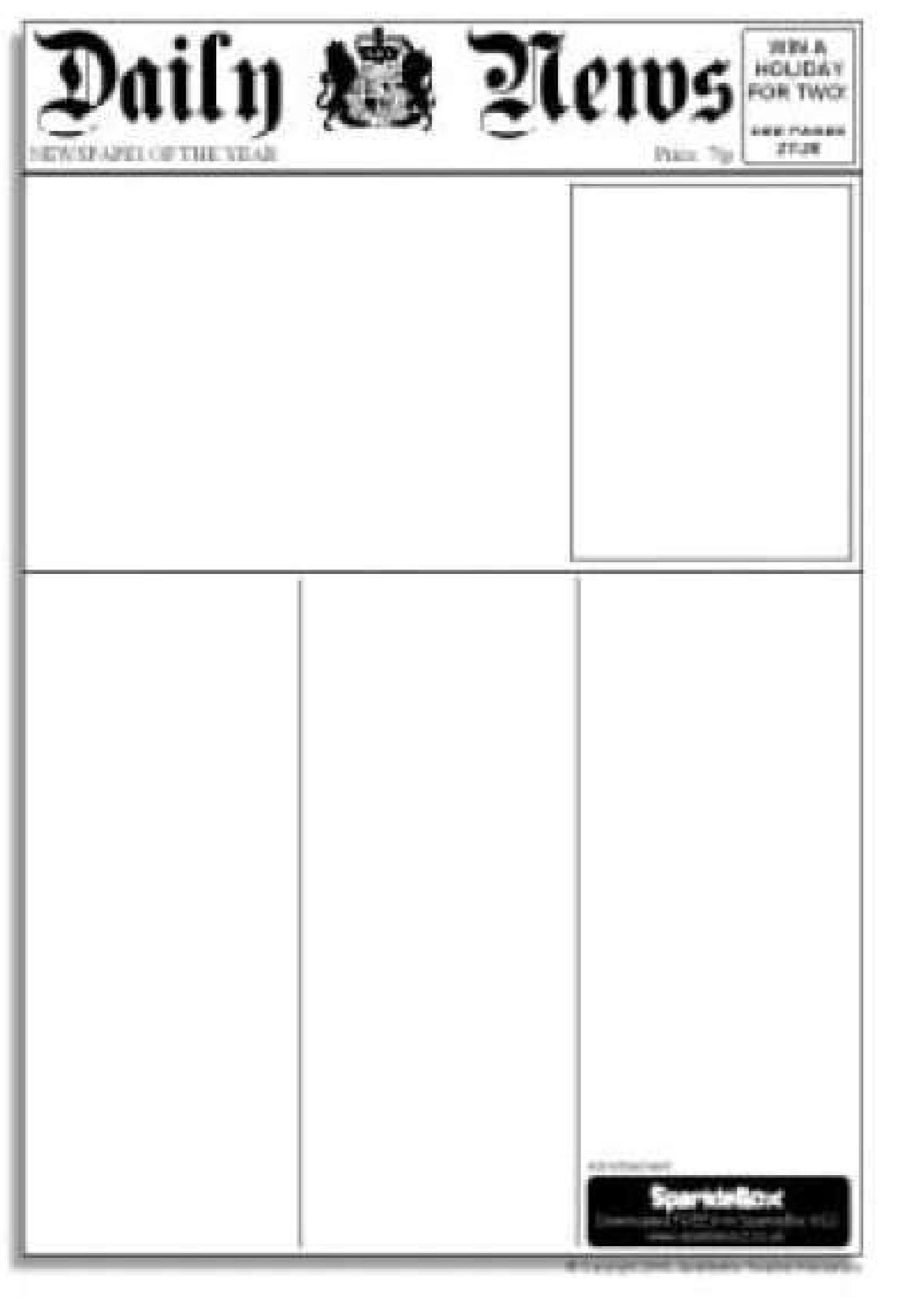




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Continuing Articles Across Pages

Type your sub-heading here

Instructions for Using This Template

Type your sub-heading here

Your By-line
Your Company Name

This document was created using linked text boxes, which allow articles to flow continuously across pages. For example, this article continues on page two, while the next article continues on page three. To link text boxes, click on the text box you want to link to a text box, then click on the following text box down the page. When you do this, the text from the first text box flows forward. When you define lines of words from a text box, the words in the next text box move backward. You can link several text boxes in an article, and you can have multiple articles in a document. The links do not have to occur in a forward direction.

Inserting Linked Text Boxes

To insert linked text boxes in a document, click Text Box on the Insert menu. Click and drag in your document where you want to insert the first text box, and insert additional text boxes where you want the text to flow.

continued on page 2

Using Styles in This Template

To change the style of any paragraph, select the text by keeping your cursor anywhere in the paragraph. Select a style from the drop-down Style list at the top-left of your screen. Press Enter to accept your choice.

The styles available in this template allow you to change the look of your headlines and other text.

continued on page 2

INSIDE THIS ISSUE

- 1 Continuing Articles across Pages
- 1 Instructions for Using this Template
- 4 Inserting and Editing Pictures



See Page 4 to learn how to edit or replace this picture.

The following is a list of some styles and their uses:

Body Text - Use this style for the regular text of an article.

Byline - Use this style for the name of the author of an

continued on page 3

