

City Newsletter

From City Hall

December 2016

City of Coffman Cove Meetings:

Workshop: February 7th, 2017 @ 6pm

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

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.

Gym Key

The city office will no longer be responsible for the Howard Valentine School gym key. All proceeds collected for 2016 has been paid to the school (\$900)! Thank you for allowing us to do this fund raiser the past 3 years. It has raised a lot of money for the school and we appreciate the support.

You may contact Colter Barnes or Judy Adamson at the School for information on how to access the gym.

EARLY LITERACY PROGRAM:

Early Literacy Story & Fun Time:

Mondays & Wednesdays 10am @ the Library!

SAVE YOUR GROCERY RECEIPTS!

Grocery receipts are good from Nov 1st–Jan 31st. **The library receives 1% subtotal of all receipts with the exception of: Tax, Gas, Alcohol and Cigarettes.**

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.

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.

