



Front

# how to use the A5 flyer 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

Flyers 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 fille. If using an older version of Word follow the **Insert** menu, point to **Picture**, and then click **From File**.

Repeat these steps with your organistion'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.

#### printing

This flyer is designed for **A5 format paper** and has information printed on **both sides**. A5 is equal to an A4 sheet cut in half.

In **Page Setup**, Under the **Paper** tab you can specify the paper size using the **Paper Size** field. Load the printer paper tray with A5 sized paper (you may need to cut A4 paper in half before loading into the printer)

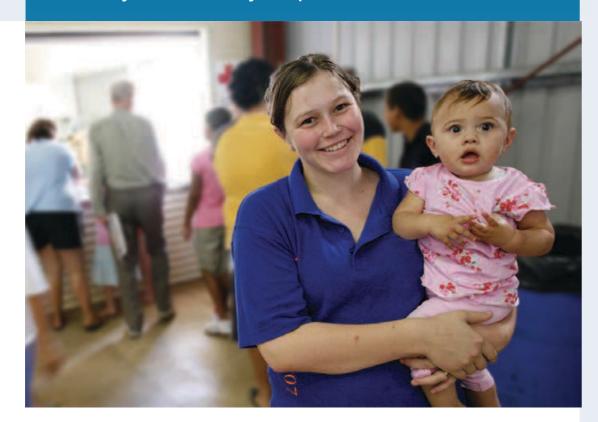
#### need more information?

Visit www.redcross.org.au/communicatinginrecovery



### **Family Day**

Saturday 6th January, 12pm



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

#### Venue Information

River Bend, 140 Church Street, Rivertown 1234

#### Time and Date

12pm – 6pm Saturday 6<sup>th</sup> 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

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#### proof read

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### **Recovery News**

**Local Organisation** 

Edition 1, 29 January 2013

#### Inside

#### Township protection

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

#### Call for early action

Example text. Make it clear, relevant and targeted.

#### 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

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

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## how to use the newsletter template

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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 organistion'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**.

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