



The Rental Report

QUARTER 2008

The (Your Company Name) Resident Newsletter

ARTICLE TITLE HERE

Your Company Name

Address
City State Zip Code

(000) 000-0000

Fax: (000) 000-0000
name@youremail.com

yourwebsite.com

To Contact Us:

Name
Broker

Name
Property Manager

Name
Office Manager

Name
Administrative Assistant

Office Hours

Mon-Fri: 9 am-5 pm
Saturday - by appointment
Sunday - Closed

Report Your Maintenance

It is important that you report your maintenance promptly to avoid delays in service and additional damage to your residence.

Requests other than an emergency must be in writing on the provided form. They can be found in the tenant binder or on line -

www.yourwebsite.com

Requests can be faxed, emailed, mailed, or dropped off in person. We will gladly send more forms to you if needed - just call us.



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 Rental Report

The masthead, "the rental 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 is in a table. Tables are similar to those in Microsoft Word® - you will find a Table toolbar at the top of Microsoft Publisher®. Tables work in "cells" so do not hit "enter." Instead tab from cell to cell to insert information.

Remember the Undo Button

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

(Continued on page 2)

**Your
Company
Logo Here**

Your Company Name
Address
City State Zip
(000) 000-0000
Fax: (000) 000-0000
yourwebsite.com

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.

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

Your Company Name
P.O. Box 1089
Salinas, CA 93902

yourwebsite.com

(Continued from page 1)

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.”

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.

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.

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