

City Newsletter

From City Hall

May 2016

Arts & Seafood Festival

The arts festival will now be held on Friday, August 12th from 3pm-10pm and Saturday August 13th, from 12pm – 10pm. We are looking for air mile donations to bring The Mighty Grebes from Portland, Oregon, former members of the Late Colin Whitaker band! If you would like to donate some miles please contact Heather Hedges or Bryce Brucker.

King Salmon Derby

Our 8th Annual King Salmon Derby runs May 1 through August 31st. If you would like to help sponsor this event please contact Heather Hedges 907-329-2233. Tickets are available at the Riggins Shack, Rain Country Liquor/R&R Fuels & various lodges & charter boat operators.

4th of July is just around the corner!

Volunteers are always needed and welcome to help with our annual event. If you would like to donate some time decorating, cooking, or organizing one of the events, please sign up at the Riggins Shack or City office. Many hands make light work and your help is appreciated!

Library Happenings

The Coffman Cove Community Library is planning a Father's Day craft time on Friday, June 17th at 10am. Volunteers will be assisting youth in creating a special gift. Everyone is welcome.

Saving your grocery receipts equals \$\$ for the Library operations. Receipt containers are located at the Riggins Shack, City office and the Library check-pit counter. Thank you for your donation. Looking forward to seeing you at the Library. Good things are happening!

CALENDAR OF EVENTS

CITY OF COFFMAN COVE REGULAR COUNCIL MEETING

CITY HALL
MAY 19TH 7:00PM
AGENDA TBA

CITY OF COFFMAN COVE COUNCIL WORKSHOP

CITY HALL
MAY 3RD, 6:00PM
AGENDA TBA

Canned Fish Discount Price

At the March 17th 2016 Regular council meeting, the City Council voted to give a discount price for canned fish. There will be a 10% discount on a purchase of 12 cans or more. The price goes into effect immediately. You may purchase your fish at the City Office or Riggins Shack.

Proceeds go toward our Fish Enhancement Program. Thank you for your support!

School Gym Key

New Year.....New key 2016

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 (Coffman Cove ASC) at the end of each year.** 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.

Thank you for supporting our school.

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.

