

**STUDY**

**NAME**

**NEWSLETTER**

* The study newsletter template is meant to be an easy template that can be customized per audience (patient or site) and study.
* The content included in this template (images, graphics, and text) is considered placeholder content and is included to illustrate the structure of the newsletter and provide ideas on how to add the content.
* The template is designed in a user-friendly manner so when it is finalized, the newsletter can either be converted into a PDF and sent digitally or can be printed with any printer available for distribution.



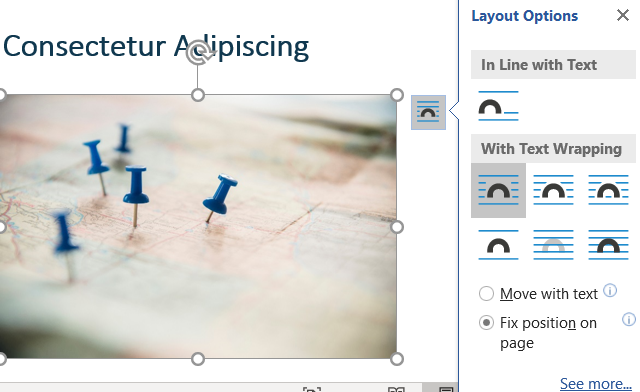
* To customize the headers and footers, simply double click within the shaded top header area. A header and footer menu will appear at the top, and the user will be able to customize the content.



* Each section is built to provide different ideas for the layout. Some sections have two columns, and others have 1 column. To adjust the number of columns, highlight section that requires adjustments > Go to Layout Menu at the top > Columns drop down > Adjust accordingly.
* Text boxes can be added in specific areas as floating boxes of content. Go to Insert Menu at the top > Text Box drop down > Click on Simply Text Box.



* Photos / Graphs / Charts can be inserted into the template and can be added wherever necessary. Go to Insert at the top menu > Pictures or Add Table or Chart
* Adjust the position of image in relation to the text by hovering over the image and choosing the choice that best fits for the layout:





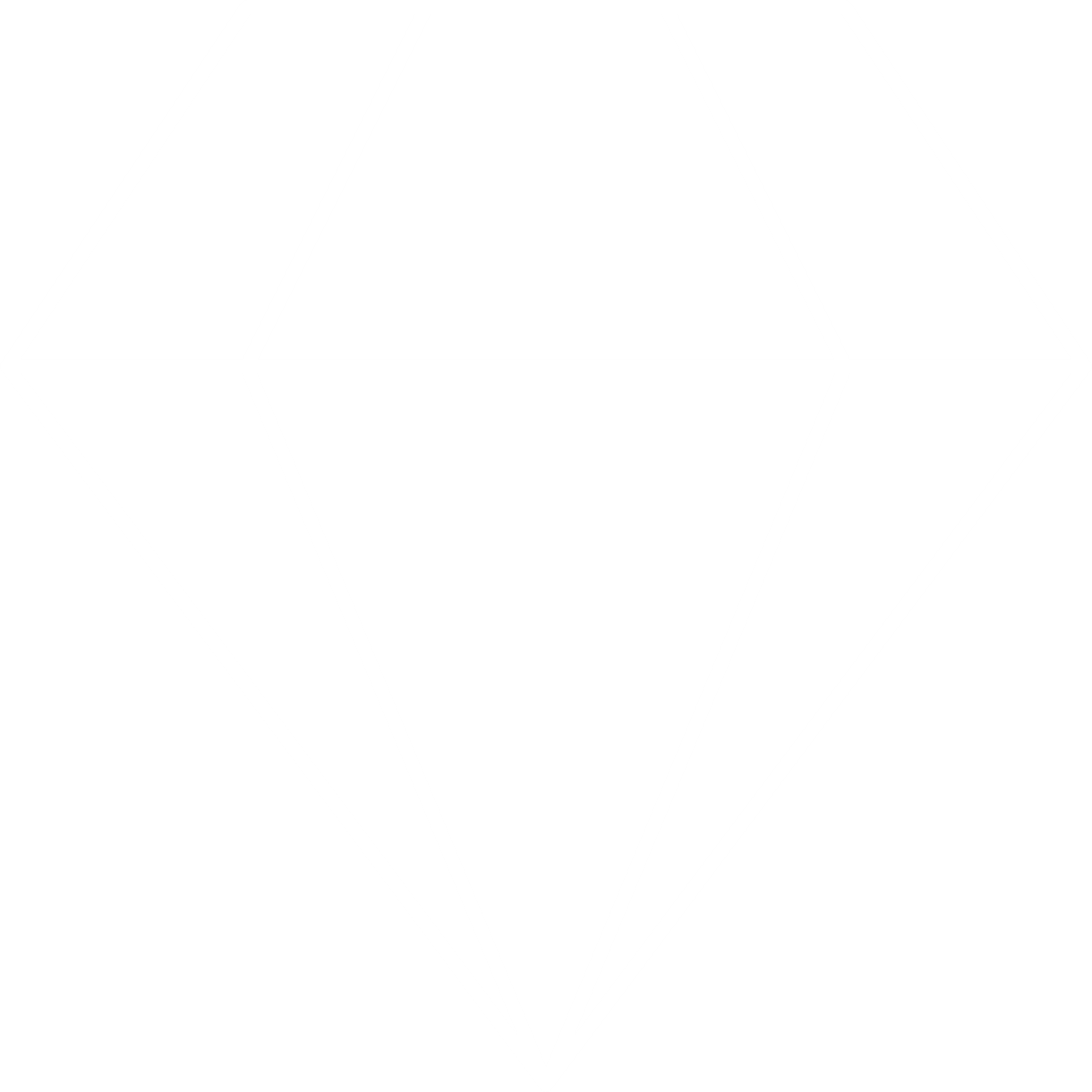
* Unique icons can also be added to the newsletter to highlight specific content. Go to Insert Menu at the top > Icons > Select specific Icon and adjust image as above.

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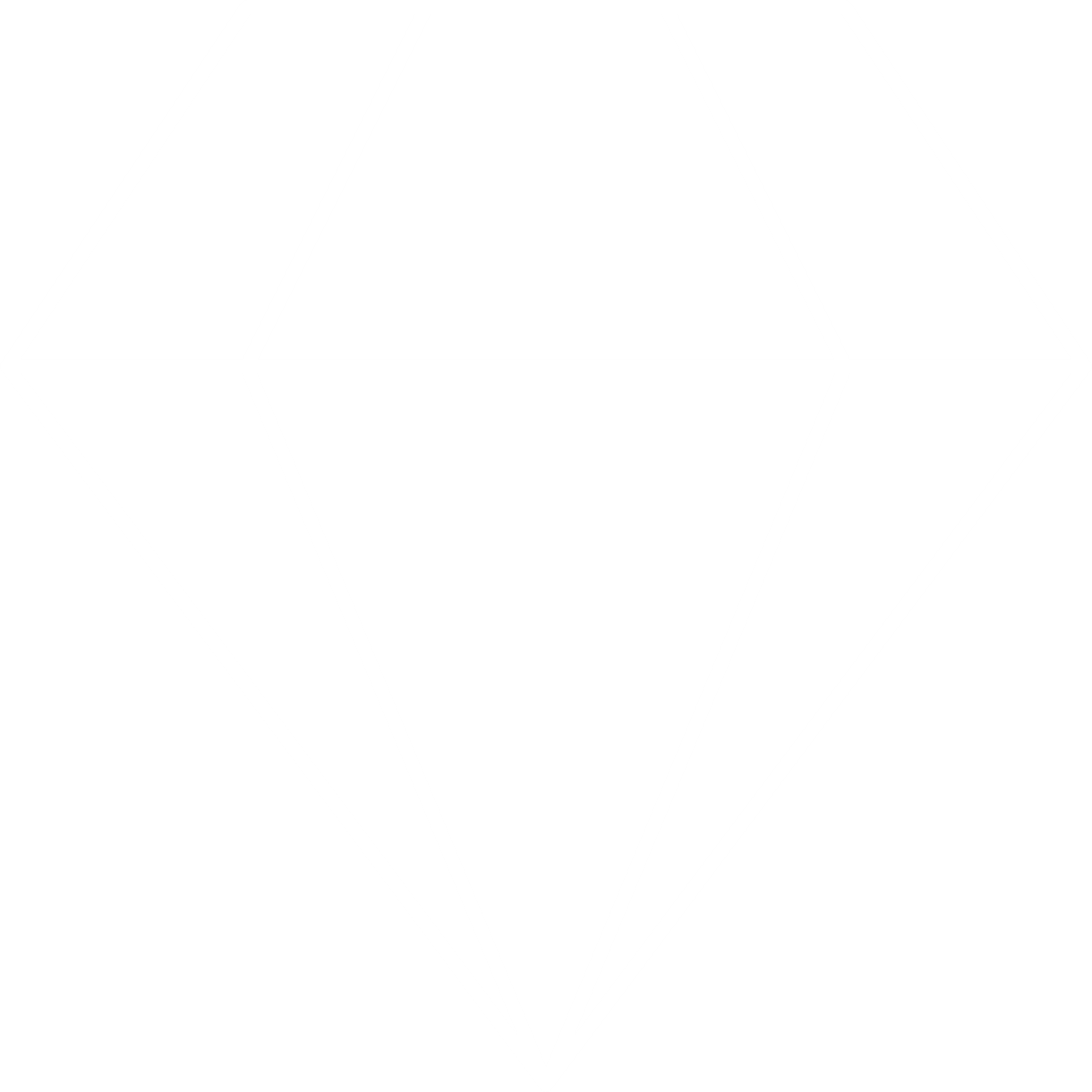


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### *TIPS & RESOURCES*

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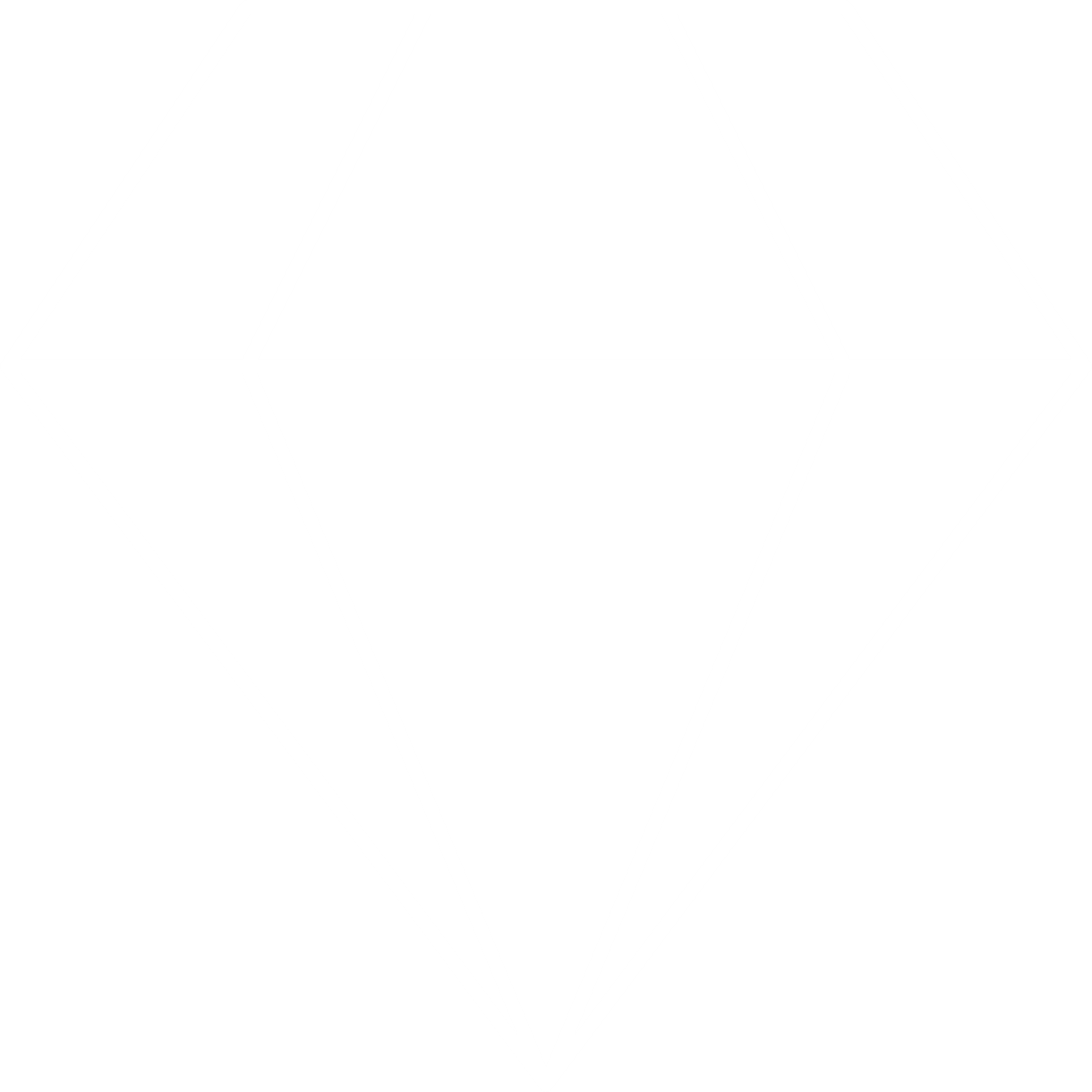


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