

Your Newsletter

Edition #

Add Date Here

Continuing Articles across Pages

Type your sub-heading here

Your By-line
Your Company Name

This document was created using linked text boxes, which allow articles to flow continuously across pages. For example, this article continues on page two, while the one to the right continues on page three. When you add lines of words to a text box, the words in the following text box flows forward. When you delete lines of words from a text box, the words in the next text box moves backward. 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.

Inserting Linked Text Boxes

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, and insert additional text boxes where you want the text to flow.

continued on page 2

INSIDE THIS ISSUE

- 1 Continuing Articles across Pages
- 2 More content and interesting features
- 3 Your feature article
- 4 Feedback form

Instructions for Using This Template

Type your sub-heading here

Your By-line
Your Company Name

To 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 your 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.



See Page 4 to learn how to edit or replace this picture.

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.

Body Text - Use this style for the regular text of an article.

Byline - Use this style for the name of the author of an article.

continued on page 3

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 text that you want. As the text box fills, the text will flow into the other text boxes that 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 words "Continued on Page." Click Cross-reference on the Insert menu. Choose Heading from the Reference type drop-down list, and Page Number from the Insert Reference To. Select the name of the follow-up heading from the For Which Heading list box and then click Insert.

Formatting Text Boxes

You can change the look of linked text boxes by using color, shading, borders, and other formatting. Select the text box you want to format and then double click its border to open the Format Text Box dialog box. 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. If you want to format all the text boxes in an article, you must format them individually - the formatting on one text box will not apply to the others in the sequence.

Using Linked Text for Parallel Articles

You can use linked text boxes to flow text in parallel "columns" from page to page. This method gives different results than using the Column command on the Format menu, which causes text in column 1 to flow or "snake" to column 2 on the same page. By using linked text boxes, you can instead have text from column 1 flow to column 1 on the next page. The text beside it in column 2 can flow to column 2 on the next page, parallel to column 1. This technique is useful if you need to group two similar articles, for instance, an

article translated in English on the left and the same article translated in French on the right.

To flow text in parallel, display paragraph marks in your document. Click at the top of the page where you want the side-by-side columns to start, and press Enter twice. Click in the first paragraph mark on the page. On the Insert menu, click Text Box and drag on the page where you want the first column. Click Text Box again and then click and drag where you want the second column. Click in the last paragraph mark on the page, and press Ctrl + Enter to create a page break.

Repeat the process for each page that will contain side-by-side columns in your document and then return to the first text box you created. Click the text box on the left once to select it. Click your right mouse button and then click Create Text Box Link. The pointer becomes a pitcher. Click the text box on the left side of the second page to create a link. Create links for all text boxes within the same article on the left side of the document. Repeat the process for every text box in the right chain or article.

Pressing Enter twice at the top of each page will create an extra empty paragraph. This blank paragraph is useful if you want to insert text or graphics outside of the text boxes. You can delete the extra blank paragraph if you don't need it.

Copying linked text boxes

You can copy an article or a chain of text boxes that are linked together, to another document or to another location in the same document. To copy linked text boxes and the text they contain, you must copy all the linked text boxes in an article. Select the first text box in an article. Hold down Shift, and click each additional text boxes you want to copy. On the Edit menu, click Copy. Click where you want to copy the text boxes and then click Paste.

To copy some of the text from an article, select the text you want to copy from the article and then copy it. Do not select the text box. You can paste text you've copied directly into your document, into another location within the same article, or into another article. ❖

SIDEBAR ARTICLES

This sidebar article was created with a text box. You can use a sidebar article for any information you want to keep separate from other articles or information that highlights an article next to it. These could include a list of contributors, addresses or contact information, a smaller self-contained story, a preview of the next issue, or a calendar of schedule. The example below shows a Calendar of Events.

CALENDAR OF EVENTS

SPECIAL EVENT

PLACE

TIME

Type a description of your event here.

SPECIAL EVENT

PLACE

TIME

Type a description of your event here.

SPECIAL EVENT

PLACE

TIME

Type a description of your event here.

SPECIAL EVENT

PLACE

TIME

Type a description of your event here.

SPECIAL EVENT

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SPECIAL EVENT

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Type a description of your event here.

SPECIAL EVENT

PLACE

TIME

Type a description of your event here.

Byline Company - Use this style to type the author's company.

SIDEBAR HEAD - Use this style to type a second-level heading in a sidebar article.

SIDEBAR SUBHEAD - Use this style to type a third-level heading in a sidebar article.

Sidebar Text - Use this style to type the text in a sidebar article.

SIDEBAR TITLE - Use this style to type first-level headings in a sidebar article.

Footer - Use this style to type the repeating text at the very 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.

Mailing Address - Use this style in a mailing label to type the destination address.

POSTAGE - Use this style in a mailing label to type postage information.

Return Address - Use this style in a mailing label to type your address.

Picture Caption - Use this style to type a description of a picture or illustration.

Subtitle - Use this style to type sub-headings in an article.

You can highlight a quote by using this space here. This method can break up a long article and make your newsletter more readable.



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 on 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 is finished and will not continue onto another page. Position your cursor at the end of 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.

Inserting and Editing Pictures

Type your sub-heading here

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.

To edit a picture, click on it to activate the Picture toolbar. You can use this toolbar to adjust brightness and contrast,

You can highlight a quote by using this space here. This method can break up a long article and make your newsletter more readable.

change line properties and crop the image. For more detailed editing, double-click on the graphic to activate the drawing layer. ■

QUESTIONS AND ANSWERS

Q: I would like to change some of the text box shading to improve the print quality. Can that be done?

A: Yes. To change the shading or color of a text box, select it and double click its borders to open the Format Text Box dialog box. Click the colors and lines tab and then choose the new color from the Color drop-down list in the Fill section.

Q: What's the best way to print this newsletter?

A: Print page 2 on the back of page 1. Fold in half and mail with or without an envelope. For best results, use a medium to heavyweight paper. If you're mailing without an envelope, seal with a label.

Q: I would like to use my own clip art. How do I change the art without changing the design?

A: To change a picture, click on the picture, then point to Picture on the Insert menu and click From File. Choose a new picture, and click Insert.

Q: How do I change the text and borders that appear at the bottom of every page?

A: Click Headers and Footers on the View menu. Use the Header and Footer toolbar to navigate among headers and footers, insert date or time, or format the page numbers. To change the text in the footer, select it and type your new text. To change the border, click Borders and Shading on the Format menu.

Q: Can I save a customized newsletter as a template for future editions?

A: Yes. First make any changes you want to this newsletter, then click Save As on the File menu. Choose Document Template from the Save as type drop down list (the extension should change from .doc to .dot). Save the file under a new name. Next time you want to create a newsletter, choose New from the File menu, then choose your template.