



Monthly Newsletter

Volume ## | Issue ## | Publication Name

Announcement

This is a place to put either a headline story, introduction to your newsletter, or anything else you would like to highlight. This is a spot for a newsletter top story worthy of the first page.

Throughout this template example, you will find various tips about how to make this document your own, from changing images, to updating text and colors. Create!

Inside This Issue

PG. 2

Give us a blurb about a story on page 2. Tell us what to expect and what the headline is.

PG. 3

Give us a blurb about a story on page 3. Put a quote from the story here to get the audience interested.

PG. 4

Give us a blurb about a story on page 4. Make this your own!

Your Title Goes Here

We think the design of this newsletter is great as is! But, if you do not agree, you are able to make it yours by making a few minor design tweaks! Tips on updating specific features are available throughout this example text.

To change any of the text in this document, just click on the block of text you want to update! The formatting has already been programmed for ease of formatting.

Have other images you wish to use? It is simple to replace any of the pictures in this pamphlet. Simply double click in the Header of any page. Click twice on the image you wish to change. Images in the background might need an extra click as they are part of the background's grouped images. Keep clicking until your selection handles are around the one image you wish to replace.

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Once the image you wish to replace is selected, you can either select “Change Picture” from the short cut menu, or click on “Fill” and choose the option for “Picture.”

You can easily change the overall colors of the template with just a few clicks. Go to the Design tab and click on Colors. From the list of colors, you can choose a different color scheme. As you hover over the different choices, you can see what the overall feel of the document will change with each different option.

Changed the color and want to go back to the original design? Easy! Just go back to the Design tab and choose the Themes option. From the list, click the option to reset the theme of this template. And just like that, your document color scheme will be restored to its original!

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Your Title Goes Here

Have other images you wish to use? It is simple to replace any of the pictures. Click on the image above and do a single right mouse click. Choose “Change Picture” from the menu to update the image.



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Your Title Goes Here

In the same way you change the colors, you can update the fonts of the entire document easily! From the Design tab, choose a font combination that fits your taste.

Reset the theme to restore the template to its original state!

To change any of the text in this document, just click on the block of text you want to update! The formatting has already been programmed for ease of formatting.

In this panel, you can highlight even more information about your organization! Tell the audience why you are the best! Don’t be shy! Share, explain, and tell us what makes your company so great!

Plenty of text will fit in any of these panels. Simply click on the placeholders and add your own text.

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