



# Our Family Newsletter

## *Special events in our family's life:*

Add a highlight from your family's life

Add a highlight from your family's life

Add a highlight from your family's life

## *Individual Highlights:*

Dad's News Page 2

Mom's News Page 3

Kids' News Page 4



**Christmas 2004**

Your Family's Name

*Photo caption here*

## *Happy holidays from our family to yours!*

The purpose of a holiday newsletter is to keep friends and family updated on the events in your family's life and share holiday greetings across the miles. The holidays are a good time to tell about your experiences from the past year, and express warm wishes for the year to come.

When you send a holiday newsletter, you can let each member of the family write their own articles or stories. You can also include family portraits, or photographs from family vacations. Think about what you would tell your family and friends if you could see them.

## *Getting started*

Writing a family newsletter can also be a fun activity to do together as a family. You can make everyone feel included and special as you take stock of the events in your life together.

First, sit down and talk about the most important things that have happened in the past year. What special memories do you share? What have you learned or come to understand? Has anyone in your family achieved any accomplishments (like graduation from high school or winning a special prize) or reached a major milestone, like retiring or moving into a new home? Also, think about who will be reading your family newsletter. What would your friends or distant family members most like to hear about?

Would they enjoy seeing photographs from your vacations, or hearing about your family's education or career? Do they have any special interests that your family shares?

After you list the things you want to write about, organize your list into categories, like Introduction, Dad's News, Mom's News, Kids' News, Special Messages, and Final Thoughts. If your children are old enough, consider asking them to write their own sections.

You might want to include new or updated contact information, like a new address, phone number, e-mail address, or family Web site address. Make a note to yourself so you don't forget to include that information.



## Working with linked text boxes



*Caption describing picture or graphic.*

The text boxes in this newsletter are linked, so text from one column flows into the other column and you can easily include more than one story on a page.

When you are working with linked text boxes, you should turn on the **Text Box** toolbar. To do this, on the **View** menu, point to **Toolbars**, and then click **Text Box**.

When you start writing your story, we recommend that you do most of your writing and editing before you copy the text into the empty linked text boxes. To move among linked text boxes in a story, select a text box that is part of a story. On the **Text Box**

toolbar, click **Next Text Box** or **Previous Text Box**.

To copy or move linked text boxes, select the first text box in the story. Hold down **SHIFT** and select each additional text box you want to copy or move. On the **Edit** menu, click **Copy** or **Cut**. Click where you want to copy or move the text boxes. On the **Edit** menu, click **Paste**.

You can also break a link between any two linked text boxes in a story. To do this, select the text box. On the **Text Box** toolbar, click **Break Forward Link**.

## Adding pictures to your newsletter

Pictures of your family trips, special events, and every day life will bring your newsletter stories to life. Once you have chosen a picture, place it close to the story. Be sure to place the caption of the image near the image.

If you want to use clip art in your newsletter, you can find thousands of clip art images on Office Online that you can download and insert into your newsletter.

To change the pictures in this newsletter to your own, click the image you want to change. On the

**Insert** menu, click **Picture**, and then click **Clip Art** or **From File**. Locate the image you want and double-click it. The new image will be inserted into the existing text box for easy positioning.

**Tip:** Text boxes that contain images or text often do not have borders showing, so it may not be apparent that an item is placed within a text box.

To see the text boxes that contain the pictures in this template, click **Options** on the **Tools** menu, click the **View** tab, and then select the **Text boundaries** check box under **Print and Web Layout options**.

## Updating the page numbers in this template

The page numbers in this template are located at the top of the leftmost column on each page.

To update a page number, select the page number, right click on it, and then click **Update Field**.

To add page numbers to additional pages, copy the text box that contains

the page number on this page, paste the text box on the additional pages, and then update the page number field.



*Caption describing picture or graphic.*

**Our Family**

Address line 1  
Address line 2  
City, ST ZIP Code

**Phone:**

(242) 555-0167

**Fax:**

(242) 555-0168

**E-Mail:**

[someone@example.com](mailto:someone@example.com)

*A favorite family phrase  
or slogan can go here.*

**We're on the Web!**

**Visit us at:**

<http://www.widgets.msn.com/>

## *Season's greetings!*

A great way to add content to this newsletter is to include a calendar of upcoming events or a special memory that your family shares. You can also transcribe the words of a song or a poem onto the back of your newsletter to set the tone for the rest of your message.

With a little creativity and imagination, creating a holiday newsletter can be a great way to say "Season's Greetings!"

**Our kids' favorite  
Christmas joke:**

What do you call a person  
who is afraid of Santa Claus?

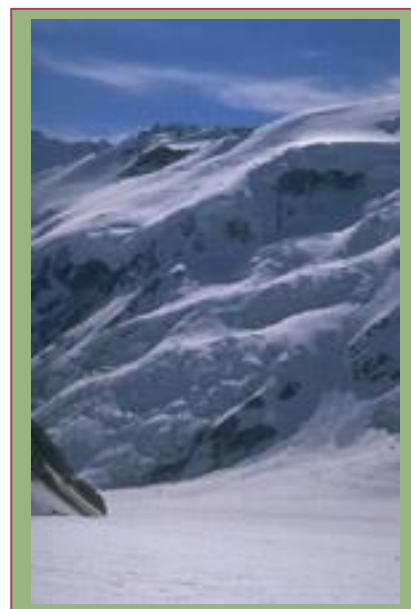
Claustrophobic!

## *A special message from our family*

On the back of your family's newsletter, you may want to add a simple greeting, a poem, or a child's drawing. This is the first part of the newsletter that your loved ones will see when they receive your newsletter in the mail, so make sure that it is festive and eye-catching.

You can add your own artwork to the back of a family newsletter by scanning in a drawing or a photograph.

You can also find a wide variety of holiday clip art and photographs on Microsoft Office Online.



Our Family's Name  
Address line 1  
Address line 2  
City, ST ZIP Code



*Friend's Name  
Street Address  
City, State Zip Code*