

City Newsletter

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Honda Generator Recall

Check out the website

I got word that there has been a recall on a model of the Honda Generator that is very popular around here.

The model number EU2000i and serial numbers EAAJ-2260273 through EAAJ-2485025 has been recalled due to fire and burn hazards. You can find out more info on the following website:

<http://www.cpsc.gov/cpsc/pub/prerel/prhtml13/13042.html>

Finance Charges

Charges for overdue utility bills

It has been a part of our utilities rate structure for a few years to assess a \$10 finance charge for utility bills that are overdue. We simply haven't enforced it but starting December 30th, 2012, we will be assessing finance charges.

If you do not pay the balance of your utility bill before the due date, you can expect to see a \$10 finance charge on your monthly statement.

"Far and away the best prize that life has to offer is the chance to work hard at work worth doing."

By Theodore Roosevelt

CALENDAR OF EVENTS

CITY OF COFFMAN COVE REGULAR COUNCIL MEETING

CITY HALL

DECEMBER 20TH AT 7:00 P.M.

AGENDA T.B.D.

CRAIG HOLIDAY BAZAAR

CITY HALL

DECEMBER 8TH, 9 A.M. TO 3P.M.

CRAIG CITY GYM

HOLLIS COOKIE EXCHANGE

HOLLIS LIBRARY

DECEMBER 8TH, 12 P.M. TO 1 P.M.

SAMPLE COOKIES AND COLLECT NEW RECIPES

THORNE BAY SCHOOL CHRISTMAS PROGRAM AND DINNER

THORNE BAY SCHOOL

DECEMBER 13TH AT 5:00 P.M.

KLAWOCK CHRISTMAS BAZAAR

KLAWOCK CITY GYM

DECEMBER 15TH, 10 A.M. TO 6 P.M.

Grocery Receipts

Please donate receipts to Library

Your grocery receipts from the Klawock Market can bring in revenue for the Coffman Cove Community Library.

AC Klawock reimburses the Library for a percentage of all grocery receipts turned in by our library volunteers. We take them in a couple times a year and proceeds go directly to the library. Please bring your grocery receipts to the City Office, hand them to any library board member or drop them off in one of the local collection jars. 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,

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.

