



How to Use This Template

by [Article Author]

This newsletter is created primarily by using text columns, so that text automatically wraps from one column to the next. Find the Columns feature on the Page Layout tab, in the Page Setup group. Get tips for setting up and using text columns later in this template.

Adding your content
The placeholders in this template are designed to help you add content to the newsletter. To replace any placeholder text with your own, just select it and start typing. Note that if the placeholder text you replace is long, the page layout is altered when you do this but it is not. The content that sits lower on the page only moves up because less content is present where you begin to replace your own text. As you type to add your text, content will move back into position automatically.

Placeholders that remain when you add text
The title and subtitle placeholders don't disappear when you add your own text. They will look like regular text when printed but you can see the blue outline and title of the placeholder when you click on it.

The reason these placeholders remain is that they are linked to other placeholders that use the same text. So, when you replace the title or subtitle placeholder text with your own, it automatically populates the corresponding placeholders in the headers and on the back page mailer.

Replacing content
To replace content in a placeholder, click the placeholder text you want to replace. Then, click the Change Picture button to access the Change Picture command.

The pictures that you see in sidebars, such as in this issue on the right, are formatted as Line With Text so that they sit right in a paragraph mark and can be formatted as easily as text. The custom paragraph style named Sidebar photo applies indents for formatting that helps align the photos perfectly with the other sidebar content.

Pictures that wrap around some text in articles throughout the newsletter use text settings and positioning. Get help for working with text wrap around pictures later in this template.



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etc

ATLAS II NEWSLETTER PUBLISHING PROCESS FLOW

Legend:
ACG: ATLAS II Communications Group
Dev: Dev Anand Teelucksingh
Staff: At-Large Staff

