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Company Name
Number Street Address
City, State Postal Code
Country

FOCUS

Opening Remarks

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

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.

are unequal, only the ~~Column~~ *you Page 3*

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.

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.

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

To 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.

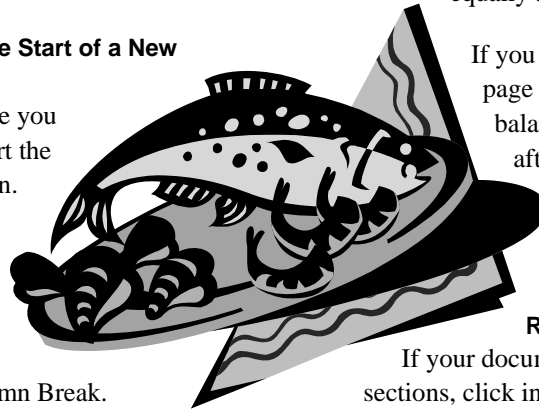
Forcing the Start of a New Column

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.



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.

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.

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.

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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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".

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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.

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