



Tips 4 Use



You can use these templates "as is" and
handwrite information in each box or you can
use the *Word Text Box Template* to actually
print on these Templates.

To print using TEXT BOX TEMPLATE method

1. To use the text box template simply open the
WORD Text Box Template Document and type in
each text box what you want and print it.
2. Re-feed that document into the printer making
sure you are placing it in your printer so it will
print again on the same side of the paper.
3. Choose the Newsletter Template you wish to use
and print it. You should end up with a copy that
has your text printed on the Newsletter Template
you chose.
4. Use it to make copies on a copy machine.