



# PARKSTONE *News*

**COMPANY  
DATE  
EDITION #, VOLUME #**

You can easily change the formatting of selected text in the document. To do so, first highlight your text. Then, go to the Quick Styles gallery on the Home tab and choose one of the built in styles to adjust your formatting.

Want to change the text fonts all at once? Go to your Design tab and select “Fonts” from the options. You can customize your fonts by clicking the option to Customize Your Fonts and choosing a heading and body text font from the dropdown list. Any new combination will update your text automatically if you stick with using styles throughout.

Further customize your document by updating the Colors from the Design tab as well.

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks.

[Grab your reader's attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

Want to change up the images in the document? That's easy! Simply click on any of the images and go to the Picture Tools tab. From there, click on the option to Change Picture. You will then need to select the image you wish to be put in its place.

To update the images in the background of the document, you just need to double click in the header to access those images. The steps to changing them out are just as described above.

You can easily change the overall colors of the template with just a few clicks. Go to the Design tab and click on Colors. From the list of colors, you can choose a different color scheme. As you hover over the different choices, you can see what the overall feel of the document will change with each different option.

Changed the color and want to go back to the original design? Easy! Just go back to the Design tab and choose the Themes option. From the list, click the option to reset the theme of this template. And just like that, your document color scheme will be restored to its original!

Insert a great quote from the newsletter  
or highlight a key activity here

**website | phone number | email**