

Newsletter Title

[DATE]

STORY HEADLINE

Story Subline

At any time, you can easily change the text of any section in this document by simply clicking and typing. The template is prepared so that formatting stays in tact with the new information you include.

To update formatting, from the Home tab, you can use the Quick Styles gallery for the built in styles. You can also format text directly by using the other controls on the Home tab.

On the Design tab, you can change the theme, the colors, and the fonts of the document. This will update the entire document to the main color scheme and font scheme that you pick, with the click of a button!

To change any of the images, simply click on them and choose "Change Picture" from the Picture Tool tab. For the image on the first page, double click in the header to access the image and update it as necessary.



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For this side panel, include a few highlights for another story or some type of event you want to highlight. Highlight a teacher of the week/month, or a student/athlete of the week/month.

Share with the audience what else is further in the document. Are there school events coming up? Is there a band concert or sporting event that the audience should know about?

You can start a story here and continue it on another page in the newsletter if it pushes longer than this space allows.

Make the newsletter your own!

Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Drawing Tools tab to change the formatting of the pull quote text box.

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Another Headline Here

You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. On the Insert tab, the galleries include that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document