

WCCSS Newsletter

Volume 1, Issue 13

September 2010

September Birthdays

2nd Carol Harpstrite

2nd John Schaefer

3rd Dorothy Cryder

4th Edwin Kuhl

5th Donald Laux

7th Henry Kasson

10th Mickey Williamson

11th Terry Mason

17th Terry Klein

17th Wilma Kuhn

18th Bernice Wolfe

19th Vern Rakers

20th Joyce Fritz

21st Jerome Gruenfelder

23rd Lida Berberich

24th Jim Broniec

25th Marilyn Wehrle

26th Arvid Nelson

27th Calvin Schwend

28th Delain Martin

29th Clara Emig

29th Herbert Schulte

30th Paulette Wellen

September Activities

1st New Baden Meals Addus Health Checks from 11-12

2nd Bingo with Judy 11:00

7th Exercise with Jackie 11:15

7th VNA Blood Pressure

9th Treasure Bingo Sandy K 11:00

9th Heartland Blood Pressure

10th Bingo with Sandy G 11:00

14th Exercise with Jackie 11:15

15th New Baden Meals w/ Bingo 11:00

16th Bunco at 9:30

16th Villas Birthday Cake

16th Mederi Blood Pressure

20th Meeting @ Trenton Village 7:30

New Wesclin School

21st Exercise with Jackie 11:15

21st Podiatrist at the Village

22nd Addus Health Check 11-12

23rd Gordon Hoerchler Rules of Retirement at 11:30

24th Bingo with Sandy G 11:00

28th VNA Blood Pressure

28th Exercise with Jackie 11:15

30th Relax with Max

A Letter from Denise: I want to thank everyone for attending our health fair and making it a success. I will be gone August 30- Sept. 4 for the annual Meals on Wheels Conference. I will bring back some great information and ideas to make this the best Senior Center that we can. Do not forget that we will be closed on September 6th due to the Labor Day holiday. I am encouraging everyone to come to our first bunco that will be held on Sept. 16th at 9:30 a.m. Please let any of your friends know about this if they enjoy playing bunco. We are trying out some new things here and if anyone has any suggestions for us please let us know. This is your Senior Center and we would like you to encourage others to come and take advantage of this service. Have a great September.

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SIDEBAR ARTICLES

This sidebar article was created with a text box. You can use a sidebar article for any information you want to keep separate from other articles or information that highlights an article next to it. These could include a list of contributors, addresses or contact information, a smaller self-contained story, a preview of the next issue, or a calendar of schedule. The example below shows a Calendar of Events.

CALENDAR OF EVENTS

SPECIAL EVENT

PLACE

TIME

Type a description of your event here.

SPECIAL EVENT

PLACE

TIME

Type a description of your event here.

SPECIAL EVENT

PLACE

TIME

Type a description of your event here.

SPECIAL EVENT

PLACE

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Type a description of your event here.

MORE WAYS TO CUSTOMIZE THIS TEMPLATE

FOOTERS

To change the text at the very bottom of each page of your newsletter, click Headers and Footers on the View menu.

Use the Header and Footer toolbar to open the footer, and replace the sample text with your own text.

INSERT SYMBOL

It is a good idea to place a small symbol at the end of each article to let the reader know that the article is finished and will not continue onto another page. Position your cursor at the end of the article, click Symbol on the Insert menu, choose the symbol you want, and then click Insert.

BORDERS

You can use page borders and text box borders to change the appearance of your newsletter. Borders on text boxes help keep different articles separate, and can set off sidebar articles from the rest of the page. To change a text box border, select it, double click its edge and choose the Colors and Lines tab in the Format Auto Shape dialog box.

QUESTIONS AND ANSWERS

Q: I would like to change some of the text box shading to improve the print quality. Can that be done?

A: Yes. To change the shading or color of a text box, select it and double click its borders to open the Format Text Box dialog box. Click the colors and lines tab and then choose the new color from the Color drop-down list in the Fill section.

Q: What's the best way to print this newsletter?

A: Print page 2 on the back of page 1. Fold in half and mail with or without an envelope. For best results, use a medium to heavyweight paper. If you're mailing without an envelope, seal with a label.

Q: I would like to use my own clip art. How do I change the art without changing the design?

A: To change a picture, click on the picture, then point to Picture on the Insert menu and click From File. Choose a new picture, and click Insert.

Inserting and Editing Pictures

Type your sub-heading here

You can replace the pictures in this template with your company's art. Select the picture you want to replace, point to Picture in the Insert menu, and click From File. Choose a new picture and then click Insert. Select the Link to File box if you don't want to embed the art in the newsletter. This is a good idea if you need to minimize your file size; embedding a picture adds significantly to the size of the file.

To edit a picture, click on it to activate the Picture toolbar. You can use this toolbar to adjust brightness and contrast,

Choose a new picture, and click the Link to File box if you don't want to save the art with the newsletter.

change line properties and crop the image. For more detailed editing, double-click on the graphic to activate the drawing layer. ■

Q: How do I change the text and borders that appear at the bottom of every page?

A: Click Headers and Footers on the View menu. Use the Header and Footer toolbar to navigate among headers and footers, insert date or time, or format the page numbers. To change the text in the footer, select it and type your new text. To change the border, click Borders and Shading on the Format menu.

Q: Can I save a customized newsletter as a template for future editions?

A: Yes. First make any changes you want to this newsletter, then click Save As on the File menu. Choose Document Template from the Save as type drop down list (the extension should change from .doc to .dot). Save the file under a new name. Next time you want to create a newsletter, choose New from the File menu, then choose your template.

