



**The following is a brief guide to making the most of the MS Society Local Newsletter template. If you run into any difficulties or require further assistance please email [brand@mssociety.org.uk](mailto:brand@mssociety.org.uk)**

Please make sure to download and install the font. It is available here for free <https://fonts.google.com/specimen/Lexend+Deca>

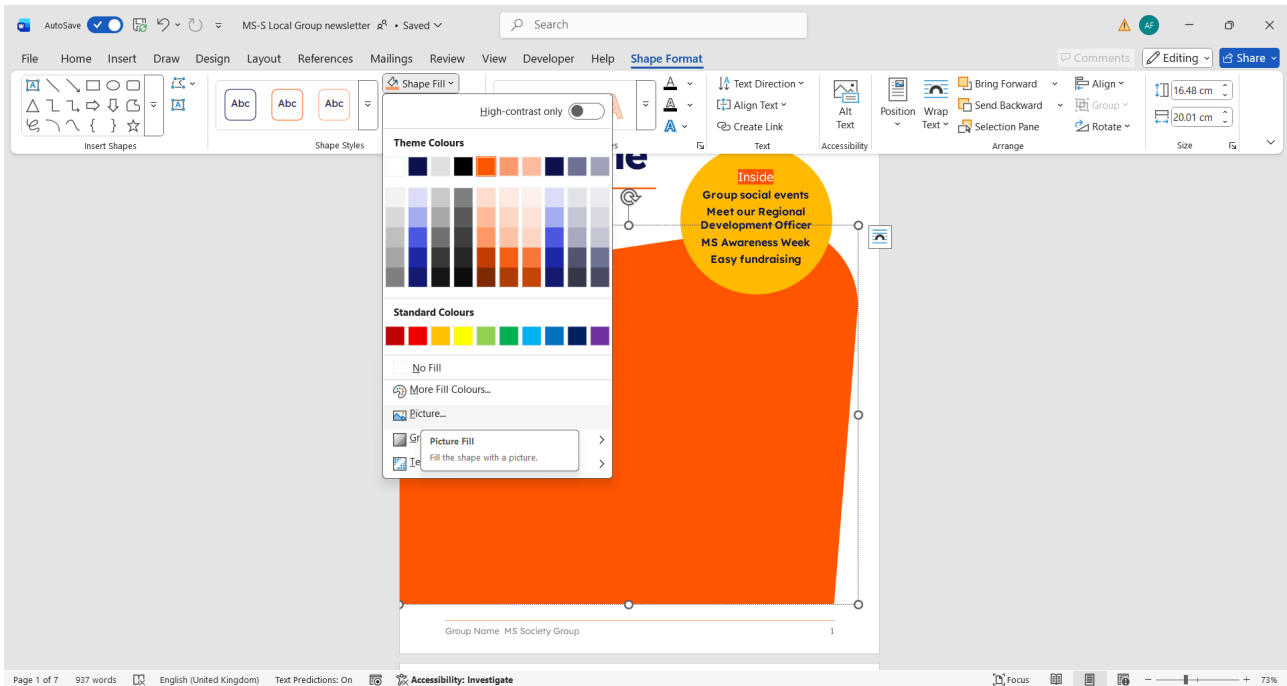
The first thing to do is to update the footer text to include your group name. Double click in the footer area at the bottom of the page and update the text accordingly. Once done close the footer using the option in the ribbon menu.

The accompanying template has some pages and styles set up to use as a starting point and inspiration to help you create an engaging newsletter, at the end of this document we list all of the used styles for you as a handy guide.

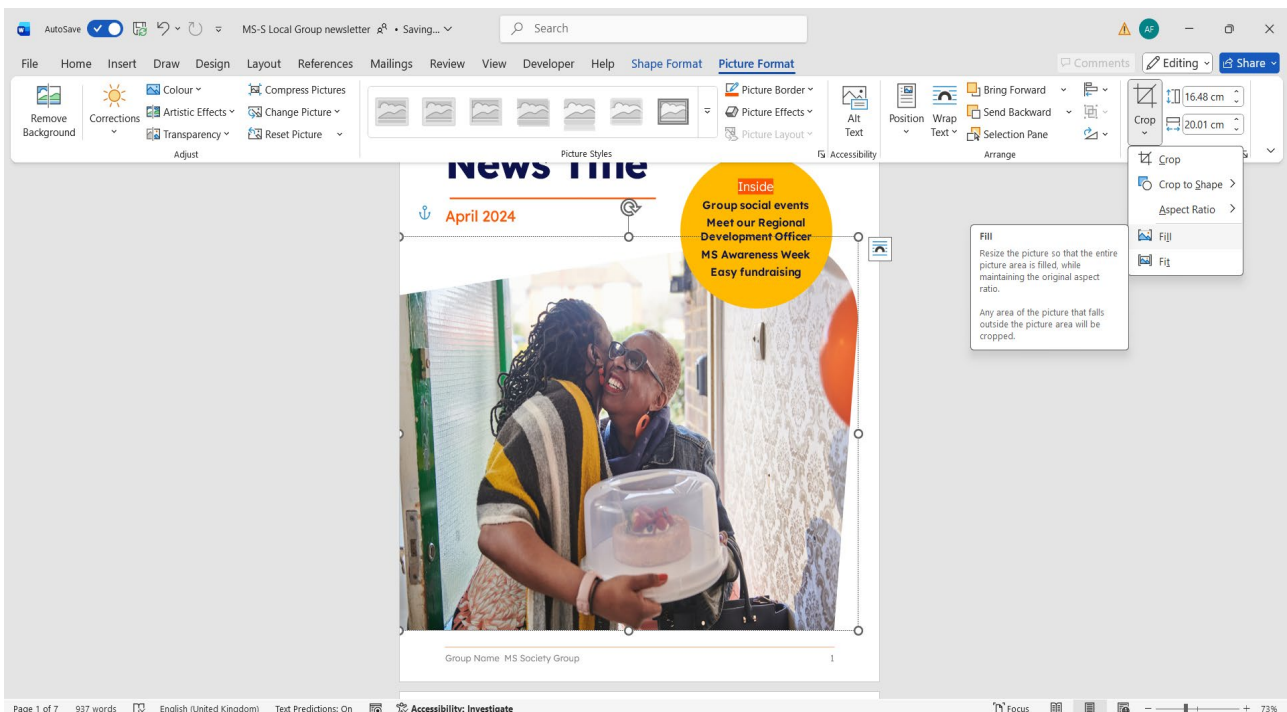
Next, we will cover a few things that you might not have come across in Microsoft Word before, shape image fills and cropping, and double columns.

## Adding an image to the cover

Select the cover shape and choose **'Shape Format'** from the ribbon menu, once there select **'Shape Fill > Picture'** and choose the image you want to use.



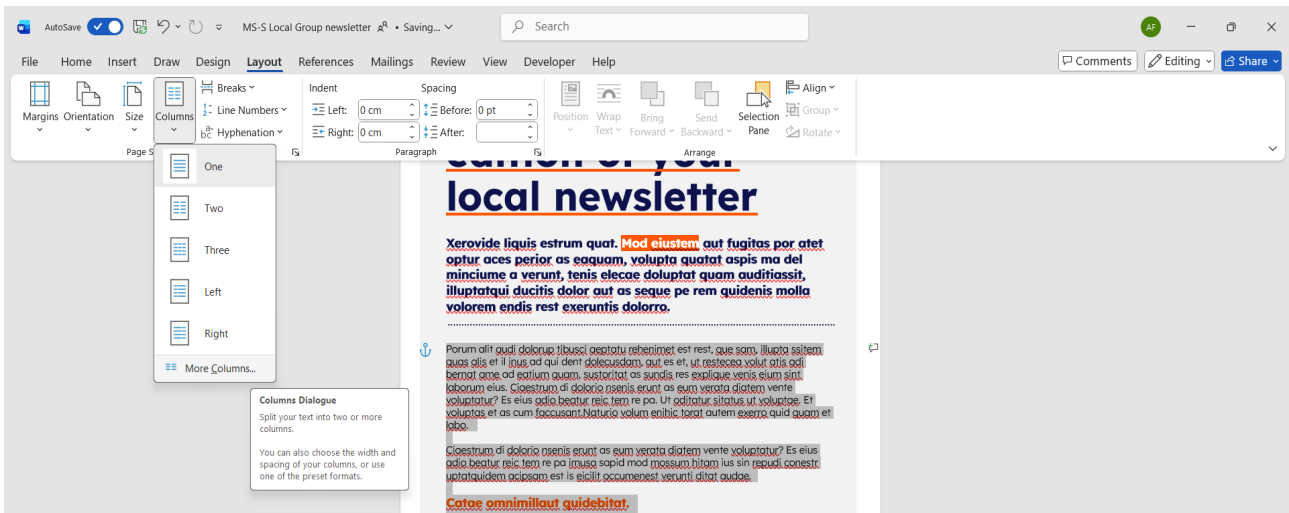
Once the picture has been added go to the **'Picture Format'** menu and then **'Crop > Fill'** this will ensure the image displays at the correct ratio.



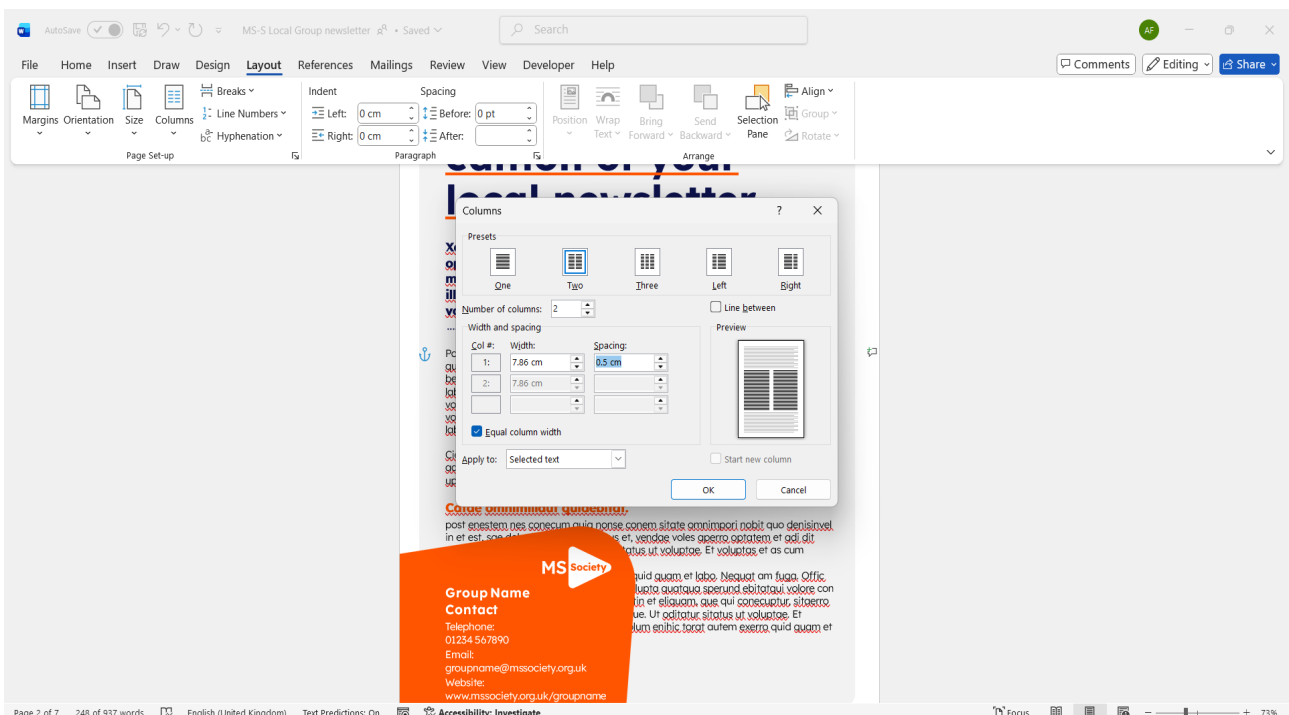
The process is the same for any box shape in the template. Alternatively, you can always use an image in a rectangular box if you'd prefer.

## Creating 2 columns of text

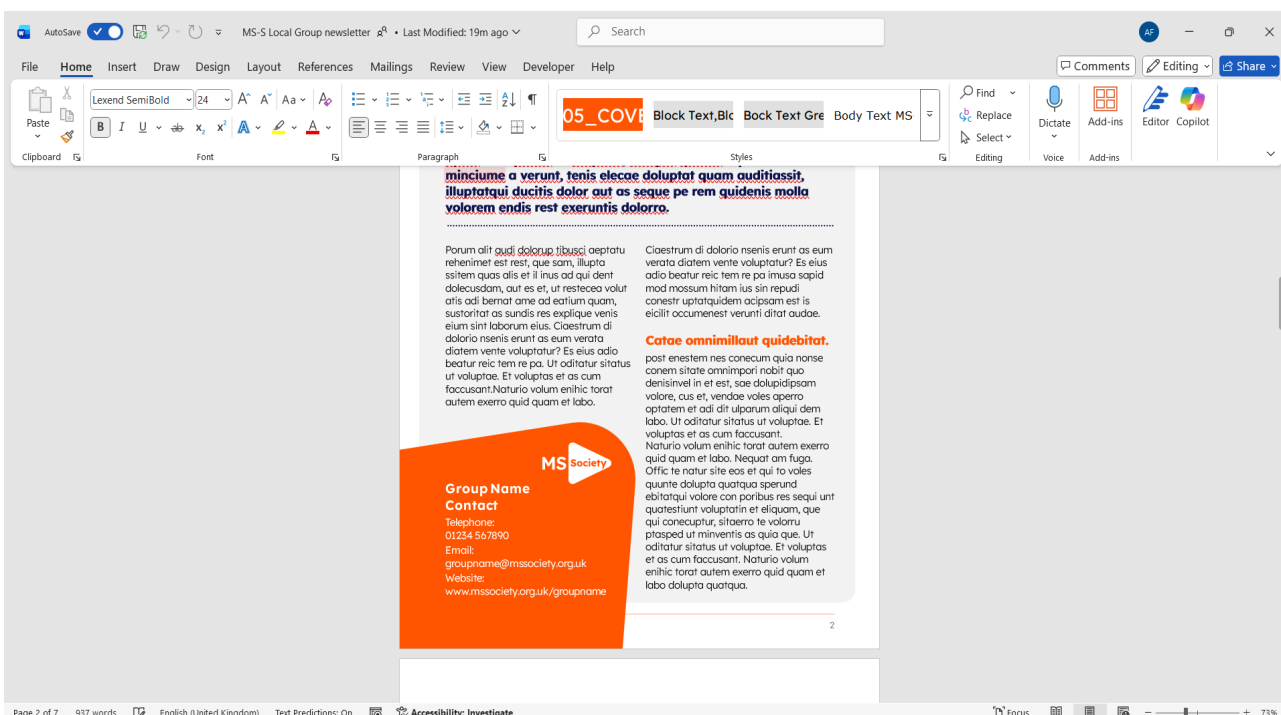
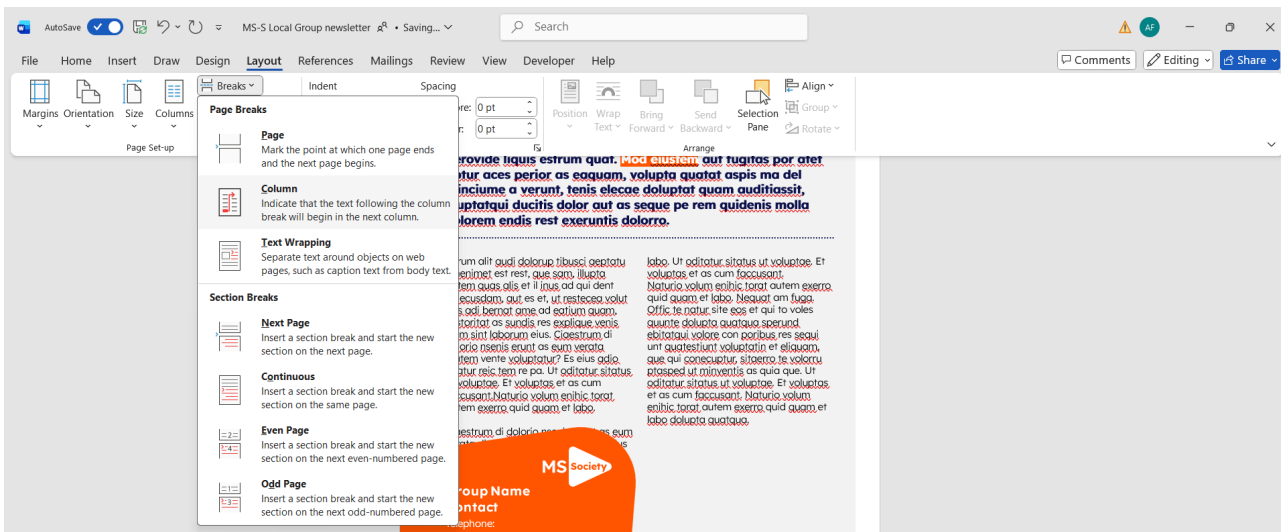
Select all of the text you would like to go over 2 columns, this could be the whole story or just the body copy. Navigate to the **'Layout'** menu and select **'Columns > More Columns'**.



We suggest 2 columns as a maximum to keep the articles as readable as possible. Make sure to change the **'Spacing'** to 0.5cm, then click ok.

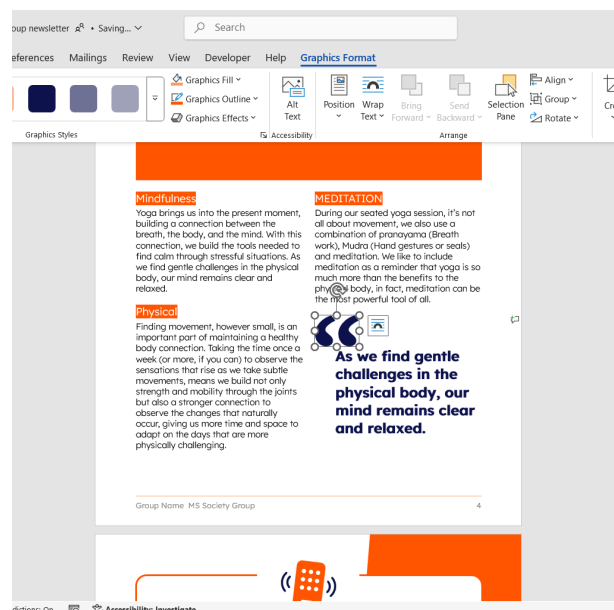
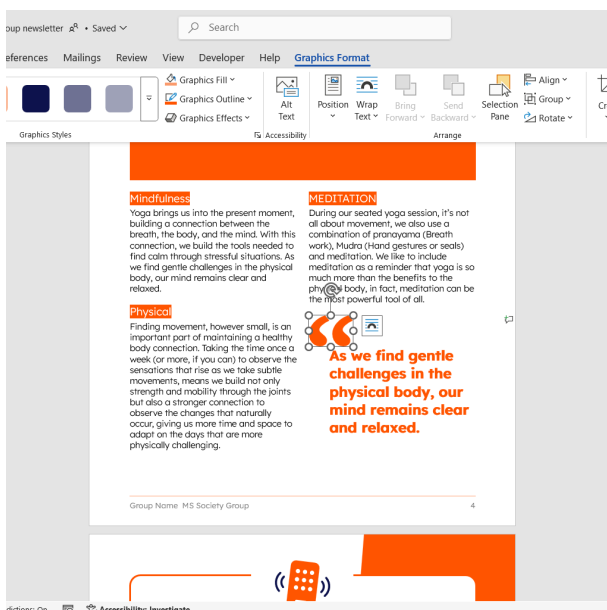
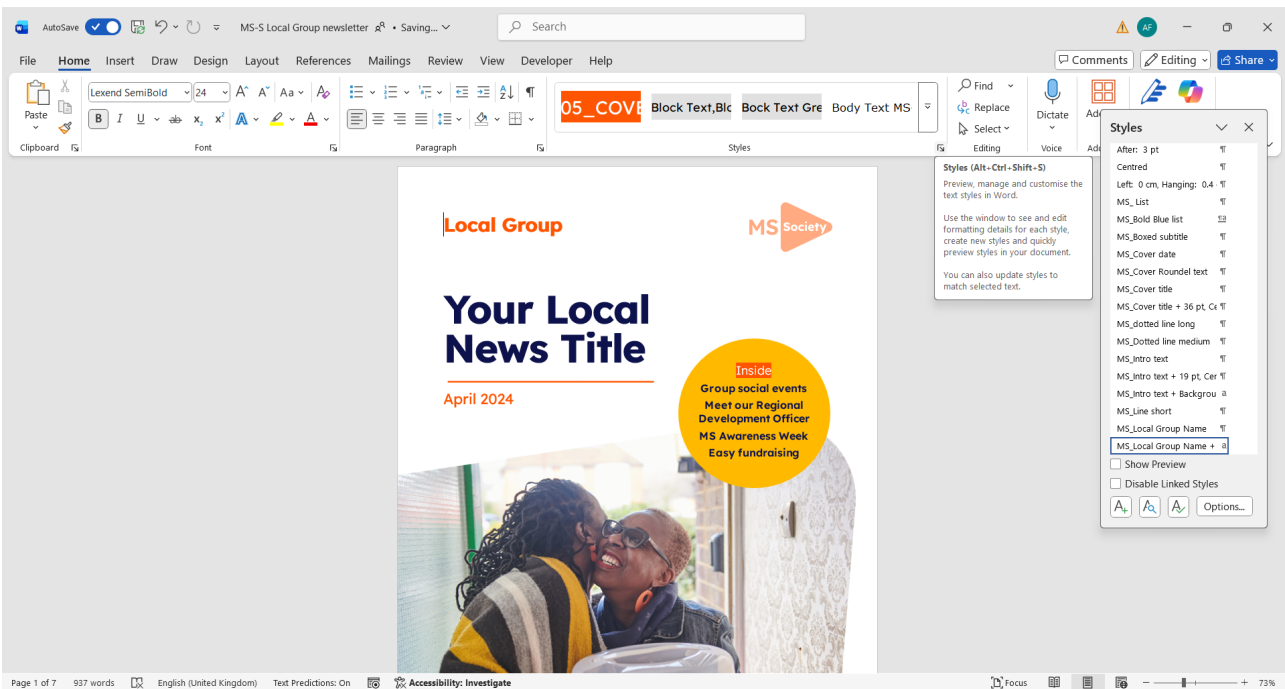


It's very likely that you will need to adjust the column split to account for graphics or just for balance. To do this put the cursor at the start of the text you would like to move and navigate to **'Layout > Breaks > Column'** this will move the text to the next column. This is also the place to come to if you want to add a new page without just hitting return until one appears.



## Text styles

Another helpful tip is to use the set styles as much as possible. Anything specifically set up for the template has the prefix **MS\_**. You access these through the styles section in the home tab. You can of course change elements of these, colour, size etc as you need, but these serve as a base to get you started. You may want to change a title size, the colour of a quote or heading or the alignment. The only thing we ask you not to change is the 'Normal' article font size which has been set to 12pt for the best legibility.



The following is a full list of the styles used in the template. You will see where and how they have been used when you open the template. You can just copy and paste to use elsewhere and adjust as needed. These appear in the order in the template.

**Please note:** to use the **lines** correctly you must use a ‘tab’.

## MS\_Local Group Name

# MS\_Cover title

MS Line short.

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## MS\_Cover date

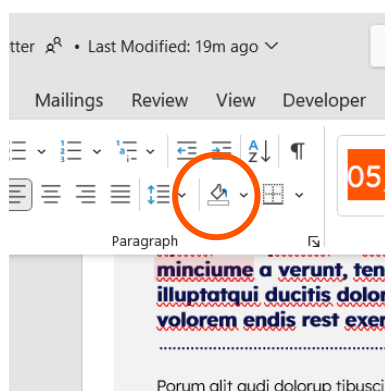
MS\_Boxed subtitle

MS\_Cover roundel text

# MS\_Underlined title

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MS\_Intro text the **shaded** text is created utilising the ‘Shading’ feature



MS\_Dotted line long



## MS\_Subtitle large

MS\_Blue bold list

MS\_Long line



The quote marks are an image, you can copy paste to use them and change size and colour.



## MS\_Quote

MS\_Dotted line medium



MS\_List

**MS\_Bold Orange**

We added a few more styles for you that weren't used in the examples in the template.

### Subtitle small

- Bullet list
- Bullet list

You can use these boxes anywhere in your newsletter, simply copy and paste them to where you want them to appear.

## Single column

### Intro text

Text

**Subtitle small**

- Bullet list
- Bullet list

## Double column

### Intro text

Text

**Subtitle small**

- Bullet list
- Bullet list