

YOUR COMPANY NEWSLETTER

Volume 1 / Issue 1

A RECENT SUCCESS

You might use a sidebar for a brief story about an important event or a company success story that you want to highlight.

This is also a great place to show off your mission statement or other content you want to highlight boldly in every issue, such as upcoming events.

GET STARTED RIGHT AWAY

You can just replace the sample text with your own for a clean, professional newsletter that's easy to share. Or if you want to customize the look, check out the tips that follow to help you create exactly the newsletter you want.

Think a document that looks this good is hard to create?

Think again!

Q: How can you match the formatting?

A: All of the text formatting you see in this newsletter is just a click away! On the Home tab, check out the Styles gallery.

Q: What if you want to use different colors or fonts?

A: No problem! On the Design tab, explore the Themes, Colors, and Fonts galleries for a wide range of looks. Then just click to apply one you like.

“Call out an important point or quote from a story. On the Home tab, in the Styles gallery, click Quote.” – Attribution

GET THE PICTURE

To replace a sample picture with your own, right-click it and then click Change Picture.

If your picture isn't a perfect fit for the space provided, you can crop it in almost no time. On the Picture Tools Format tab, click Crop.

Want to zoom in on the best part of your photo and make it stand out even more? After you click Crop, just drag to resize the image inside the crop area.



[Click here to add a caption]



[Click here to add a caption]

Contact Us

[Company Name]

[Street Address]

[City, ST ZIP Code]

[Telephone]

[Email address]

[Web address]

LET IT FLOW

When you add stories in the body text on the right side of this document, feel free to speak your mind—you're not limited to the current page.

For example, if article text gets too long for the first page, it will automatically flow onto this one – leaving the rest of the great-looking layout just as it is.

HAVE MORE TO SAY?

Sure, this is a newsletter, not a novel—and you want to keep it short and sweet to keep your reader's attention. But if you need a bit more space, we've got you covered...

To add another page, just click in the last sentence of the sample story above this one and then press Ctrl+Enter.

This story and the mailer will move to the next page—and the mailer will automatically be in the right spot. You can then click back in the text on this page and add more.

[COMPANY NAME]

[Street Address]

[City, ST ZIP Code]

[Recipient Name]

[Street Address]

[City, ST ZIP Code]