Delete this box before printing.

COVER

TYPE HERE

Before you begin your design, **print this page** to save it for a test template. When you have completed your design, print it on plain, white paper and place it on top of this page to **see how your design fits within these boxes**. Fold the printed paper, as you would a finished bulletin, to make sure everything is placed where you want it and margins are good.

If you will do this before printing on your purchased Bulletins, you will see where adjustments need to be made without wasting purchased product.

TYPE HERE

**TIP:**

Before printing, you will want to delete the borders of these boxes. Select the box, then click on Format, AutoShape, Colors and Lines. Click on Line Color and change it to No Line.

.

TYPE HERE

*Be creative! Use boxes within*

*these boxes to add clip art, logos,*

*maps, highlight text, etc.*

To add a box, click on Insert and Text Box. Your cursor will look like a +. Simply click and drag the size box you desire in the appropriate space.

**Even if you are not printing on a color printer, do not hesitate to add clip art to your bulletin. Clip art printed in black and white looks great too!**