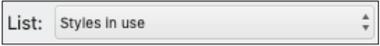# How to use LEAN **NEWS** newsletter templates.

Welcome to your *Lean News newsletter templates!* Below are some helpful tips when building your newsletter. You've been provided with 3 cover options and 3 interior page options. Template content is organized using tables.

- Choose a cover layout and interior page(s) for your newsletter. We recommend using a template for each edition of the newsletter, rather than using previously saved editions.

- After opening your template, open the Styles Pane and choose Styles in Use from the drop-down menu below, to display styles being used in the template.

- Masthead image should not be changed.

Replacing template placeholder text

- Select each section of text to be replaced, re-type your content OR copy and paste from another document. Be sure to re-format content using the **Styles Pane,** to be consistent with template.

Replacing template placeholder photos

- Right click on image to be replaced. From the drop-down menu choose Change Picture > From a File . Navigate to the photo you want to add.

- Avoid manually sizing photos as they may be distorted.

  To edit placement of photo within the window, open the Format Pane under the *Picture Format* tab at the top. Choose the picture icon the far right of *Format Picture* window. Click on **Crop** . Only use *Offset X* or *Offset Y* to change the placement of your photo in the frame.

Don't forget to save your work! If your newsletter is longer than 2 pages, be sure your subsequent pages are numbered correctly.

BRINKS Lean