

YOUR
LOGO

Family Day

Saturday 6th January, 12pm



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Venue Information
River Bend, 140 Church Street,
Rivertown 1234

Time and Date
12pm – 6pm Saturday 6th January 2013

FREE

Community Event Organisation Team
www.org.au

Sue Smith 0X XXXX XXXX
Email: sue@org.au

how to use the A4 poster template

▶ enter your text

Information should be divided into headings, subheadings and text boxes. This creates a hierarchy of information. Put important information first.

▶ proof read

Always get someone to check or proof read your work before sharing it externally. Confirming your information is professional and prevents confusion.

▶ use a photo and your organisation's logo

Posters need to attract attention. Include an eye-catching and relevant image to help communicate your message.

To place an image, right-click the placeholder picture, click **Change Image**, then select the picture file. If using an older version of Word follow the **Insert** menu, point to **Picture**, and then click **From File**.

Repeat these steps with your organisation's logo, replacing the placeholder logo in the top right of the poster.

▶ choose a colour

In newer versions of Word you can automatically update the colour of an entire document by using a Theme. To set a Theme: on the **Page Layout** tab, in the **Themes** group, click **Themes**. Click the document theme that you want to use. Remember to keep your communication consistent with existing organisational branding or style guides.

▶ need more information?

Visit www.redcross.org.au/communicatinginrecovery



Recovery News

Local Organisation

Edition 1, 29 January 2013

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Health and wellbeing 3

Example text. Make it clear, relevant and targeted. Example text. Make it clear, relevant and targeted.



Events calendar 4

Useful contacts 4

Please get in touch with any feedback or ideas. We need to hear from you to make sure we're on track with recovery.

Recovery Authority Information
www.org.au
Call: 0X XXXX XXXX
Email: sue@org.au



Residents urged to be fire ready as restrictions start on Monday 30 February

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how to use the newsletter template

▶ enter your text

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▶ proof read

Always get someone to check or proof read your work before sharing it externally. Confirming your information is professional and prevents confusion.

▶ use photos and your organisation's logo

To place images in the newsletter, right-click the placeholder pictures, click **Change Image**, then select the picture file. If using an older version of Word follow the **Insert** menu, point to **Picture**, and then click **From File**.

Repeat these steps with your organisation's logo, replacing the placeholder logo in the top right of the cover.

▶ choose a colour

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▶ distribution

Emailing out a PDF of the newsletter is fast and convenient. To create a PDF from the Word document point the mouse to **Save As**, and then click **PDF or XPS**. In the **File Name** list, type an appropriate name for the document. In the Save as type list, click **PDF**, then **Save**.

▶ need more information?

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