[NEWSLETTER TITLE]

[STORY TITLE]
[Story Subtitle or summary]

Most controls offer a choice of using the look from the current theme or using a format that you specify directly. You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab.

> **[TYPE A QUOTE FROM THE DOCUMENT OR THE SUMMARY OF AN INTERESTING POINT. YOU CAN POSITION THE TEXT BOX ANYWHERE IN THE DOCUMENT.]**

You can also format text directly by using the other controls on the Home tab. On the Insert tab, the galleries include 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.

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To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command. Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template.

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[TYPE INFORMATION A SUMMARY OF THE INFORMATION IN THIS NEWSLETTER OR PROVIDE MORE INFORMATION ABOUT YOUR COMPANY]

FMS-xxx

[Type the sender company name]
[Type the sender company address]

[Type the recipient name]
[Type the recipient address]