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# Using This Template

Designed to make newsletter creation a snap

This newsletter template, provided by Vertex42.com was designed to help you quickly create a great looking newsletter for your school, organization, club or group.

Before replacing this content with your own text, please look over this template. We’ve included helpful tips and examples that will make it easy for you to make your imported text match the look and feel you see here. The quote below is an example:

Intense Quote: To create a pull quote like this, select the text that you want, then select “Intense Quote” from Home > Styles. To change how the specific style looks, right click on the Intense Quote style and select Modify. Changes you make will be applied to all Intense Quotes.

This template includes examples of the different types of elements you might use in your newsletter such as: section titles, subtitles, pull quotes, images, lists, etc.

# Template Themes

Quickly change this template’s look and feel

Using design themes will allow you to quickly try different designs for your entire newsletter without having to edit each element to look different.

To see the different themes, click on Themes under the Design tab. You’ll see a dropdown of many premade themes. Hovering over the themes with your mouse will show you a preview of what your newsletter will look like. Click on the theme you like to apply it to the document.

You can take things a step further by saving your own design as a theme. After you’ve modified your current theme’s colors, paragraph styles and fonts, select “Save Current Theme” under Design > Document Formatting > Themes.

# Paragraph Styles

How to apply and change paragraph styles

To make it even easier to make your imported text match the design you see here, we’ve used the built-in paragraph styles. Under Home > Styles you’ll see a variety of preset paragraph styles. The main content, like this text your reading now, uses the “Normal” paragraph style.

Important: The first thing you should do when you import your own text is to select all of it and apply the “Normal” paragraph style to it.

Using paragraph styles is highly recommended for saving you time and effort. For example, if you wanted the section titles to be a larger font size, simply modify the “Title” paragraph style, and every section title in your document will automatically update. This is much faster than manually selecting each section title and changing its font size. It also keeps your document’s design consistent from start ****to finish.

Below is an example of the “Quote” style:

Quote: To create a quote like this, select the text that you want use then select “Quote” from Home > Styles. To change how this specific style looks, right click on the Quote style and select Modify. Any changes you make will be applied to all the Quotes in the entire document.

Next up is an example of using the “List Paragraph” style:

* List item one
* List item two
* List item three

The section titles in this template use the “Title” style, and the smaller section subtitles use the “Subtitle” style.

# Header and Footer

How to update the header and footer

The top and bottom of this newsletter template are within the header and footer, so you only need to update them in one place and they will automatically update on each page.

**Header:** Double-click on the header to edit it. Then you can change the title to whatever you want, as well as the issue number and date.

**Footer:** Double-click on the footer, then update the title. The page number will automatically update itself, so there is no need to change it.

# Sharing Your Newsletter

Suggestions for how to distribute your newsletter

There are many ways to distribute your newsletter, from printing and photocopying it to sending it to hundreds or thousands of newsletter subscribers. In an effort to keep your newsletter distribution eco-friendly, we’d suggest distributing your newsletter via email.

#### Distribution through your email

Many email clients only allow you to send an email to 100 people at once. If your distribution list is **less than 100** people, an easy option is to save your newsletter as a PDF, attach it to an email, and send that email to everyone on your list.

To save your newsletter as a PDF got to:
File > Export > Create PDF/XPS.

When sending your email, make sure to put your list of email addresses in the BCC field so that everyone getting the email doesn’t see all of the other email addresses in your list.

#### Distribution to over 100 people

[MailChimp](https://www.vertex42.com/Links/go2.php?urlid=MailChimp) is a great online newsletter service that makes creating your newsletter and distributing it very easy. (It is free if your subscriber list is less than 2,000 people).

[MailChimp](https://www.vertex42.com/Links/go2.php?urlid=MailChimp) has a variety of newsletter templates you can use, and it is easy to import your distribution list. After your newsletter is created and your email list is imported, it is pretty much a simple click of a button to send out your newsletter. It also helps eliminate the chance of your email being seen as spam.