

## Larissa Perkins

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**From:** Larissa Perkins  
**Sent:** Tuesday, September 04, 2012 8:03 AM  
**To:** LOWER SCHOOL; MIDDLE SCHOOL  
**Subject:** Newsletter Template training

Don't Forget...

**Today** I will be going over how to create a template for your newsletters. This will include inserting images from a device (camera or phone), positioning those images so text goes where you want it, and using effects so that the images are black & white friendly. For those of you going green, I will also show you how to convert the Word document to a PDF so that all families can open it at home. I will also answer any other Word questions you may have.

If you plan on attending, please email back. Session starts at 3:45 in the computer lab.

Larissa Perkins

*Technology Teacher*

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