

City Newsletter

From City Hall

January 2012

Tsunami Temporary Emergency Protocol

We are searching for funding in install a permanent Tsunami Warning Alarm System

At this time, our only Tsunami warning system is the old "phone tree." In light of the recent earthquake activity, we have enlisted volunteers to take a portion of the phone book and alert residents of a potential tsunami. Each caller has a back-up and either Bill Fitzpatrick or Dick Stewart (probably both) will alert anyone at the harbor.

Everyone should get a call in the event that a Tsunami warning is present and it is your choice to evacuate or not. We suggest Howard Valentine School, Half Dog, The Baptist Church or higher areas on Sea Otter Drive when seeking higher ground. Ken and Michelle Page invited everyone to go to their house!

The City is looking for funding to have an alarm system installed that would be activated by the same radios the Fire Department uses but would have a distinctive sound, different from our Fire alarms. We will keep you up to date on the progress.

"Do you know what the difference is between education and experience, education is what you get when you read the fine print; experience is what you get when you don't."

By Pete Seeger

CALENDAR OF EVENTS

CITY OF COFFMAN COVE REGULAR COUNCIL MEETING

CITY HALL

FEBRUARY 21ST AT 7:00 P.M.

AGENDA T.B.D.

ALASKA ISLAND COMMUNITY SERVICES CLINIC

COFFMAN COVE CLINIC

WEEK OF MARCH 18TH TENTATIVELY

HOWARD VALENTINE SCHOOL

CALL IN ADVANCE FOR APPOINTMENT 907-305-1201

PRINCE OF WALES COMMUNITY ADVISORY COUNCIL MEETING

THORNE BAY CITY HALL

FEBRUARY 19TH AT 1:00 P.M.

MORE POW ISLAND BOROUGH QUESTIONS

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.

