

City Newsletter

From City Hall

February 2017

City of Coffman Cove Meetings:

Workshop: March 7th, 2017 @ 6pm
Agenda has been posted.

Regular Council Meeting: March 16th, 2017 @ 7pm

OPEN SEAT ON COUNCIL

Council Seat C is vacant. The Council will be filling the seat at the March 16th meeting. This term will be effective until October 2017. Please bring your letter of interest to the city office prior to March 16th. You may call the city office if you have any questions. 329-2233

EMS Monthly Meeting

Our EMS squad meets the first Thursday of every month at the Clinic-9:30 am

Our EMS is SEEKING VOLUNTEERS!

Coffman Cove EMS is recruiting new volunteers to serve on the Squad. Emergency Trauma Technician (ETT) classes are coming up. Training is free to those intending to serve on the squad. The schedule has been posted around town. Sign up at the city office or contact one of our EMS volunteers. (Al Thompson has a message box at the city office)

Volunteer Fire Department Meeting

Our Volunteer Fire crew meets the last Saturday of every month at the fire hall. 1:00PM
Contact Peter Chaille 329-2300 or Bill Duncan 329-2021 for more information.

Garbage Pick-up Schedule:

Garbage pick-up will be the 1st and 3rd Fridays of each month. Regular pick-up to resume April 2017. If you need to dump Cans between pick-ups, you may bring your bags to the city dumpster, Monday-Thursday, 10am-2pm.

POST OFFICE NEWS

Post Office Box addresses verification notice:
ID and proof of physical address for box renewal verification is Required and will be implemented. See postings in post office Or call Ruth if you have any questions. 329-2317

A FRIENDLY REMINDER FROM OUR HARBOR MASTER

If you bring **your** dog to the dock, please clean up after **your** dog! The harbor master has been receiving a lot of complaints.

Better Library Internet Coming Soon!

At the February Council Meeting, City Council voted on ACS providing our internet at the Library starting in June. This is the first time our City Council was able to decide on our internet provider and speed. Currently, the library has 1.5 mbps up and 1.5 mbps down. In June we will have 10 mbps up and 10 mbps down. Wow, almost 7 times faster!!!! Thank you City Council!

Early Literacy Program:

Early Literacy Story & Fun Time:
Mondays & Wednesdays 10am @ the Library!
All ages are welcome!!!

COMMUNITY CLEAN-UP!

Thank you for keeping our community clean!
(The city dumpster is available for **community clean-up** trash-no charge!)

Gym Key

The city office will no longer be responsible for the Howard Valentine School gym key.
You may contact Colter Barnes or Judy Adamson at the School for information on how to access the gym.

***Daylight savings time begins March 12th. Spring forward one hour! This is a good time to replace batteries in smoke and CO detectors.**

***First day of Spring is March 20th!**

“In matters of style, swim with the current,
in matters of principle, stand like a rock.”
Thomas Jefferson-

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.

