

# City Newsletter

From City Hall

February 2017

## City of Coffman Cove Meetings:

Workshop: March 7th, 2017 @ 6pm

Regular Council Meeting: March 16<sup>th</sup>, 2017 @ 7pm

## 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 1<sup>st</sup> and 3<sup>rd</sup> 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

## 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.

## EARLY LITERACY PROGRAM:

Early Literacy Story & Fun Time:

Mondays & Wednesdays 10am @ the Library!

**All ages are welcome!!!**

## COMMUNITY CLEAN-UP!

As the snow starts to melt, please take the time to pick up cans and garbage that have collected over the winter! Especially along the ditches by your houses. Thank you for keeping our community clean!

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

**Reminder: Please keep 4-wheelers off City rock piles stocked behind post office. Parents: please inform your children that this area is off limits to all 4 wheelers.**

## 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.





## 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,

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*Choose a new picture, and click the Link to File box if you don't want to save the art with the newsletter.*

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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.

