Newsletter Template Instruction Manual

A. Headers

a. The text in the page header is fixed. It is possible to create new text in the header (Refer to the instructions for adding text to the footer).

b. Left of the Header there is room for your organization's logo. Insert the logo by copy and paste, or through the insert function (Fig A1), adjust the size accordingly, and drag and place the logo next to the title Header of the document. Make sure you are in header/footer view.

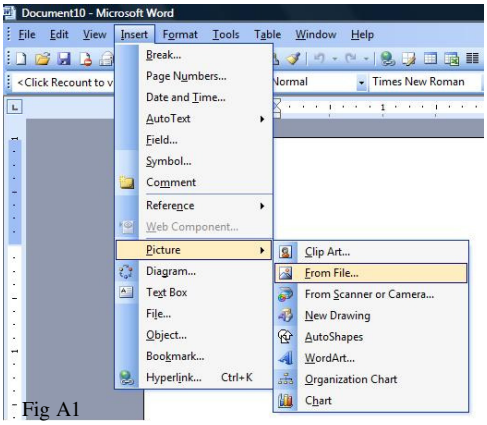

Fig A1

B. Footer: The footer can be edited to include your organization's name.

a. Microsoft Word/Word Processing Software: Click "Insert," click "text box" (Fig B1) and drag the text box, fitting it within the footer. Edit the text to the desired font, size, and color. When finished, remove the border line and fill color to blend in with the footer. Right-click the text box, select "format text box," (Fig B2) and remove the line and the fill color (Fig B3).

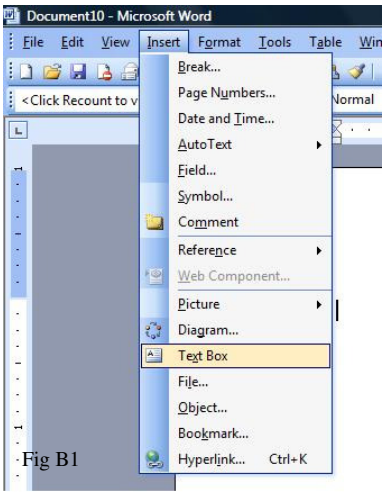

Fig B1

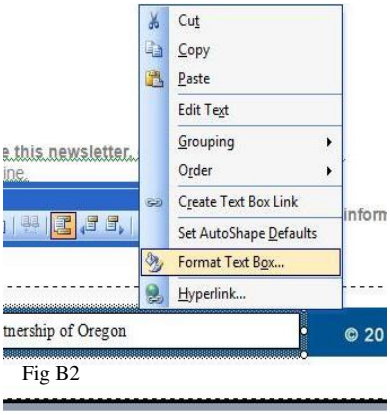

Fig B2

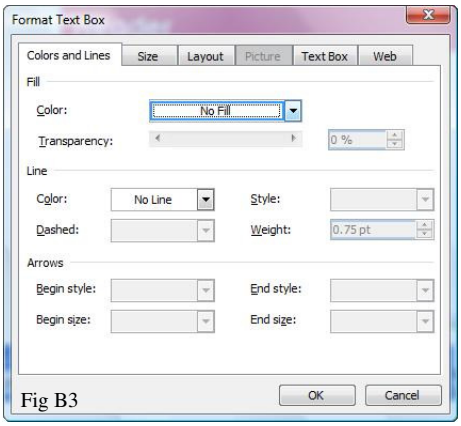

Fig B3

C. Titles: Titles should be formatted to the recommended font, color, and size (see newsletter template for font, color, and size specifications).

D. Text: There are two text areas in the newsletter template—the body of the document (on the right) and the side bar (on the left). Text can be inserted normally in either of these sections. On the left side of the template there are samples of different formatting options for different kinds of texts. For example, for a photo caption, the document lists size 10 Helvetica as the recommended format.

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E. Side Bar: You can choose to have a side bar in your newsletter. The original document has the sidebar present. If you would like to have a sidebar on another page, simply right-click the side bar on the front page, press "copy," scroll down to the desired page, right-click, and choose "paste."

F. Font: While you are free to use any font you prefer, Helvetica is the standard font. It is best to use a sans-serif font as they are easier to read, especially on a computer. Arial is another popular sans-serif option.

   a. Font Color: Font color is listed next to the sample/recommended fonts. RGB = Red, Green, Blue. To edit color, right-click on the text, select "font," and select "more colors" in the color field. You can manually enter the values for RGB (see Figure E1).

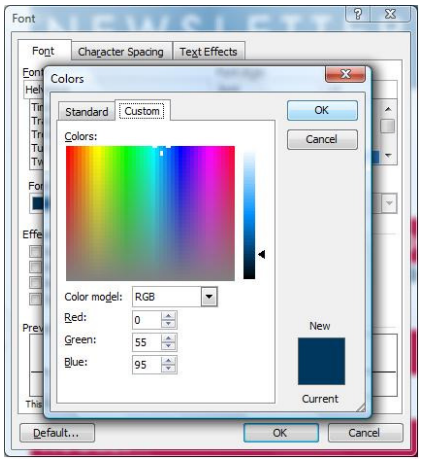

Fig E1

G. Photos: Insert photos into the newsletter document by either copy and paste, or inserting them using the "Insert" button (follow this sequence in the drop down menu: 'Insert' → 'Picture'→ 'From File…'→ select file from source on your computer). Size appropriately. Picture files work best when formatted in the following way: right click picture, select "format picture," (Fig F1) select the "layout" tab, and select the "tight" wrapping style (Fig F2).

Fig F1

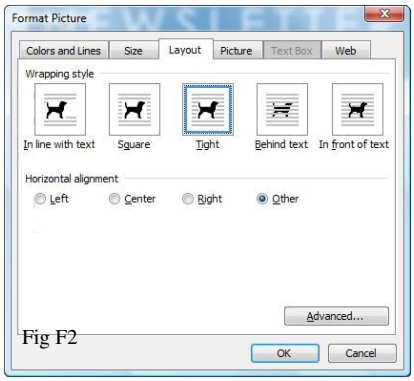

Fig F2

H. ADD ME: In the "add me" section of the document, towards the bottom of the page, insert your organization's contact email address for the newsletter.

Tips

- When editing the header or footer, make sure you first select "Header and Footer" from the "View" tab.
- You are free to edit any aspect of the document—font, color, size, order, etc.

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