

City Newsletter

From City Hall

May 2014

Library Tidings

Summer Programs and more

The Summer Reading Challenge is on! Preschool through Grade 12 are eligible to participate. More information available at the Coffman Cove Community Library.

Every Tuesday at 2:15 p.m. there will be a crocheting and knitting group at the Library. Everyone is welcome!

Thank you to all of the strong library supporters who have contributed money and time this fiscal year. The Library has come closer to paying for itself than ever before.

Post Office Tidings

In the past, when customers forget or lost their key, our Postal Clerk has been able to give the customers the mail from their boxes. Our community has grown, new people moving to town and with Federal Postal rules more strictly enforced, we will also have to start enforcing those rules which are in place to protect your privacy. In the future, customers will need to use a key to retrieve mail from their postal box. If you do not have a key, the lock on your Post Office box can be changed for a fee of \$21 and keys may be purchased for \$9 each.

"Coming together is a beginning; keeping together is progress; working together is success."

By Henry Ford

CALENDAR OF EVENTS

CITY OF COFFMAN COVE REGULAR COUNCIL MEETING

CITY HALL

JUNE 19TH, 7 P.M. @ CITY HALL

AGENDA T.B.D.

CITY OF COFFMAN COVE COUNCIL WORKSHOP

JUNE 3RD @ 6:00 P.M.

CITY HALL

BABYSITTING CERTIFICATION CLASSES

JUNE 4TH, 9TH AND 11TH

10 A.M. TO 12 P.M.

@ THE CRAIG EMS BUILDING (NEXT TO POWER)

\$15 FOR AGES 12 AND UP, INCLUDES FIRST AID AND CPR

KASAAN CRAB CELEBRATION

JUNE 21ST

KASAAN

SWAP MEET

JUNE 28TH

CRAIG CITY GYM FROM 9 A.M. TO 1 P.M.

Kid's Fishing and Aquatic Day

Presented annually by the Thorne Bay & Craig Ranger District

The Tongass National Forest, partner agencies, groups, businesses, and local volunteers are sponsoring youth fishing events throughout Southeast Alaska. No experience is needed to participate in these events. It is a great way for children to learn how to fish or develop their fishing skills. The POW event will take place at the Eagles Nest Campground and Balls Lake on June 7th, 2014 from 9 a.m. to 1 p.m. Bring a fishing pole and learn about fish, water quality, watersheds, and upcoming new careers and opportunities in the Forest Service and on POW in aquatic ecology.

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.
