



TYPE TAGLINE HERE

Title

Subtitle

Issue Date

IN THIS ISSUE

How to Use This Template

by [Article Author]

This newsletter is created primarily by using text columns, so that text automatically wraps from one column to the next. Find the Columns feature on the **Page Layout** tab, in the **Page Setup** group. Get tips for setting up and using text columns later in this template

Adding your own content

The placeholder text for several articles in this template provides tips on how to customize this newsletter for your needs.

To replace any placeholder text with your own, just select it and start typing. Note that if the placeholder text you replace is long, such as for this article, it might look like the page layout is skewed when you do this but it is not. The content that sits lower on the page only moves up because less content is present when you begin to replace your own text. As you type to add your text, content will move back into position automatically.

Placeholders that remain when you add text

The title and subtitle placeholders don't disappear when you add your own text. They will look like regular text when printed but you can see the blue outline and title of the placeholder when you click in it.

The reason these placeholders remain is that they are linked to other placeholders that use the same text. So, when you replace the title or subtitle placeholder text with your own, it automatically populates the corresponding placeholders in the headers and on the back page mailer.

Replacing pictures

To replace a picture in this template with your own, select it and then, on the **Picture Tools Format** tab, in the **Adjust** group, click **Change Picture**. (Or right-click a photo to access the Change Picture command.)

The pictures that you see in sidebars, such as In This Issue at right, are formatted as In Line With Text so that they sit right in a paragraph mark and can be formatted as easily as text. The custom paragraph style named Sidebar photo applies indent formatting that helps align the photos perfectly with the other sidebar content.

Pictures that wrap around some text in articles throughout the newsletter use text settings and positioning. Get help for working with text wrap around pictures later in this template.



Article Title

A column break is inserted before and after each column that acts as a sidebar. To insert a column break, press Ctrl+Shift+Enter. Or, on the **Page Layout** tab, in the **Page Setup** group, click **Breaks**, and then click **Column**.

Page #



Article Title

To view column breaks, section breaks, and other formatting marks, on the **Home** tab, in the **Paragraph** group, click the paragraph mark icon.

Page #

Using Styles

by Name Style

The body text throughout the articles in this template uses the Normal paragraph style. Following are some other styles applied throughout the template:

- Large article titles, such as on the first page, use **Heading 1** style.
- Orange headings in the sidebars and within articles use **Sidebar Heading** style.
- Orange section titles in articles use the **Heading 2** style.
- Small article titles use **Heading 3** style.
- This style is **List Bullet 2**.
This style is **List Continue**.
- Text in sidebars uses the **Sidebar Text** style.
- White headings on orange text in tables uses the **Heading 4** style.
- The heading inside contact information tables uses **Heading 5** style.
- **Contact Info** is the name of the gray text style inside the small contact tables.



Access all styles used in this template on the **Home** tab, in the **Styles** group.

Using styles helps save you time and keep your document consistent. To modify a style, on the **Home** tab, in the **Styles** group, right-click the name of the style you want to edit and then click **Modify**. All content where the style is applied will update automatically.

Another way to modify a style is to simply customize an instance of the style where it's applied in the document. Then, on the **Home** tab, in the **Styles** group, right-click the style

name and then click **Update [style] to Match Selection**.

HEADING 4, STYLE

Use the small tables provided in some of the articles to call out quick reference information related to the article, such as contact information or event dates.

HEADING 5
Contact Info



Working with Columns

by [Article Author]

This picture caption uses the Caption 2 paragraph style and is inside a text box so that you can move it easily as needed to accompany a photo.

To setup a document for multiple column text, on the **Page Layout** tab, in the **Page Setup** group, click **Columns** and then click the number of columns you need. You can also click **More Columns** to specify column widths, the space between columns, or to automatically add a vertical line between columns.

To change the number of columns for just part of the document (or if you want text to wrap to just the top part of the page and a new article to start below – as shown on this page), insert a section break before the position where you want to start the new column layout. To do this, on the **Page Layout** tab, in the **Page Setup** group, click **Breaks** and then click the type of section break you need.

Select a section break

When changing many types of page layout formatting for just part of the document—such as paper size, margins, or orientation, the best section break type to use is a **Next Page** section break because it automatically starts the new section on a new page. However, when changing the number of columns as you might in this newsletter, you may prefer to select a **Continuous** break. The continuous section break (used a few times throughout this template) starts a new section immediately after the preceding one. So, for example, you can have a three-column article followed by a four-column article, on the same page.



Formatting Tips

by [Article Author]

HEADING 4



Sidebar Setup

The sidebars in this template use simple, single-row tables for the gray-shaded headings and thermometer charts shown below for easy alignment.



Add Sidebar Content

Adding content into a column to create a sidebar is no different from adding text. As noted earlier in this template, apply the styles provided for headings, sidebar text, and even pictures to align them quickly and easily.

FAST FACTS

68%

Learn about these “thermometer charts” in the article at right.