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| SCHOOL NAME APPEARS HERE | THE PTA NEWSLETTER – 20XX | | |
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| Programme | Mark | Date | Time | | |
| Section Title | | |
| We think the design of this newsletter is great as it 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. | | |
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| You can easily change the overall colours of the template in just a few clicks. Go to the Design tab and click on Colours. From the list of colours, you can choose a different colour scheme. As you hover over the different choices, you can see how the overall feel of the document will change with each different option.  Changed the colour 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 colour scheme will be restored to the original! | | In the same way that you change the colours, 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. |
|  | “Put a quote here to highlight this issue of your newsletter.” | |

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| Section Title Two lines | | | | | | |  |  | | | |
| Story tagline or highlight that you wish to pull out. Use this space to tell the reader about something that they can expect to read in this story. | | | | | | | | | | | |
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| Have other images you wish to use? It is simple to replace any of the pictures in this newsletter. Click twice on the image you wish to change. Some images may need an extra click as they are part a group of images. Keep clicking until your selection handles are around the one image you wish to replace. | | | | | | |  | Once the image you wish to replace has been selected, you can either select “Change Picture” from the short cut menu, or click on the “Fill” option and choose the option for “Picture”. | | | |
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| Trophy | | |  | You can easily change the overall colours of the template in just a few clicks. Go to the Design tab and click on Colours. From the list of colours, you can choose a different colour scheme. As you hover over the different choices, you can see how the overall feel of the document will change with each different option. | | | | | | | |
| Computer | | |  | In the same way that you change the colours, 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. | | | | | | | |
| Changed the colour or font 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 colour scheme will be restored to the original | | | | | | | | | | | |
| ***“Add another quote here to highlight the story on this page.”*** | | | | | | | | | | | |
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