## Using Styles in this Template

To change the style of any paragraph, select the text by positioning your cursor anywhere in the paragraph. Select a Style from the drop-down Style list at the top-left of your screen. Press Enter to accept your choice.

The styles available in this template allow you to change the look of your headlines and other text. The following is a list of some common styles and their uses.

Continuing Articles across Pages

Your By-line

Some of the articles in this newsletter were created using linked text boxes, which allow articles to flow continuously across pages. When you add lines of words to a text box, the words in the following text box flow forward. When you delete words from a text box, the words in the next text box move back. You can link several text boxes in an article and you can have multiple articles in a document. The links do not have to occur in a forward direction.

To insert linked text boxes in a document, click Text Box on the Insert menu. Click and drag in your document where you want to insert the first text box. Insert additional text boxes where you want the text to flow.

To select the first text box, move the pointer over the border of the text box until the pointer becomes a four-headed arrow and then click the border. Click the right mouse button, click Create Text Box Link, and then click in the text box where you want the text to flow. Repeat these steps to create links to additional text boxes.

In the first text box, type the text for your article. As the text box fills, the text will flow into the other text boxes you've linked. To let the reader know that an article will continue on another page, insert a small text box under the text box, choose the Jump To style, and then type the word “Continued on Page”.

Body Text – Use this style for the regular text of your articles.

Byline – Use this style for the name of an article’s author.

Calendar Head – Use this style to type a second level heading in a sidebar article.

Calendar Subhead – Use this style to type a third level heading in a sidebar article.

Calendar Text – Use this style to type the text in a sidebar article.

Calendar Title – Use this style to type first-level headings in a sidebar article.

Continued on Page 3

Footer – Use this style to type repeating text at the bottom of each page.

Heading1– Use this style to create headlines for each article.

Heading2 – Use this style to create section headings in an article.

Jump To and Jump From – Use these styles to indicate that an article continues on another page.

Using Columns

Your By-line

Most of the articles in this newsletter were created using Word’s column feature. You can change the look of your newsletter by customizing the columns in this document. In order to work with columns, Word must be set to page layout view.

Changing Column Size

If your document is divided into sections, click in the section you want to change. Drag the column marker on the horizontal ruler. If you can't widen a column because an adjacent column is in the way, reduce the width of the adjacent column first.

If the column widths are equal, all of the columns change. If the column widths are unequal, only the column you are adjusting changes. To switch between columns of equal and unequal width and specify exact measurements for column widths and spacing, use the Columns command on the Format menu.

Changing the Number of Columns

C:\Program Files\Microsoft Office\Clipart\DINNER2.WMFTo change the number of columns for the entire document, click Select All on the Edit menu. To change the number of columns for part of the document, select the text. To change the number of columns for existing sections, click in the section or select multiple sections. Click Columns on the Format menu and then enter the number of columns you want.

Adding Vertical Lines between Columns

If your document is divided into sections, click in the section you want to change. On the Format menu, click Columns. Select the Line Between check box.

Creating a Heading that Spans Columns

If your text isn't already formatted in columns, create the columns. In page layout view, select the heading text. Choose Columns from the Format menu, and then click One.

Forcing the Start of a New Column

Click where you want to start the new column. On the Insert menu, click Break. Click Column Break. Word moves the text that follows the insertion point to the top of the next column.

More Ways to customize this Template

Footers

To change the text at the very bottom of each page of your newsletter, click Headers and Footers from the View menu. Use the Header and Footer toolbar to open the footer, and replace the sample text with your own text.

Insert Symbol

It is a good idea to place a small symbol at the end of each article to let the reader know that the article will not continue onto another page. Position your cursor after the last sentence in the article, click Symbol on the Insert menu, choose the symbol you want, and then click Insert.

Borders

You can use page borders and text box borders to change the appearance of your newsletter. Borders on text boxes help keep different articles separate, and can set off sidebar articles from the rest of the page. To change a text box border, select it, double click its edge and choose the Colors and Lines tab in the Format Auto Shape dialog box.

You can change the footer border, or add one to the header by clicking Headers and Footers on the View menu and then clicking Borders and Shading on the Format menu. You can also add a border to any side of a page (or on all sides) by positioning your cursor anywhere in the page and clicking Borders and Shading on the Format menu.

Balancing Column Length

If your text is not already formatted in columns, create the columns. In page layout view, click at the end of the columns you want to balance. On the Insert menu, click Break. Click Continuous. Word inserts a continuous section break, which balances the text equally among the columns.

If you want to force a new page to start after the balanced columns, click after the continuous section break and then insert a manual page break.

Removing Columns

If your document is divided into sections, click in the section or select multiple sections you want to change. Choose Columns from the Format menu, and then click One.

Formatting Text Boxes

Type your sub-heading here

Your By-line

You can change the look of a linked text box by applying color, shading, borders, and other formatting. If you want to format all the text boxes in an article, you must format them individually.

Select the text box and double click its border. If you want to change the color or borders on a text box, choose the Colors and Lines tab. To change the size, scale, or rotation, click the Size tab. To change the position of the text box on the page, click the Position Tab. If you have other text surrounding the text box, and want to change the way the text wraps around it, click the Wrapping tab.

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This Month’s Events

Date

Time, Location

Event name

Type a description of your event here. For more information call 000-0000.

Date

Time, Location

Event name

Type a description of your event here. For more information call 000-0000.

Date

Time, Location

Event name

Type a description of your event here. For more information call 000-0000.

Date

Time, Location

Event name

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Date

Time, Location

Event name

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Date

Time, Location

Event name

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The rest of this is placeholder text. As with the rest of the newsletter, just select it and overwrite it with your own content. This is placeholder text. This is placeholder text. This is placeholder text.

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Inserting and Editing Pictures

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Date, Time

Location

Event name

Type a description of your event here. For more information call 000-0000.

Date, Time

Location

Event name

Type a description of your event here. For more information call 000-0000.

Date

Time, Location

Event name

Type a description of your event here. For more information call 000-0000.

Your By-line

You can replace the pictures in this template with your company's art. Select the picture you want to replace, point to Picture in the Insert menu, and click From File. Choose a new picture and then click Insert. Select the Link to File box if you don’t want to embed the art in the newsletter. This is a good idea if you need to minimize your file size. Embedding a picture adds significantly to the size of the file. You might want to consider embedding a picture if file size is not an issue and you use a picture in every edition of your newsletter.

To edita picture, click on it to activate the Picture toolbar. You can use this toolbar to adjust brightness and contrast, change line properties and crop the image.

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You can also use the Format Picture dialog box to edit a picture. To open it, select the picture, click the right mouse button, and click Format Picture. You can change the size and position of the picture, crop it, adjust the brightness and contrast, and change the text wrapping. The pictures in this template use the tight wrapping style.

For more detailed editing, double-click on the graphic to activate the drawing layer, where you can group or ungroup picture objects, re-color, or delete objects.

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| ADDRESS CORRECTION REQUESTED |  |  |
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