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| |  | | --- | |  | | [Month] Newsletter | |  |   [Organization]  [Street Address, City, ST ZIP Code]  [Website] T: [Telephone]   |  | | --- | |  | | Dear Reader,  We’ve added a few tips (like this one) to help you get started.  To replace any tip text with your own, just select it and start typing. Don’t include space to the right or left of the characters in your selection.  This space is ideal for an intro letter to your readers. As you type, the shaded area will grow with your text.  Warm regards,  Your Friends in Word | |  |  Show Off Your Style You make your fabulous style look easy. So do we.  We’ve created styles that let you match the formatting you see in this template in no time. On the Home tab, check out the Styles gallery to apply any text style used in this newsletter. Expand Your Horizons Duplicate the look of one of these pages to add an additional page with just a few clicks. Each page is built for quick and easy layout.  All you need to do is copy a page break to ensure that your new content lands on its own page and then copy the page layout you want to reuse. Read on for help getting that done… |  | Sample photo Upcoming Events[Date] [Event Name] [Date] [Event Name] [Date] [Event Name]   |  | | --- | |  | | Important Announcement [To replace a photo with your own, just delete it and then, on the Insert tab, click Picture.] | |

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| More Important NewsTurn the Page To start your content on a new page, copy the page break mark that you see just above this page. To do this, select the page break and then, on the Home tab, in the Clipboard group, click Copy.  Then, click where you want to start the new page and then paste. (Note that you can’t start a page in the middle of a table.) Make the Most of Your Space After you start a new page, it’s easy to copy and reuse an existing page layout.  Just click in the main body of the page you want to reuse (the wide column area where there is no shading) and then, on the Table Tools Layout tab, click Select Table.  Copy the selected table. Then, click after the page break you just added and paste. |  | Sample photo   |  | | --- | |  | | In the Community[Event Name] [You can add a description and key information about event here.] [Event Name] [You can add a description and key information about event here.] | |