



The Renter's Report

THIS TITLE BOX IS IN HEADING STYLE

Month Year

Backup the newsletter first

It is always a good idea to back up the original newsletter. Then, if you have problems, you can just start over or you may want to use some of the objects on the original at a later date.

Read the Instructions

We recommend that you print this newsletter before reading and read the instructions on the front and back of this newsletter. There are many tips that will help you.

This text box, used for the main article in this newsletter, flows into three boxes—the two to the right and a small one on the bottom left-hand corner on the back page.

The style for this box is "Body Text." It is set for Arial 10, 1.14 spacing between sentences, and 9 pt after paragraphs. If you do not want this font and size, highlight the text and change the font and size on the "formatting toolbar." If you do not want 9 pt after a sentence, go to Format/Paragraph and change "after paragraphs" and put in whatever point size you want.

The text will NOT automatically hyphenate in this text box. To change that, go to Tools/Language/Hyphenation and click "automatically hyphenate."

The Objects Above

There are three objects above—the masthead, a housing clipart, and 3 lines. Click on them to delete or modify them.

The Month is a Shape

The month box above on the top right is made from a shape. Once you create a shape, you can type into it just like a text box. Then you can center, fill in color, change the text, and more. For more information, go to Help and type in "shapes." Shapes are very useful for creating special objects for attention.

The Housing Report

The masthead, "the housing report" above is made from WordArt with a shadow. You just click on it to change or delete. You can change the colors, style of text, and more by turning on the WordArt Toolbar.

Color Scheme

If your company has different colors, go to Format/Color Scheme and pick a different scheme. You can also do a custom color scheme.

Company Information

The company information to the right can be easily modified. Just click on the logo area to remove or change. The areas with the logo and slogan are once again "shapes." you can just type in them to change or simply delete.

Remember the Undo Button

When in doubt, hit the Undo button. Make sure your changes are what you want before "saving."

Text Boxes Flow from Page to Page. When you keep typing here, the text box will flow to the next page. It will then say "continued on" and then "continued from."

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**Your
Logo/Name
Here**

Address

City, State Zipcode

Bus: (000) 000-0000

Fax: (000) 000-0000

**name@youremail.com
yourwebsite.com**

***Put Your Company
Slogan, Office Hours, or
Announcement Here***

Company Information	
Your Company Name	
Address	
City, State Zipcode	
Bus (000) 000-0000	
Fax (000) 000-0000	
Emergency (000) 000-0000	
name@youremail.com	
yourwebsite.com	
Staff Serving You...	
Name, Broker/Owner	
Telephone + Extension	
name@yourmail.com	
Name, Property Manager	Name, Property Manager
Telephone + Extension	Telephone + Extension
name@yourmail.com	name@yourmail.com
Name, Assistant	Name, Assistant
Telephone + Extension	Telephone + Extension
name@yourmail.com	name@yourmail.com
Name, Bookkeeper	Name, Receptionist
Telephone + Extension	Telephone + Extension
name@yourmail.com	name@yourmail.com
Office Hours	
Monday - Friday	9 am - 5 pm
Saturday	By Appointment Only
Sunday/Holidays	Closed

Announcements & Services

This is a text box where you can make announcements, put in a small article, etc. The “Announcements & Services” above is another shape. You can change it or delete it. This text box is set on “Body Text 2” style.

Body Text 2 is set for Times New Roman 11, 1.12 spacing between sentences, and 9 points between paragraphs.

This space is great for soliciting business, making company announcements, or request from owners. The more you communicate with your clients, the better the service and an improved working relationship. The ideas are endless for this space, so put it to good use.

When In Doubt, Call “Help”

If you can't figure something out, use the Help function - it really does work. To reach it quickly, hit the F1 key and it will automatically pop up for you.

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Company Information Above is in a “Table.” To change, you must work with the Table function and it works much like it does in Microsoft Word®. The Company Table box is set up simply to modify or you can remove and add what you want.

Leave Some White Space. It is difficult to read a busy newsletter. Leave some spacing around articles, plan them wisely.

Do Not Use Too Many Fonts. A few fonts go a long way and will keep your newsletter looking streamlined.

This is Heading 2

This text box is set for Body Text (Arial 10). This is a great space for a small article that bullets items.

- This is List Bullet 2—bullets can easily be changed. If you need information go to Help/Bullets and choose the information you need.

Adding Clip Art

Have an idea you want to emphasize. It is easy to add a picture or a clip art. Go to Insert/ Picture, then choose either clip art or Picture that you want to insert. This is also how you add your logo or symbols, such as Fair Housing, organizations, associations, and more.



Learn the Toolbars

Take the time to learn the toolbars with Microsoft Publisher®. They will make preparing the Newsletter an easier task.

Shading the Text Box

For emphasis, you can shade the text box, just right-click on the box and choose format text box. You can change the color, lines, and many other things.