

Georgetown Place Cooperative Newsletter

May 2008



May is one of the most beautiful months of the year. The trees and grass are green and wild plants are starting to bloom. Many birds have built their nests and mother birds are sitting on the eggs, which will soon hatch.

Our scheduled day for grass cutting (weather permitting) is Tuesday. Please have all personal items off the grass, it is not the lawn mowers responsibility to move toys, bikes, lawn chairs, etc.

Please make sure that all pet waste is picked up or your grass may not be cut. The lawn crew has been instructed to report these yards to the office.

Courtesy, Please!

Sometimes we forget to be courteous to others and need to be reminded. The street is made for motorized vehicles! If you are walking in the street, please move for any motor vehicle. Our children are also riding their bikes in the street and not moving for cars. Remind your children (and some adults) that walking or riding bikes in the street is **very** dangerous. Children should ride their bikes on the sidewalks only!

Garden Club

If you are interested in joining the gardening club, it will be meeting at the community building; May 10th at 11:00 a.m. Kathy Conrad is the head of this committee.

Updates

Some Members have changed their phone numbers. Below is a form we would like each of you to fill out to update our records: Please cut out and return the information to the office or call the office.

Name

Address
#

Phone
#

Work
#

Before Barbecuing

- Make sure the grill is at least **5-10** feet away from your house, or trees.
- Store and use your grill on a large flat surface that cannot burn (i.e.- concrete or asphalt).
- Keep children **away** from fires and grills. It is a good idea to establish a safety zone around the grill and instruct children to remain outside the zone. A chalk line works great for this purpose.
- Have a fire extinguisher, a garden hose attached to a water supply in case of fire.

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SIDEBAR ARTICLES

This sidebar article was created with a text box. You can use a sidebar article for any information you want to keep separate from other articles or information that highlights an article next to it. These could include a list of contributors, addresses or contact information, a smaller self-contained story, a preview of the next issue, or a calendar of schedule. The example below shows a Calendar of Events.



CALENDAR OF EVENTS

SPECIAL EVENT

PLACE

TIME

Type a description of your event here.

SPECIAL EVENT

PLACE

TIME

Type a description of your event here.

SPECIAL EVENT

PLACE

TIME

Type a description of your event here.

SPECIAL EVENT

PLACE

TIME

Type a description of your event here.

MORE WAYS TO CUSTOMIZE THIS TEMPLATE

FOOTERS

To change the text at the very bottom of each page of your newsletter, click Headers and Footers on the View menu. Use the Header and Footer toolbar to open the footer, and replace the sample text with your own text.

INSERT SYMBOL

It is a good idea to place a small symbol at the end of each article to let the reader know that the article is finished and will not continue onto another page. Position your cursor at the end of the article, click Symbol on the Insert menu, choose the symbol you want, and then click Insert.

BORDERS

You can use page borders and text box borders to change the appearance of your newsletter. Borders on text boxes help keep different articles separate, and can set off sidebar articles from the rest of the page. To change a text box border, select it, double click its edge and choose the Colors and Lines tab in the Format Auto Shape dialog box.

QUESTIONS AND ANSWERS

Q: I would like to change some of the text box shading to improve the print quality. Can that be done?

A: Yes. To change the shading or color of a text box, select it and double click its borders to open the Format Text Box dialog box. Click the colors and lines tab and then choose the new color from the Color drop-down list in the Fill section.

Q: What's the best way to print this newsletter?

A: Print page 2 on the back of page 1. Fold in half and mail with or without an envelope. For best results, use a medium to heavyweight paper. If you're mailing without an envelope, seal with a label.

Q: I would like to use my own clip art. How do I change the art without changing the design?

A: To change a picture, click on the picture, then point to Picture on the Insert menu and click From File. Choose a new picture, and click Insert.

Inserting and Editing Pictures

Type your sub-heading here

You can replace the pictures in this template with your company's art. Select the picture you want to replace, point to Picture in the Insert menu, and click From File. Choose a new picture and then click Insert. Select the Link to File box if you don't want to embed the art in the newsletter. This is a good idea if you need to minimize your file size; embedding a picture adds significantly to the size of the file.

To edit a picture, click on it to activate the Picture toolbar. You can use this toolbar to adjust brightness and contrast,

Choose a new picture, and click the Link to File box if you don't want to save the art with the newsletter.

change line properties and crop the image. For more detailed editing, double-click on the graphic to activate the drawing layer. ■

Q: How do I change the text and borders that appear at the bottom of every page?

A: Click Headers and Footers on the View menu. Use the Header and Footer toolbar to navigate among headers and footers, insert date or time, or format the page numbers. To change the text in the footer, select it and type your new text. To change the border, click Borders and Shading on the Format menu.

Q: Can I save a customized newsletter as a template for future editions?

A: Yes. First make any changes you want to this newsletter, then click Save As on the File menu. Choose Document Template from the Save as type drop down list (the extension should change from .doc to .dot). Save the file under a new name. Next time you want to create a newsletter, choose New from the File menu, then choose your template.

