

City Newsletter

From City Hall

January 2016

Library News

Library Volunteers have been working to match the books on our shelves with the books listed in our library computer software. We want to thank all of our patrons for returning books they find to the library. Having the books back in the library stacks makes their stories available to the next reader and keeps our system running smoothly. You can tell a book belongs to the Coffman Cove Library by the bar code sticker placed on the back of the book or inside the back cover.

When you borrow a book from the library please fill out a "check out slip" letting us know your name, the date you borrowed the book, the books title and author as well as the bar code # placed on the back cover of the book. These slips are located on the counter at the entrance to the library. This information helps us keep track of our collection and provides data used for our yearly Public Library Assistance Grant. These grant dollars help with library operation costs.

In the near future we will calling patrons who have had books checked out for longer than one year. Please continue to return any of our Coffman Cove Library Books you find to the library. Once we get our computer software up to date we will be able to have our total collection available to you on library computer desktops.

Thank you for your cooperation and library support.

"We make a living by what we get, but we make a life by what we give."

By Winston Churchill

CALENDAR OF EVENTS

CITY OF COFFMAN COVE REGULAR COUNCIL MEETING

CITY HALL
FEBRUARY 18TH, 7:00 P.M. @ CITY HALL
AGENDA T.B.D.

CITY OF COFFMAN COVE COUNCIL WORKSHOP

FEBRUARY 2ND, 6:00 P.M. @ CITY HALL
AGENDA INCLUDES AMENDMENT OF THE CURRENT FISCAL BUDGET

PRINCE OF WALES COMMUNITY ADVISORY COUNCIL MEETING

MARCH 22ND 1:00 P.M. IN KASAAN (TENTATIVELY)
AGENDA T.B.D.

POW VOCATIONS & TECHNICAL EDUCATION CENTER MEETING

APRIL 4TH AT POW V&T BUILDING IN KLAWOCK

EMS SQUAD MEETING

FEBRUARY 9TH, 11 A.M. AT THE COFFMAN COVE CLINIC

Free Smoke Detectors

Thank you Deedee Jeffreys for getting free smoke detectors/ alarms for the Coffman Cove Fire Department. They are available to distribute to community members who need a fire alarm in their home/ business. They must be installed by a member of the fire department so call City Hall and you will be put on the list.

School Gym Key

New Year.....New key

The workout room at the school is open to the public for a fee of \$75 per year to help offset the cost of maintaining the facility.

The fee is collected by the City of Coffman Cove and submitted to the school. The \$75 charge grants you access to the facility from January 1st to December 31st.

The lock is re-keyed every year in January so those of you who would like to purchase a new key, please stop by City Hall during business hours to sign your liability waiver and

purchase your key.

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.
