

NEWSLETTER TITLE

Volume #

CITY, STATE

January 15,1989

Headline Here

Insert Graphics

Headline Here

This is a template for a newsletter. The newsletter title is created using a header. The main body of the newsletter is formatted in three columns. You can choose to have left and right pages and headers and footers by choosing left and right pages from the Page Format dialog. The number of columns can be changed in the Page Format dialog as well.

Bars separating the header from the main body were created in MacDraw II and then inserted into the template to add emphasis. If you are using a Macintosh with a color monitor or have a color printer you may want to use color graphics in your newsletter.

A graphic in the middle of your page will add interest to your article. You may want to start the column with an article and insert a graphic midway through.

Add a graphic here.

You can easily insert a graphic through the insert file feature in the edit menu. And you can always copy a graphic from any graphics application and paste it into the newsletter.

This template shows you the Page Guides for the outer page margins as well as the header and column margins. You may hide the page guides by simply turning them off in the View Menu.

If you wish to make changes to this template and save it as a new template, simply save it as a new Stationery file. You can save a file as Stationery by using the Save As command in the File menu, choosing MacWrite II Stationery as the file format.

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Newsletters