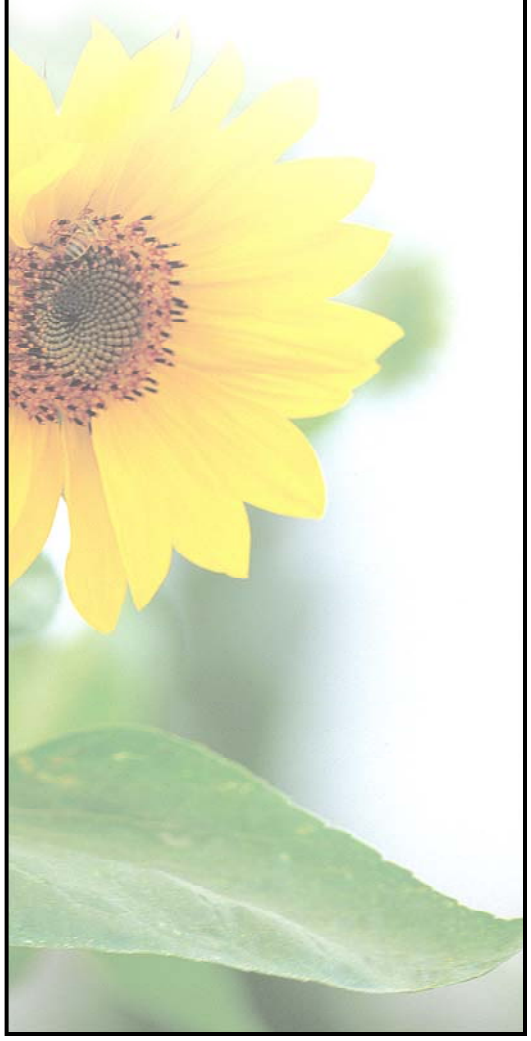
Your Letterhead

Name of your community * Address * Phone number * Fax number * Other information

Type a title here.

Type your text here. Suggestions: monthly holidays, list of special events, etc.



Enter a title here.

READ BEFORE YOU BEGIN.

Type your text in each column on each page. The program is set to font size 14. There are some limitations to the program:

1. The text will not automatically decrease to fit the column. If you use too many words, the text will drop off the top of the column. Therefore, check closely when you are at the end of your text.

2. You cannot make the text bold or italic. If you want to emphasize text, we suggest you use ALL CAPITALS.

3. The orientation in each title box and column is set to the left. You can center the text by using your space bar.

Title

Text here.

Title

Text here.

Title

Text here.

Title

Text here.

Title

Text here.

Title

Text here.

Title

Text here.

Title

Text here.

Your Return Address
Street Number and Name
City, State Zip Code

Postage
Information

Your Mailing Address
Street Number and Name
City, State Zip Code