

Instructions for using the SOBC Local newsletter template

This newsletter template has been designed for Locals to use for newsletters for their community. The template follows the Special Olympics brand guidelines, to give a fresh and consistent look to Special Olympics materials.

Inserting text

To replace the placeholder text with your content, click on the text column and type or paste in your content.

- 1) If you are pasting text from another document, first highlight the placeholder text.
- 2) Right click and select one of the last two paste options (Merge Formatting or Keep Text Only) in order to preserve the placeholder font.

Inserting images

To replace an image, simply right click on it and select Replace Picture.

You can also insert an image anywhere in the text boxes.

- 1) Place your cursor where you want the image to appear.
- 2) In the Illustrations section under the Insert tab, click Picture. Your computer's browser window will open.
- 3) Select the image file and click Insert. The image will appear in your newsletter.

You can also easily move images around by cutting and pasting them.

Resizing images

- 1) Click on the image.
- 2) Adjust the width and height in the Size section under the Picture tab.

Adjusting the size of text boxes

NOTE: It's a good idea to keep the three-to-a-page columns all the same width, as that is more pleasing to the eye.

You may need to adjust the height of text box.

- 1) Click on the text column. Square handles will appear on the border.
- 2) Click and drag the handles to adjust the size of the text box.

Linking and unlinking text boxes

The text columns are linked, allowing text to automatically flow from one column to the next. You can unlink the columns if that works better for formatting.

- 1) To unlink a text box from the one following it, first click on the box to select it.
- 2) In the Text section under the Format tab, click Break Link.
To relink a box, follow the same instructions but click Create Link.

Editing the header and footer

- 1) To edit the header or footer, double click on it to open it.
- 2) To exit the header or footer, double click outside of it.

The front page header can be edited directly without having to double click on it.

When you're finished adding/editing content

Please save as a PDF and send the PDF instead of the Word document. This helps compress the newsletter so it can be shared as an e-mail attachment, and helps everyone view your great work as it's meant to be seen. Circulate and celebrate!

Have questions or need support?

Please contact SOBC Communications Coordinator Joseph Knowles
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