|  |  |
| --- | --- |
|  |  |
|  | Charity Headline or Title |
|  | Include a subheadline here or highlight the charity that you will be discussing for this newsletter. |
|  | |
| Details about the charity, information you might be seeking etc.  You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. On the Insert tab, the galleries include that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages and other document. | |

|  |  |  |
| --- | --- | --- |
|  | Type a quote from the document or the summary of an interesting point.  Use the Design tab to change the overall colour scheme of your document. |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | To change the colour of this block, go to Table tools > Design > Shading and choose a new colour or change the document colours from the Design tab. | To change the colour of this block, go to Table tools > Design > Shading and choose a new colour or change the document colours from the Design tab. | To change the colour of this block, go to Table tools > Design > Shading and choose a new colour or change the document colours from the Design tab. |  |

This is where you would include disclaimer text or the fine print. Explain any exceptions to the information provided above. To edit text, simply click in any area of text in the document and begin typing. Feel free to add as much detail in this space. Fill up the space with any information you need.