

In a Nutshell

Newsletter # 329

October 31, 2008

Information Corner

- **Scholastic book orders are due by Wednesday, November 5, 2008.** (The October orders should be here any day!)
- **Please remember**, as it gets cold, we will continue to go outside. Please be sure to send your child with a coat, labeled with their name. It is also time to change bin clothes from shorts to winter clothing (long pants, long sleeve shirt, underwear, socks and for younger students, an extra pair of old shoes.) Again, remember to label all clothing. Every child needs an extra change of clothing.
- **Bathroom Independence**. Please send your child in clothes that he/she can maneuver on their own. Please remember things that snap in the crotch, things with buttons, zippers, overalls, and belts are all very hard for children to maneuver on their own, and should not be worn if the child is young and unable to do them on their own. **Belts are not necessary.**
- **If your child forgets lunch** please bring it to school for your child by 11:30 in buildings # 1 and # 2, and by 10:45 in buildings # 3 & #4.

Screen printed T-shirts may only be worn on Mondays.

Dates to Remember

Please mark your calendar

| | |
|----------------|------------------------------------------|
| November 1 | Fallfest |
| November 26-28 | Thanksgiving Holidays (SCHOOL CLOSED) |
| December 19 | Class Parties |
| December 22-31 | Winter Break (SCHOOL CLOSED) |
| January 1-2 | Winter Break (SCHOOL CLOSED) |
| January 5 | School Begins |

FALLFEST

**Saturday, November 1
3:30-6:00**

Christi Cooper and her committee are working very hard to make Fallfest a huge success. Snacks, games and train and pony rides all go together to make this a very fun event for all ages. Please come for a great afternoon of family fun! In order for this event to be successful, it requires time to plan, prepare and execute. If you have not signed up to help, please call the office to find out what you can do. Please thank the chairmen for their efforts. Don't forget to order tickets now to avoid lines on Saturday.

A large rectangular frame with a thick black border. Inside, on the left, is a large dashed rectangular area. On the right side, there is a smaller dotted rectangular area positioned in the upper half, and a solid rectangular area positioned in the lower half.

What Do You Know About Montessori?

Dr. Montessori was the first female physician in Italy.

She studied and worked with children and eventually published books and papers on the developmental stages of children.

The first six years of a child's life are the most formative. During this time, a child becomes fully a member of their particular culture and family group, absorbing language, attitudes, manners, values, of those in which they come in daily contact.

A child who spends their first six years in a loving and supportive environment, learn to love and feel safe in the world. A child who has experienced the joy of making a contribution to the family or group, learns to love making an effort, and feels needed.

mouse button, click Create Text Box Link and then click in the text box where you want the text to flow. Repeat these steps to create links to additional text boxes.

In the first text box, type text that you want. As the text box fills, the text will flow into the other text boxes that you've linked. To let the reader know that an article will continue on another page, insert a small text box under the text box, choose the Jump To style, and then type the words "Continued on Page." Click Cross-reference on the Insert menu. Choose Heading from the Reference type drop-down list, and Page Number from the Insert Reference To. Select the name of the follow-up heading from the For Which Heading list box

and then click Insert.

Formatting Text Boxes

You can change the look of linked text boxes by using color, shading, borders, and other formatting. Select the text box you want to format and then double click its border to open the Format Text Box dialog box. If you want to change the color or borders on a text box, choose the Colors and Lines tab. To change the size, scale, or rotation, click the Size tab. To change the position of the text box on the page, click the Position Tab. If you have other text surrounding the text box, and want to change the way the text wraps around it, click the Wrapping tab. If you want to format all the text boxes in an article, you must format them individually - the formatting on one text box will not apply to the others in the sequence.

Using Linked Text for Parallel Articles

You can use linked text boxes to flow text in parallel "columns" from page to page. This method gives different results than using the Column command on the Format menu, which causes text in column 1 to flow or "snake" to column 2 on the same page. By using linked text boxes, you can instead have text from column 1 flow to column 1 on the next page. The text beside it in column 2 can flow to column 2 on the next page, parallel to column 1. This technique is useful if you need to group two similar articles, for instance, an article translated in English on the left and the same article translated in French on the right.

To flow text in parallel, display paragraph marks in your document. Click at the top of the page where you want the side-by-side columns to start, and press Enter twice. Click in the first paragraph mark on the page. On the Insert menu, click Text Box and drag on the page where you want the first column. Click Text Box again and then click and drag where you want the second column. Click in the last paragraph mark on the page, and press Ctrl + Enter to create a page break.

Repeat the process for each page that will contain side-by-side columns in your document and then return to the first text box you created. Click the text box on the left once to select it. Click your right mouse button and then click Create Text Box Link. The

SIDEBAR ARTICLES

This sidebar article was created with a text box. You can use a sidebar article for any information you want to keep separate from other articles or information that highlights an article next to it. These could include a list of contributors, addresses or contact information, a smaller self-contained story, a preview of the next issue, or a calendar of schedule. The example below shows a Calendar of Events.

CALENDAR OF EVENTS

SPECIAL EVENT

PLACE

TIME

Type a description of your event here.

SPECIAL EVENT

PLACE

TIME

Type a description of your event here.

SPECIAL EVENT

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Type a description of your event here.

SPECIAL EVENT

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Type a description of your event here.

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ump From - Use these styles to indicate that an article

POSTAGE - Use this style in a mailing label to type postage information.

Return Address - Use this style in a mailing label to type your address.

Picture Caption - Use this style to type a description of a picture or illustration.

Subtitle - Use this style to type sub-headings in an article.

Use PullQuote to excerpt text from the main text of a story to draw a reader's attention to the page. See page 4 for an example.



MORE WAYS TO CUSTOMIZE THIS TEMPLATE

FOOTERS

To change the text at the very bottom of each page of your newsletter, click Headers and Footers on the View menu. Use the Header and Footer toolbar to open the footer, and replace the sample text with your own text.

INSERT SYMBOL

It is a good idea to place a small symbol at the end of each article to let the reader know that the article is finished and will not continue onto another page. Position your cursor at the end of the article, click Symbol on the Insert menu, choose the symbol you want, and then click Insert.

BORDERS

You can use page borders and text box borders to change the appearance of your newsletter. Borders on text boxes help keep different articles separate, and can set off sidebar articles from the rest of the page. To change a text box border, select it, double click its edge and choose the Colors and Lines tab in the Format Auto Shape dialog box.

QUESTIONS AND ANSWERS

Q: I would like to change some of the text box shading to improve the print quality. Can that be done?

A: Yes. To change the shading or color of a text box, select it and double click its borders to open the Format Text Box dialog box. Click the colors and lines tab and then choose the new color from the Color drop-down list in the Fill section.

Q: What's the best way to print this newsletter?

A: Print page 2 on the back of page 1. Fold in half and mail with or without an envelope. For best results, use a medium to heavyweight paper. If you're mailing without an envelope, seal with a label.

Q: I would like to use my own clip art. How do I change the art without changing the design?

A: To change a picture, click on the picture, then point to Picture on the Insert menu and click From File. Choose a new picture, and click Insert.

Inserting and Editing Pictures

Type your sub-heading here

You can replace the pictures in this template with your company's art. Select the picture you want to replace, point to Picture in the Insert menu, and click From File. Choose a new picture and then click Insert. Select the Link to File box if you don't want to embed the art in the newsletter. This is a good idea if you need to minimize your file size; embedding a picture adds significantly to the size of the file.

To edit a picture, click on it to activate the Picture toolbar. You can use this toolbar to adjust brightness and contrast,

Choose a new picture, and click the Link to File box if you don't want to save the art with the newsletter.

change line properties and crop the image. For more detailed editing, double-click on the graphic to activate the drawing layer. ■

Q: How do I change the text and borders that appear at the bottom of every page?

A: Click Headers and Footers on the View menu. Use the Header and Footer toolbar to navigate among headers and footers, insert date or time, or format the page numbers. To change the text in the footer, select it and type your new text. To change the border, click Borders and Shading on the Format menu.

Q: Can I save a customized newsletter as a template for future editions?

A: Yes. First make any changes you want to this newsletter, then click Save As on the File menu. Choose Document Template from the Save as type drop down list (the extension should change from .doc to .dot). Save the file under a new name. Next time you want to create a newsletter, choose New from the File menu, then choose your template.

