

# City Newsletter

From City Hall

March 2014

## Septic Tanks

*It is that time of year*

The City sent out a letter in January asking customers to expose their septic tank lids so City personnel can perform the routine inspection. This is your reminder; if you haven't done so, please expose the lid to your tank and call City Hall to let us know it is ready for inspection and pumping. Please do not open the lid to your tank as it may be a safety hazard.

## Fundraising Opportunities

Meals for the Marathon Events

There is an opportunity to provide meals in exchange for donations for both the pre-race and post-race marathon dinner on May 23<sup>rd</sup> and 24<sup>th</sup>. The donations you collect will be your funds raised. The deadline for submitting proposals is April 11, 2014. For a complete RFP, please contact Jean Jackson @ 401-0805 or Cass Klee @ 219-781-2794.

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*"An education isn't how much you have committed to memory, or even how much you know. It's being able to differentiate between what you know and what you don't."*

*By Anatole France*

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## Small Business Workshops

**FREE!**

Workshops will be offered April 3, 10 & 24 in Thorne Bay. Visit the following website for an exact location: [www.uaf.edu/ces/](http://www.uaf.edu/ces/).

Workshops will be led by a University of Alaska Instructor and will cover topics such as writing a business plan, social media/ marketing and understanding/accessing credit as a small business. The workshops are designed to take the fear of the unknown out of the loan process and explore nontraditional and traditional funding options for small businesses.

## CALENDAR OF EVENTS

### **CITY OF COFFMAN COVE REGULAR COUNCIL MEETING**

CITY HALL  
APRIL 17<sup>TH</sup>, 7 P.M. @ CITY HALL  
AGENDA T.B.D.

### **ALASKA HEALTH FAIR**

APRIL 5<sup>TH</sup>  
CRAIG HIGH SCHOOL

### **EARTH DAY FAIR**

APRIL 22<sup>ND</sup> 10 A.M. – 2 P.M.  
KLAWOCK SCHOOL GYM

### **UNDERSTANDING AND ACCESSING CREDIT WORKSHOP**

APRIL 24<sup>TH</sup>  
THORNE BAY LIBRARY  
SEE ARTICLE TO THE LEFT FOR MORE INFO

### **COASTAL REAL ESTATE GROUP AIRS ON HGTV, POW HOMES**

APRIL 27<sup>TH</sup>

### **ELECTRONIC WASTE RECYCLING**

MAY 6<sup>TH</sup> – 7<sup>TH</sup>  
CRAIG TRIBAL ASSOCIATION BUILDING (UPPER LEVEL)

## Library Tidings

### **A BIG THANK YOU!**

Thank you dedicated library volunteers who donate time and effort to keep the facility open for library patrons. Congratulations! Because of your tireless efforts, the Coffman Cove Community Library is estimated to break even this fiscal year. In other words, the donations and funding that you were able to bring in is estimated to equal the expenses to maintain and operate the facility. Thank you!





## 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,

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

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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.

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