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Happy holidays from our family to yours!

The purpose of a holiday newsletter is to keep friends and family updated on the events in your family's life and share holiday greetings across the miles. The holidays are a good time to tell about your experiences from the past year, and express warm wishes for the year to come.

When you send a holiday newsletter, you can let each member of the family

write their own articles or stories. You can also include family portraits, or photographs from family vacations. Think about what you would tell your family and friends if you could see them.

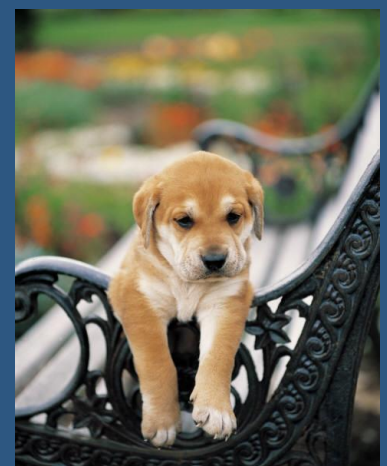
How to get started

Writing a family newsletter can also be a fun activity to do together as a family. You can make everyone feel included and special as you take stock of the events in your life together.

First, sit down and talk about the most important things that have happened in the past year. Think about who will be reading your family newsletter. What would your friends or distant family members most like to hear about?

After you list the things you want to write about, organize your list into categories, like Introduction, Dad's News, Mom's News, Kids' News, Special Messages, and Final Thoughts. If your children are old enough, consider asking them to write their own sections.

"To catch the reader's attention, place an interesting sentence or quote from the story here."



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Working with linked text boxes

The text boxes in this newsletter are linked, so text from one column flows into the other column and you can easily include more than one story on a page.

When you are working with linked text boxes, you should turn on the **Text Box** toolbar. To do this, on the **View** menu, point to **Toolbars**, and then click **Text Box**.

When you start writing your story, we recommend that you do most of your writing and editing before you copy the text into the empty linked text boxes. To move among linked text boxes in a story, select a text box that is part of a story. On the **Text Box** toolbar, click **Next Text Box** or **Previous Text Box**.

To copy or move linked text boxes, select the first text box in the story. Hold down **SHIFT** and select each additional text box you want to copy or move. On the **Edit** menu, click **Copy** or **Cut**. Click where you want to copy or move the text boxes. On the **Edit** menu, click **Paste**.

You can also break a link between any two linked text boxes in a story. To do this, select the text box. On the **Text Box** toolbar, click **Break Forward Link**.

Adding pictures to your newsletter

Pictures of your family trips, special events, and every day life will bring your newsletter stories to life. Once you have chosen a picture, place it close to the story. Be sure to place the caption of the image near the image.

If you want to use clip art in your newsletter, you can find thousands of clip art images on Microsoft Office Online that you can download and insert into your newsletter.

To change the pictures in this newsletter to your own, click the image you want to change. On the **Insert** menu, click **Picture**, and then click **Clip Art** or **From File**. Locate the image you want and double-click it. The new image will be inserted into the existing text box for easy positioning.

Tip: Text boxes that contain images or text often do not have borders showing, so it may not be apparent that an item is placed within a text box.

To see the text boxes that contain the pictures in this template, click **Options** on the **Tools** menu, click the **View** tab, and then select the **Text boundaries**



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Building Community
One person at a time

A special message from our company

On the back of your family's newsletter, you may want to add a simple greeting, poem, or an example of your children's artwork. This is the first part of the newsletter that your loved ones will see, so make sure that it is festive and eye-catching.

You can add your own artwork to the back of a family newsletter by scanning in a drawing or a photograph.

**Our kids' favorite
Christmas joke:**

**What do you call a person who is
afraid of Santa Claus?**

Claustrophobic!