



newsletter templates

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Thank you for your purchase!

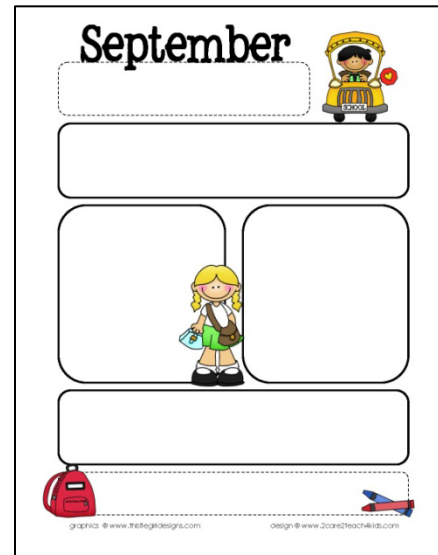


Please note:

- The graphics on these Newsletters are copyrighted. Therefore, I am required to produce these documents using PDF files to protect that copyright. This can make programming them with your personal information a little tricky. The following directions give you two options for printing.
- These Newsletters can be programmed right in Adobe Acrobat because they contain "Text Fields." However, you will NOT be able to save the data. You can print them though! There is limited formatting available in the Text Fields.
- An alternative to printing in the "Text Fields" on Acrobat is to use the **Word Document- "Newsletter Text Box Template" (included in this Zip File)** in combination with the **"Graphics Only PDF File"**. The Word Document has text boxes in it that you can type in and format to your liking. This document can be saved so you have a copy of your newsletter (minus the graphics) on your computer.
- To print a completed Newsletter, first print a copy of the individual month's newsletter you wish to publish (the Graphics Only PDF File). Then place that document back in the printer to reprint on it. Print the "Text Only" Word Document that you have created. The text should line up correctly in the boxes on the Newsletter.

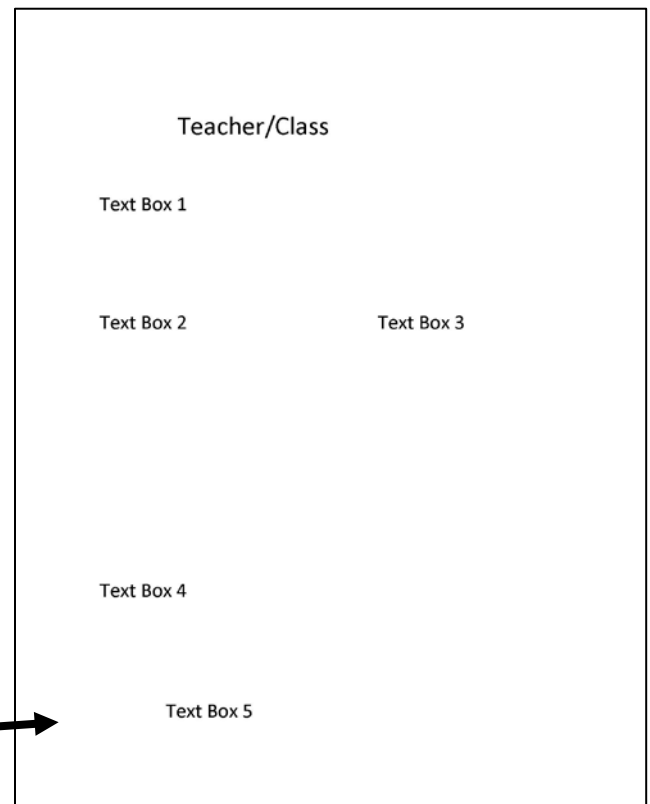
Step By Step Directions

1.

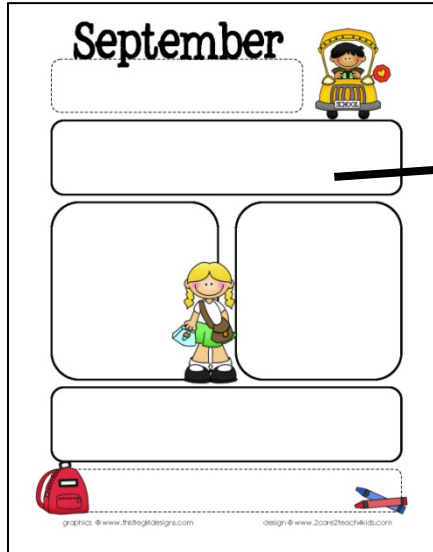


2.

This is an example of the Word Document, "Newsletter Text Box Template" that you can type in. Just replace the text already in the textbox with your own. Because this is a Word Document you can change the formatting to meet your needs. For example, you can choose your font, the font size, and if you want the font to be centered or justified. *However, be aware if you change the size of the text box it may not print in the right places on the Newsletter.



3.



After creating the Text Document in Word, place the blank Newsletter back in the printer (Usually face down but it may depend on your printer). Print the Text -Word Document on to the Newsletter Document. You should end up with a completed Newsletter Document like the example on the right.

If you have any questions about this process please email me kel2kjj@gmail.com 😊 Enjoy!

*Love
Miss Kelly*

