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Using This Template

Designed to make newsletter creation a snap

This newsletter template, provided by Vertex42.com was designed to help you quickly create a great looking newsletter for your school, organization, club or group.

Before replacing this content with your own text, please look over this template. We've included helpful tips and examples that will make it easy for you to make your imported text match the look and feel you see here. The quote below is an example:

Intense Quote: To create a pull quote like this, select the text that you want, then select "Intense Quote" from Home > Styles. To change how the specific style looks, right click on the Intense Quote style and select Modify. Changes you make will be applied to all Intense Quotes.

This template includes examples of the different types of elements you might use in your newsletter such as: section titles, subtitles, pull quotes, images, lists, etc.

Template Themes

Quickly change this template's look and feel

Using design themes will allow you to quickly try different designs for your entire newsletter without having to edit each element to look different.

To see the different themes, click on Themes under the Design tab. You'll see a dropdown of many premade themes. Hovering over the themes with your mouse will show you a preview of what your newsletter will look like. Click on the theme you like to apply it to the document.



You can take things a step further by saving your own design as a theme. After you've modified your current theme's colors, paragraph styles and fonts, select "Save Current Theme" under Design > Document Formatting > Themes.

Paragraph Styles

How to apply and change paragraph styles

To make it even easier to make your imported text match the design you see here, we've used the built-in paragraph styles. Under Home > Styles you'll see a variety of preset paragraph styles. The main content, like this text your reading now, uses the "Normal" paragraph style.

Important: The first thing you should do when you import your own text is to select all of it and apply the "Normal" paragraph style to it.

Using paragraph styles is highly recommended for saving you time and effort. For example, if you want to change the background color of the section titles, simply modify the "Borders and Shading" of the Heading 1 style, and every section title in your document will automatically update. This is much