



Title  
Subtitle

Issue Date

TYPE TAGLINE HERE

IN THIS ISSUE

# How to Use This Template

by [Article Author]



Article Title

Page #



Article Title

Page #



## Using Styles

by Name Style

HEADING 4 STYLE



*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.*

## Working with Columns

by [Article Author]

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

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.

## 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.

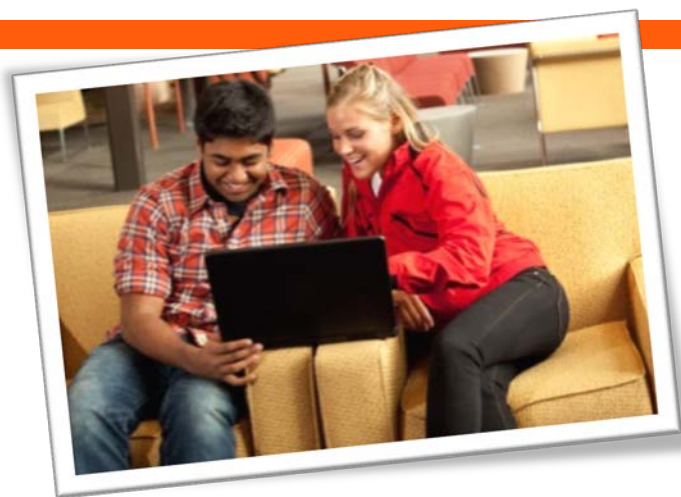
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## FOR MORE INFORMATION

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HEADING 5  
Contact Info



*Caption 2 style is used to add picture captions. Captions are in text boxes for easy placement relative to images.*

# Formatting Tips

by [Article Author]

This placeholder article provides the following tips:

- Creating “thermometer charts” using tables, as shown at left.
- Setting up multipage articles.
- Wrapping text around images
- Adding article titles and bylines

## Creating the sidebar thermometer charts

When you work in Word 2010 (or PowerPoint 2010), you have the full power of Excel 2010 charts (provided that Excel is installed on your computer). Insert a chart in Word from the **Insert** tab, in the **Illustrations** group. Charts are easy to create and use and automatically coordinate with your active document theme.

However, notice in the sidebar at left that the “thermometer charts” were created using single-row Word tables. This is because they automatically fit the tight space without having to remove any chart elements. And you might be surprised to learn that it’s easy to make them essentially mathematically accurate.

To use a table as a thermometer chart, do the following:

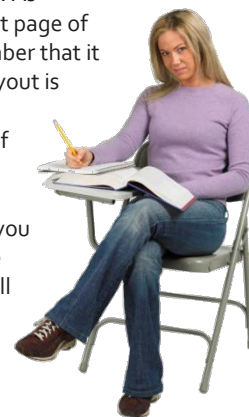
1. On the **Insert** tab, in the **Tables** group, click **Table** and then drag across the grid to select the first two cells in the first row. Click to insert a two-cell, one-row table.
2. Click in the table and then, on the **Table Tools Layout** tab, in the **Table** group, click **Properties**.

3. On the **Columns** tab of the **Table Properties** dialog box, change the **Measure In** setting to **Percentage**. You can then set the percentage to up to one decimal point in accuracy.

## Setting up multipage articles

Word is designed to allow text to automatically flow from one page to the next. So, when you want an article to continue on the next page, just keep typing.

In the case of this placeholder article, it is separated into two placeholder content controls (one on this page and another that starts at the top of the following page) just so that you can still see the layout of the following page while you begin adding your own text on this page. As mentioned on the first page of this template, remember that it might look like the layout is skewed when you replace a long piece of placeholder text by starting to type your own, but it is not. As you add your content, the layout that follows will move down automatically and back into position.



To remove the second placeholder control that starts immediately following this one, just select it and then press any key. You can then continue typing from this page and your text will automatically flow onto the next.



FOR MORE INFORMATION

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HEADING 5  
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# Remove Image Backgrounds

by [Article Author]



# Title Lorem Ipsum Dolor

by [Article Author]

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## AROUND TOWN



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[Addressee]  
[Street Address]  
[City, ST ZIP Code]