City Newsletter

POWCAC Meeting

Coffman Cove's turn to host

It is Coffman Cove's turn to host the next Prince of Wales Community Advisory Council Meeting on May 27th at the Ferry Terminal building. Lunch is served at noon at the meeting starts at 1 p.m.

First of all, I encourage everyone to attend. The meetings are open to the public and very informative. We cover a wide range of topics that affect the entire Island from borough formation to road construction projects and timber sales.

Secondly, as is customary, the hosting community provides lunch service for all meeting attendees. We have a request for proposals posted around town. We tried to structure the RFP so that businesses and non-profits can submit a proposal. This would be a good opportunity for a fundraiser.

Community Clean-up

Lets make everyday Earth Day!

A big Thanks to everyone who participated in the Earth Day clean-up effort. We love living in a clean community and it takes all of us to make it happen. For those of you who would like to continue the clean-up effort around our City streets and the Coffman Cove Highway, we have garbage bags available at City Hall. You can stop back by City Hall with your bags of trash and we will put them in the City dumpster.

"You must not under any pretense allow your mind to dwell on any thought that is not positive, constructive, optimistic, kind."

By Emmett Fox

CALENDAR OF EVENTS

CITY OF COFFMAN COVE REGULAR COUNCIL MEETING

CITY HALL

MAY 15TH, 7 P.M. @ CITY HALL

AGENDA T.B.D.

COFFMAN COVE CLINIC

HOSTED BY ALASKA ISLAND COMMUNITY SERVICES ON MAY 13TH & 14TH

CALL 907-305-1201 TO MAKE AN APPOINTMENT

CITY OF COFFMAN COVE COUNCIL WORKSHOP

MAY 6TH @ 6:00 P.M.

CITY HALL

ELECTRONIC WASTE RECYCLING

MAY 6TH – 7TH

CRAIG TRIBAL ASSOCIATION BUILDING (UPPER LEVEL)
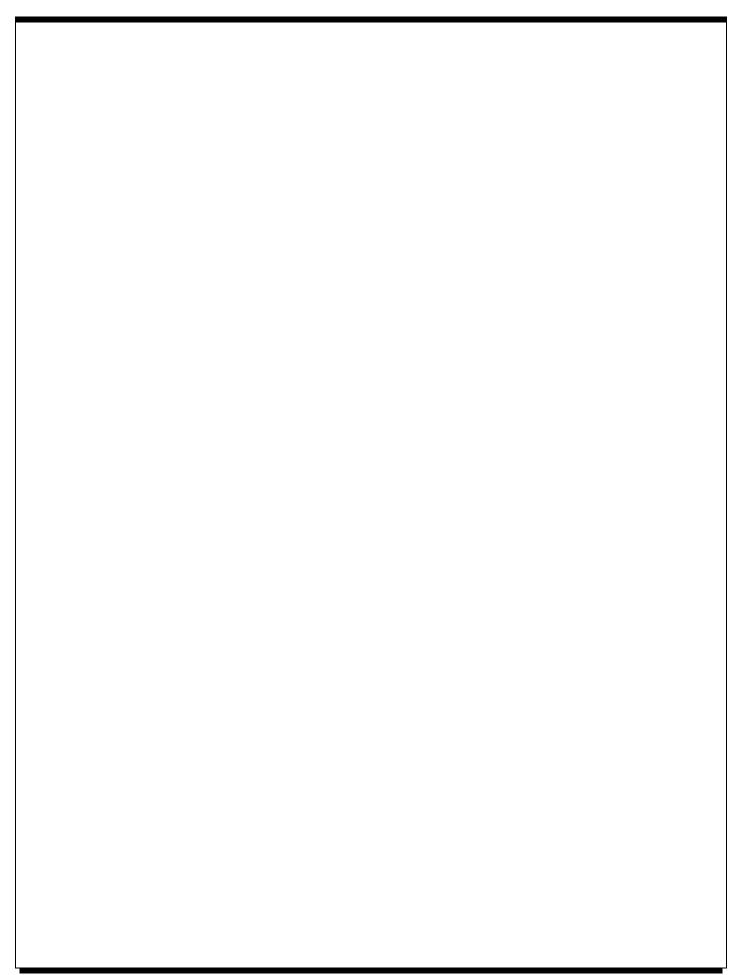
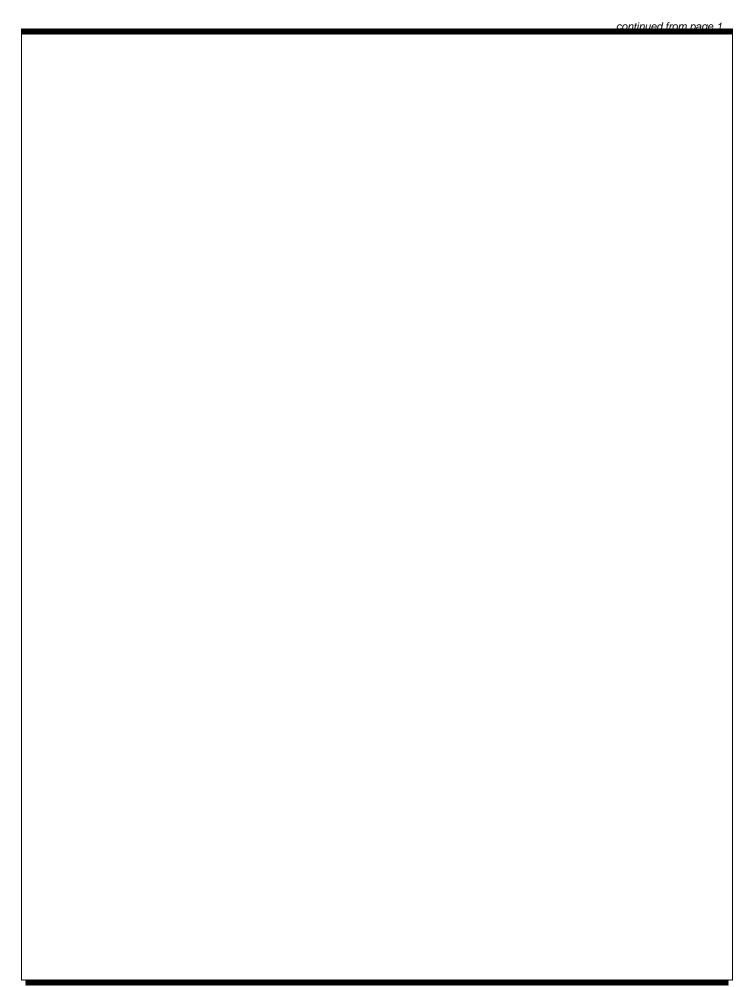## 4th of July Festivities

Volunteers needed

Fourth of July is right around the corner and volunteers are needed to head up a number of activities.

- *Decorating*
- *Parade*
- *Food*
- *Pie Contest*
- *Chowder Contest*

Keep in mind that these are activities we have offered in the past but if you have new ideas they are definitely welcome! There was a misconception last year that the City didn't buy hotdogs and hamburgers because we couldn't afford them. That rumor was inaccurate. We usually take in more on food donations than we spend on the supplies but we did not find a volunteer to man the barbecue last year. Some people were out of town and others volunteered-out. If someone volunteers to run the heat, we'll buy the meat!

If you would like to volunteer, please sign up at City Hall or give us a call and we will mark you down.

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.

QUESTIONS AND ANSWERS

Q: I would like to change some of the text box shading to improve the print quality. Can that be done?

A: Yes. To change the shading or color of a text box, select it and double click its borders to open the Format Text Box dialog box. Click the colors and lines tab and then choose the new color from the Color drop-down list in the Fill section.

Q: What's the best way to print this newsletter?

A: Print page 2 on the back of page 1.Fold in half and mail with or without an envelope. For best results, use a medium to heavyweight paper. If you're mailing without an envelope, seal with a label.

Q: I would like to use my own clip art. How do I change the art without changing the design?

A: To change a picture, click on the picture, then point to Picture on the Insert menu and click From File. Choose a new picture, and click Insert.

Inserting and Editing Pictures

Type your sub-heading here

You can replace the pictures in this template with your company's art. Select the picture you want to replace, point to Picture in the Insert menu, and click From File. Choose a new picture and then click Insert. Select the Link to File box if you don't want to embed the art in the newsletter. This is a good idea if you need to minimize your file size; embedding a picture adds significantly to the size of the file.

To edit a picture, click on it to activate the Picture toolbar. You can use this toolbar to adjust brightness and contrast,

---

Choose a new picture, and click the Link to File box if you don't want to save the art with the newsletter.

---

change line properties and crop the image. For more detailed editing, double-click on the graphic to activate the drawing layer. ∎

Q: How do I change the text and borders that appear at the bottom of every page?

A: Click Headers and Footers on the View menu. Use the Header and Footer toolbar to navigate among headers and footers, insert date or time, or format the page numbers. To change the text in the footer, select it and type your new text. To change the border, click Borders and Shading on the Format menu.

Q: Can I save a customized newsletter as a template for future editions?

A: Yes. First make any changes you want to this newsletter, then click Save As on the File menu. Choose Document Template from the Save as type drop down list (the extension should change from .doc to .dot). Save the file under a new name. Next time you want to create a newsletter, choose New from the File menu, then choose your template.