



Title

Subtitle

Issue Date



How to Use This Template

by



Page Setup

Page Layout

Adding your own content

Replacing pictures

Tools Format

Change Picture

Adjust

Picture

Article Title

Page Setup

Page Layout Breaks

Column

Placeholders that remain when you add text



Article Title

Home

Paragraph

Using Styles

by

-
-
-
-
-
-
-
-
-
-

Heading 1

Sidebar Heading

Heading 2

Heading 3

List Bullet 2

List Continue

Sidebar Text

Heading 4

Heading 5

Contact Info



Home

Styles

Update [style] to Match

Selection

Home

Styles

Modify

Home

Styles



Working with Columns

by

Setup

Page Layout
Columns

Page

Select a section break

Page

Next

Continuous

Layout
Breaks

Page Setup

Page



Sidebar Setup



Formatting Tips

by



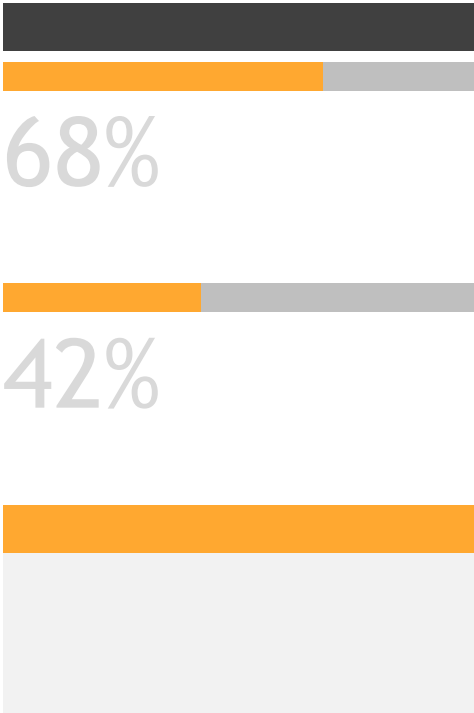
Add Sidebar Content

- ➡
- ➡
- ➡
- ➡

Creating the sidebar thermometer charts

| Columns | Table |
|------------|------------|
| Properties | Percentage |
| Measure In | |

Setting up multipage articles



Insert Illustrations



| Insert Table | Tables |
|-------------------------|--------|
| Tools Layout Properties | Table |

Wrap text around images

Tools Format

Position

More Layout Options

↻

Text Wrapping

Layout

Picture

Arrange

Drawing Tools Format

Arrange

Picture Tools Format

Bottom

Square Tight

Top and

Adding article titles, bylines, and dividers

Remove Image Backgrounds

by



Insert

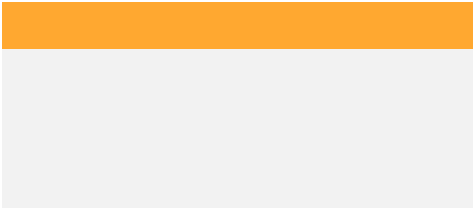
Picture

Picture Tools Format

Adjust

Remove

Background



Background Removal

Mark

Areas to Keep

Mark Areas to Remove

Keep Changes

Title Lorem Ipsum Dolor

by



Lorem Ipsum



Dolor Sit Amet



Lorem Ipsum

Title Lorem Ipsum



Title
Subtitle

[Addressee]