List the articles of note included in this issue. You can expand the box if necessary.

Insert the name of your newsletter. Enlarge to fill text box.

Complete the information... A quarterly issue/bi-annual issue, etc. Add your chapter designation

Lead with your biggest or most interesting story. Add a photo if you can, if not, pull out a quote or interesting fact about the story. Add additional photos if appropriate. Format Title with a different typestyle or a larger font size.

If the story is larger, delete Article 2 and continue the lead story.
Include photos with captions of appropriate events, along with short captions or stories that highlight your chapter events.

Fill in Newsletter Name, Chapter ID

Insert items that will be of interest to Alumni members. Move space between the two items to fit your information.

Complete this area with your Greek letters, Date and Issue information and all contact information, including a list of your officers. (Include contact information for at least one member.) Your Officers can be ‘sentence’ style – not in a column to utilize the space efficiently.

**OPTIONAL FORMATTING**

If you would like to remove the boxes from around the text and photos, right click on the edge of the box, go to format shape, line, choose no line. This will give your newsletter a cleaner look.