

Georgetown Times

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Continuing Articles across Pages

Type your sub-heading here

Your By-line

Your Company Name

This document was created using linked text boxes, which allow articles to flow continuously across pages. For example, this article continues on page two, while the one to the right continues on page three. When you add lines of words to a text box, the words in the following text box flows forward. When you delete lines of words from a text box, the words in the next text box moves backward. You can link several text boxes in an article, and you can have multiple articles in a document. The links do not have to occur in a forward direction.

Inserting Linked Text Boxes

To insert linked text boxes in a document, click Text Box on the Insert menu. Click and drag in your document where you want to insert the first text box, and insert additional text boxes where you want the text to flow.

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Instructions for Using This Template

Type your sub-heading here

Your By-line

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To keep these instructions, choose Print from the File menu. Press Enter to print the template. Replace the sample text with your own text to create your newsletter.

Using Styles in This Template

To change the Style of any paragraph, select the text by positioning your cursor anywhere in the paragraph. Select a Style from the drop-down Style list at the top-left of your screen. Press Enter to accept your choice.



See Page 4 to learn how to edit or replace this picture.

The styles available in this template allow you to change the look of your headlines and other text. The following is a list of some common styles and their uses.

Body Text - Use this style for the regular text of an article.

Byline - Use this style for the name of the author of an article.

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MORE WAYS TO CUSTOMIZE THIS TEMPLATE

FOOTERS

To change the text at the very bottom of each page of your newsletter, click Headers and Footers on the View menu. Use the Header and Footer toolbar to open the footer, and replace the sample text with your own text.

INSERT SYMBOL

It is a good idea to place a small symbol at the end of each article to let the reader know that the article is finished and will not continue onto another page. Position your cursor at the end of the article, click Symbol on the Insert menu, choose the symbol you want, and then click Insert.

BORDERS

You can use page borders and text box borders to change the appearance of your newsletter. Borders on text boxes help keep different articles separate, and can set off sidebar articles from the rest of the page. To change a text box border, select it, double click its edge and choose the Colors and Lines tab in the Format Auto Shape dialog box.

Georgetown Hits the World Wide Web

Website Coming Soon!

Soon you will be able to access important Georgetown information on the internet. This website will contain important contact information, committee information,

Important Contact Information

Board Members

President -Mike Sullivan
Vice-President - Ladd Thompson
Secretary - Nicole Kociela
Treasurer - Renee Hill
Member-At-Large - Jon Elvin

Management Company

Arbors Management
Tom Wagner - Manager
David Briggs - Financial Manager