To get started on your newsletter, select text box, place cursor at the start of paragraph, highlight and start typing your copy.

**Inserting photos in blue box**

To place a photo in the blue box, click on it, then go to the “Drawing Tools Format” tab on the ribbon, click the “Shape Fill” and select “Picture.” (Or right-click the blue shape to access the “Format Shape” command.)

Approximate word count: 200

**Headline Text**

by [Article Author]

To get started on your newsletter, select text box, place cursor at the start of paragraph, highlight and start typing your copy.

Approximate word count: 136

**IN THIS ISSUE**

Story Headline text P1

Story Headline text P2

Story Headline text P3

Newsletter Title

*Enter your photo caption text here.*

**Headline Text**

by [Article Author]

ISSUE # | MONTH YEAR | DEPARTMENT NAME

*Enter your photo caption text here.*

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Approximate word count: 110

Select text box, place cursor at the start of paragraph, highlight and start typing your copy.

Approximate word count: 250

Select text box, place cursor at the start of paragraph, highlight and start typing your copy.

Approximate word count: 110

**Headline Text**

By [Article Author]

Select text box, place cursor at the start of paragraph, highlight and start typing your copy.

Approximate word count: 110

**Headline Text**

By [Article Author]

*Enter your photo caption text here.*

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**Headline Text**

By [Article Author]