Street/building Name

Your research

Please include as much information as you like.

Put your text in paragraphs here

Use as many pages as you need

Please re-type the name of your street or building on every page you use

If you can tell us where you found your information that would be useful, and please include photos if you can. You can scan them in or just paperclip them to your research, whatever you prefer.

Send your results to us in an email to [info@witney-tc.gov.uk](mailto:info@witney-tc.gov.uk) or bring it in person to The Town Hall, Market Square, Witney, Oxon, OX28 6AB

Your research

Type your sub-heading here

Your By-line

Your Company Name

To keep these instructions, choose Print from the File menu. Press Enter to print the template. Replace the sample text with your own text to create your newsletter.

Using Styles in This Template

To change the Style of any paragraph, select the text by positioning your cursor anywhere in the paragraph. Select a Style from the drop-down Style list at the top-left of your screen. Press Enter to accept your choice.

The styles available in this template allow you to change the look of your headlines and other text.

See Page 4 to learn how to edit or replace this picture.

The following is a list of some styles and their uses:

Body Text - Use this style for the regular text of an article.

**Byline** - Use this style for the name of the author of an article.

*Byline Company* - Use this style to type the author’s company.

Sidebar Head - Use this style to type a second-level heading in a sidebar article.

Sidebar Subhead - Use this style to type a third-level heading in a sidebar article.

Sidebar Text - Use this style to type the text in a sidebar article.

Sidebar Title - Use this style to type first-level headings in a sidebar article.

Footer - Use this style to type the repeating text at the very bottom of each page.

Heading1 - Use this style to create headlines for each article.

You can list them like this

Jump To and Jump From - Use these styles to indicate that an article continues on another page.

Mailing Address - Use this style in a mailing label to type the destination address.

Postage - Use this style in a mailing label to type postage information.

Return Address - Use this style in a mailing label to type your address.

Picture Caption - Use this style to type a description of a picture or illustration.

Subtitle - Use this style to type sub-headings in an article.

continued on page 2

continued from page 1

continued on page 3

continued from page 2