

City Newsletter

From City Hall

November 2015

Library Events

Upcoming events at the Coffman Cove Community Library:

- Email 101 on Thursday, December 3rd from 5 p.m. to 6 p.m.
- Early Literacy for Parents and Caregivers on Wednesday, December 9th from 6:30 p.m. to 7:30 p.m.
- Pickling and Fermenting on Saturday, December 12th from 1 p.m. to 3 p.m.
- Easy Chair Yoga every Wednesday from 9 a.m. to 10 a.m.

Follow the library's facebook page to get information on future events at the library.

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

By Winston Churchill

Fire Department News

The Coffman Cove Volunteer Fire Department needs your support. Over half of the department's volunteer firefighters have resigned. If this trend continues, without new volunteers stepping in, there will no longer be an active fire department in Coffman Cove. Also, eventually the fire rating for Coffman Cove will change and homeowner's insurance rates may double.

If you are interested in serving your community by becoming a volunteer firefighter, all you need to do is:

1. Contact City Hall and let the Administrator know that you are interested.
2. Attend a one-week training course which may require travel. All travel costs will be paid for by CCVFD.
3. Attend one fire drill per month at the CC Firehall. Drills usually last one hour and are typically held on Saturday.
4. Be able and willing to respond to a fire call.

CALENDAR OF EVENTS

CITY OF COFFMAN COVE REGULAR COUNCIL MEETING

CITY HALL

DECEMBER 17TH, 6:45 P.M. @ CITY HALL

AGENDA T.B.D.

CITY OF COFFMAN COVE COUNCIL WORKSHOP

DECEMBER 1ST, 6:00 P.M. @ CITY HALL

AGENDA INCLUDES AMENDMENT OF THE CURRENT FISCAL BUDGET

PRINCE OF WALES COMMUNITY ADVISORY COUNCIL MEETING

JANUARY 26TH, 1:00 P.M. IN THORNE BAY

AGENDA T.B.D.

POW VOCATIONS & TECHNICAL EDUCATION CENTER MEETING

DECEMBER 7TH AT POW V&T BUILDING IN KLAUOCK

IFA BOARD OF DIRECTORS MEETING

DECEMBER 9TH, 10:00 A.M. IN HOLLIS OF VIA TELECONFERENCE

NORTHEND PORT AUTHORITY BOARD OF DIRECTORS MEETING

DECEMBER 4TH, 9:00 A.M. @ THE CC FERRY TERMINAL

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.

Post Office Tidings

With the Holiday Season upon us and limited space at the Coffman Cove Post Office, we ask that you pick up your packages often. 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.
