

The Housing Huddle

Monthly Newsletter

Sept. 2016

A MONTHLY NEWSLETTER FROM THE DIRECTOR OF HOUSING AND RESIDENCE LIFE

Craig's Corner

This section is for Craig to keep the Housing and Residence Life staff members updated in what is going on. This can be a welcome back to campus blurb. It can talk about his excitement for the new semester. It can talk about his favorite sports teams or hobbies. It can talk about new initiatives that TCU is working on to make the campus experience even better for the students.

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RA Program Highlight

These RA's had a really great time at Frogstock! The Cookie Decorating table was a huge success! 500 cookies were decorated! More information about this event can be typed here. Students would love to hear all about how great this event was and would really wish they were there!



HRL Resource Highlight

There is still construction going on outside of the HRL office and affecting the Worth Hills & Greek Housing communities. Can't wait to see the parking garage when it is all finished! This section can have other places throughout campus that serve as great resources for them! The library, Chapel, the Bluu, Bluu 2, all are great examples of what could go in this section. Go Frogs!

Staff Spotlight

This section is to recognize how awesome the HRL staff/student staff members are. This can talk about fun facts of staff members or highlight cool programs or initiatives that these staff members have taken part in!

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CAPTION FOR THE STAFF MEMBER

Use this area to talk about the pictured staff member's role and maybe a fun fact!

GO FROGS!!!!



Heard in the Halls (*News + Notes*)

This section can be for upcoming hall events, community shout outs, or campus wide events. The idea is to bring the buzz that's being talked about in the halls out for others to see and engage in. Upcoming local festivals, special events, concerts, group trips...etc

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Retweets...

This section can be for fun, short news lines or headers that you thought were worth passing along to others. They don't have to be TCU related!

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HEADING 4



Sidebar Setup

The sidebars in this template use simple, single-row tables for the gray-shaded headings and thermometer charts shown below for easy alignment.



Add Sidebar Content

Adding content into a column to create a sidebar is no different from adding text. As noted earlier in this template, apply the styles provided for headings, sidebar text, and even pictures to align them quickly and easily.

FAST FACTS

68%

Learn about these “thermometer charts” in the article at right.

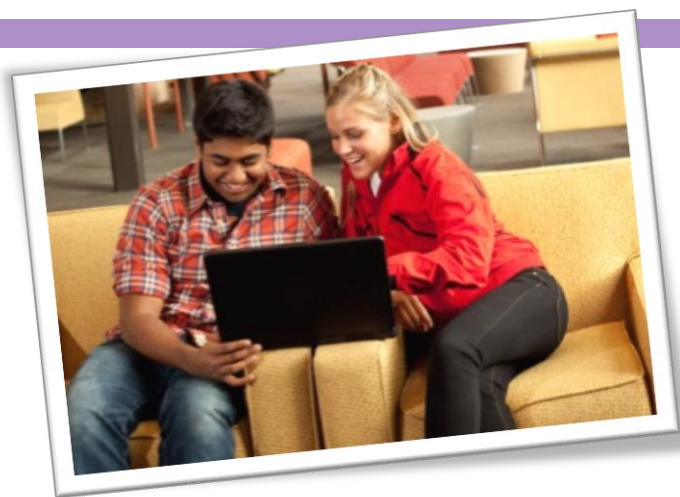
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FOR MORE INFORMATION

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HEADING 5
Contact Info



Caption 2 style is used to add picture captions. Captions are in text boxes for easy placement relative to images.

Formatting Tips

by [Article Author]

This placeholder article provides the following tips:

- Creating “thermometer charts” using tables, as shown at left.
- Setting up multipage articles.
- Wrapping text around images
- Adding article titles and bylines

Creating the sidebar thermometer charts

When you work in Word 2010 (or PowerPoint 2010), you have the full power of Excel 2010 charts (provided that Excel is installed on your computer). Insert a chart in Word from the **Insert** tab, in the **Illustrations** group. Charts are easy to create and use and automatically coordinate with your active document theme.

However, notice in the sidebar at left that the “thermometer charts” were created using single-row Word tables. This is because they automatically fit the tight space without having to remove any chart elements. And you might be surprised to learn that it’s easy to make them essentially mathematically accurate.

To use a table as a thermometer chart, do the following:

1. On the **Insert** tab, in the **Tables** group, click **Table** and then drag across the grid to select the first two cells in the first row. Click to insert a two-cell, one-row table.
2. Click in the table and then, on the **Table Tools Layout** tab, in the **Table** group, click **Properties**.

3. On the **Columns** tab of the **Table Properties** dialog box, change the **Measure In** setting to **Percentage**. You can then set the percentage to up to one decimal point in accuracy.

Setting up multipage articles

Word is designed to allow text to automatically flow from one page to the next. So, when you want an article to continue on the next page, just keep typing.

In the case of this placeholder article, it is separated into two placeholder content controls (one on this page and another that starts at the top of the following page) just so that you can still see the layout of the following page while you begin adding your own text on this page. As mentioned on the first page of this template, remember that it might look like the layout is skewed when you replace a long piece of placeholder text by starting to type your own, but it is not. As you add your content, the layout that follows will move down automatically and back into position.



To remove the second placeholder control that starts immediately following this one, just select it and then press any key. You can then continue typing from this page and your text will automatically flow onto the next.

Wrap text around images

The photos in this article that are angled with white borders are “floating” images. That is, they are setup for text to wrap around them—which is why they can span multiple columns in a three-column section.

Additionally, as mentioned earlier, the photo of the young woman in the body of this article is set to wrap text so that text will flow around the image as you add your own text.

To select text wrap settings, start by selecting the image and then do the following:

1. On the **Picture Tools Format** tab, in the **Arrange** group, click **Wrap Text** and then select either **Square**, **Tight**, or **Top and Bottom**—depending on how you want the text to wrap.

You might be happy with the default behavior as soon as you do this. Otherwise, continue to step two for customization options.

2. To set a specific position or control behavior (such as whether or not the image moves with text), on the **Picture Tools Format** tab, in the **Arrange** group, click **Position** and then click **More Layout Options**.

➤ On the **Text Wrapping** tab of the **Layout** dialog box, you can set a specific distance from the image for text to wrap and control whether text can wrap on both sides, one side only, or just above and below the image.

➤ On the **Position** tab of that dialog box, you can set a specific position for the image on the page and select or clear the option to allow the picture to move with text.

Adding article titles, bylines, and dividers

The article titles and bylines for this newsletter are created in text boxes. This is because text can wrap around a text box just like it can around a picture. Similarly, the

orange divider bars that you see on pages containing more than one article are shapes set to wrap text. So, these text boxes and shapes can easily span multiple columns without having to insert a section break or change the number of columns for just that portion of the page.

When you select a text box or a shape, on the **Drawing Tools Format** tab, in the **Arrange** group, you have the same settings for text wrapping and positioning that are described above for wrapping text around pictures.

Note that, because text is set to wrap around the orange divider bars, your article might appear to slip below or above a bar, depending upon length. To adjust the position of a divider bar shape to accommodate the length of your articles, just select the shape and then use the up and down arrow keys on your keyboard to nudge it to the proper position.

Remove Image Backgrounds

by [Article Author]

Notice the image of the young woman that’s within a text column on the preceding page. The background has been removed from that image to allow text to wrap directly around the subject.

Office 2010 introduced several new and improved picture formatting tools in Word, PowerPoint, and Excel. Among those is the **Remove Background** tool that you can use to remove backgrounds from your own images, similar to the sample image on the preceding

page.

To do this in Word, first insert your image into the document (on the **Insert** tab, click **Picture**), and then select it. Then, on the **Picture Tools Format** tab, in the **Adjust** group, click **Remove Background**.

The **Remove Background** feature automatically displays what it believes to be the central subject of the image. However, it’s easy to adjust this if the immediate result is not what you need.

On the **Background Removal** tab, click **Mark Areas to Keep** or **Mark Areas to Remove** and then drag your mouse pointer in a line across the portion of the image you want to add or remove. When you are finished making adjustments, click **Keep Changes**.



FOR MORE INFORMATION

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HEADING 5
Contact Info



Title Lorem Ipsum Dolor

by [Article Author]

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Frog Pad Monthly Newsletter

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[City, ST ZIP Code]

[Addressee]
[Street Address]
[City, ST ZIP Code]

