



TYPE TAGLINE HERE

Title

Subtitle

Issue Date

IN THIS ISSUE



Article Title

A column break is inserted before and after each column that acts as a sidebar. To insert a column break, press **Ctrl+Shift+Enter**. Or, on the **Page Layout** tab, in the **Page Setup** group, click **Breaks**, and then click **Column**.

Page #



Article Title

To view column breaks, section breaks, and other formatting marks, on the **Home** tab, in the **Paragraph** group, click the paragraph mark icon.

Page #

How to Use This Template

by [Article Author]

This newsletter is created primarily by using text columns, so that text automatically wraps from one column to the next. Find the **Columns** feature on the **Page Layout** tab, in the **Page Setup** group. Get tips for setting up and using text columns later in this template.

Adding your own content

The placeholder text for several articles in this template provides tips on how to customize this newsletter for your needs.

To replace any placeholder text with your own, just select it and start typing. Note that if the placeholder text you replace is long, such as for this article, it might look like the page layout is skewed when you do this but it is not. The content that sits lower on the page only moves up because less content is present when you begin to replace your own text. As you type to add your text, content will move back into position automatically.

Placeholders that remain when you add text

The title and subtitle placeholders don't disappear when you add your own text. They will look like regular text when printed but you can see the blue outline and title of the placeholder when you click on it.

The reason these placeholders remain is that they are linked to other placeholders that use the same text. So, when you replace the title or subtitle placeholder text with your own, it automatically populates the corresponding placeholders in the headers and on the back page master.

Replacing pictures

To replace a picture in this template with your own, select it and then, on the **Picture Tools Format** tab, in the **Adjust** group, click **Change Picture**. (Or right-click a photo to access the **Change Picture** command.)

The pictures that you see in sidebars, such as in *This Issue* at right, are formatted as **In-Line With Text** so that they sit right in a paragraph mark and can be formatted as easily as text. The custom paragraph style named **Sidebar photo** applies **indent** formatting that helps align the photos perfectly with the other sidebar content.

Pictures that wrap around some text in articles throughout the newsletter use text settings and positioning. Get help for working with text wrap around pictures later in this template.