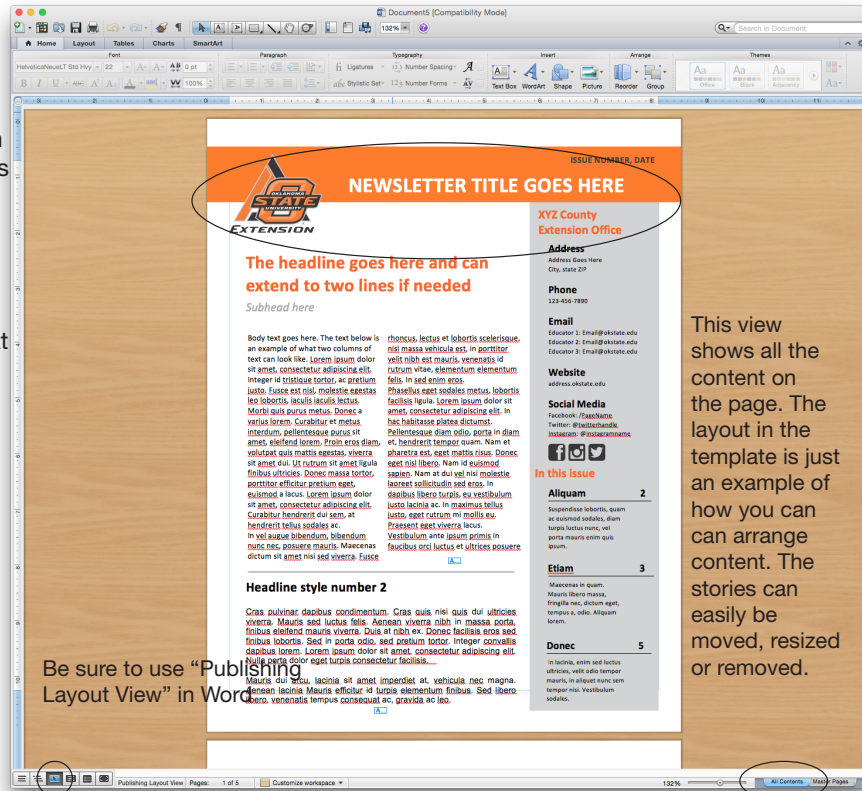


# NEWSLETTER TEMPLATE INSTRUCTIONS

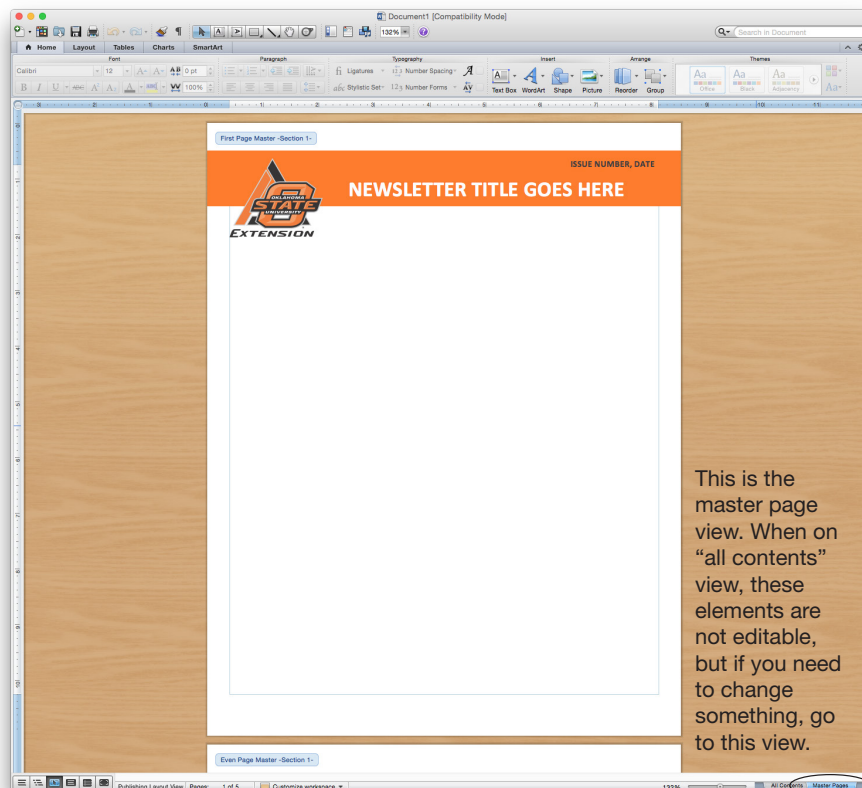
prepared by Ruth Inman, Agricultural Communications Services • 1/11/16

## INSTRUCTIONS FOR EDITING USING MICROSOFT WORD 2011 FOR MAC

The template is set up with some suggested font styles and sizes. The template uses “Calibri,” but you are encouraged to download and use the “Helvetica Neue LT Std” font family, which you can download at [toolbox.okstate.edu](http://toolbox.okstate.edu).



This view shows all the content on the page. The layout in the template is just an example of how you can arrange content. The stories can easily be moved, resized or removed.



This is the master page view. When on “all contents” view, these elements are not editable, but if you need to change something, go to this view.

# NEWSLETTER TEMPLATE INSTRUCTIONS

prepared by Ruth Inman, Agricultural Communications Services • 1/11/16

## INSTRUCTIONS FOR EDITING USING MICROSOFT WORD 2016 FOR PC

The template is set up with some suggested font styles and sizes. The template uses "Calibri," but you are encouraged to download and use the "Helvetica Neue LT Std" font family, which you can download at [toolbox.okstate.edu](http://toolbox.okstate.edu).

The areas that appear "watermarked" are considered "master" items and can be edited in the header and footer area of the page.

The screenshot shows the Microsoft Word 2016 interface with the "Insert" tab selected. The ribbon includes options for Font, Paragraph, Styles, and Editing. The document is titled "Document1 [Compatibility Mode] - Word". The newsletter template is displayed with various sections: a header area with "NEWSLETTER TITLE GOES HERE", a main content area with "The headline goes here and can extend to two lines if needed", and a sidebar with contact information for "XYZ County Extension Office". The footer area contains "Page 1 of 5" and "1670 words".