

# Newsletter Formatting Guide

## Images and Attachments

Make sure you **do not insert images** (including **Clip Art**), **attachments** or **Word Art** into your Word document.

## Colour and Border Tables

Make sure you **do not use Word text boxes** as they are not supported and are removed when your newsletter is run through the Schoolzine engine. Place content you would like to stand out into a single cell table instead.

<b>Reminder that the Athletics Carnival is next Friday 25th</b>
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## Tables

Make sure content is separated into its own cell, otherwise related content may no longer align properly.

If you would like to include a borderless table, remove the borders from the table.

### Correct Table Layout

<b>25th July</b>	Year 11 & 12 Block Exams commence
<b>18th August</b>	SMCC Cross Country
<b>9 September – 11 September</b>	Choir Camp (3 days)

## Tabbed Data

Make sure you **do not use the Tab key** to create spaces between words. We recommend using tables or alternative formatting styles such as dashes ( - ).