The Nelson Family Mailer

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| Monthly Feature: Your Title |

By Your First Name

S

tart typing your feature article here. As you type closer to your picture (contained in a table), the text will comfortably wrap around the picture, as shown.

To change the color of your table border, select the table, right-click, choose **Borders and Shading…** from the shortcut menu, and then choose the options you want.

To change the picture, simply click inside the table to select the heart, and then press DELETE on the keyboard. Next, to insert a clip from the Clip Organizer, on the **Insert** menu, choose **Picture**, and then choose **Clip Art**. The Insert Clip Art task pane will launch to the right of your screen. In the **Search** box, type a word or phrase that describes the clip you want, and then from the **Results** box, click the clip you want, which will automatically insert the picture inside your table.

To resize the picture, you can use Word’s **Crop** feature, located on the Picture toolbar.

**To prepare your newsletter for mailing:**

1. On the **File** menu, select **Print**,and then select the **Properties** button.
2. On the **Layout** tab, under **Print on both sides (Duplex)**, select **Flip on Short Edge**, and then click **OK**.
3. **Fold** the paper in half, keeping the address label visible for sending.
4. **Tape** or **Staple**, the edges of the mailer to keep the fold in place.

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| j0292270 |

Enjoy writing your newsletter!

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| Member Updates |

Mom:

Type here…

Dad:

Type here…

Sister:

Type here…

Brother:

**Check out these Web sites:**

* a
* b
* c
* d
* e

Type here…

Grandmother:

Type here…

Grandfather:

Type here…

|  |
| --- |
| Mom’s Monthly Message |

Type here Mom…

|  |
| --- |
| Upcoming Events |

* A
* B
* C
* D
* E
* F

|  |
| --- |
| And The Last Word Goes To? |

By Your First Name

Mail To:

Name

Street Address

City, State and Zip Code