Format Animal Shelter Newsletter

You volunteer at Plains Animal Shelter. The director has asked you to prepare a newsletter to be distributed to the community. She has given you some information and asked you to format it into a one-page newsletter following the given requirements.

1. Format the text in the document below the phone number as two columns. (Layout tab -> Columns -> More Columns… -> This point forward)
2. Center the headings in the columns.
3. Insert a column break before the heading *Choosing a Puppy*.
4. Near the bottom of the first column, apply a 2 1/4 point border at the top and bottom of the paragraph that contains *Thank you for your help!*. Change the color of the border to pink, accent 2 darker 50%. Add shading using Pink, accent 2 lighter 40%.
5. At the top of the second column, insert clip art of a person and a dog. Position the clip art to the left of the *Choosing a Puppy* heading.
6. Change the clip art to a floating object so that the text wraps around it, and resize it to approximately one-inch by one-inch.
7. At the top of the newsletter, change *Plains Animal Shelter* to WordArt. Change the outline color to Teal, accent 5 darker 50%, and then change the fill color to Teal, Accent 5. If there is extra space below the WordArt, delete it.
8. Make sure the entire newsletter fits on one page and make any needed adjustment.
9. Insert a text box near the lower right corner of the document. Type your name, and then resize the text box so your name fits on one line. change the style to No Spacing, and then format it so the text is centered horizontally and vertically in the text box. Fill the text box with Yellow.
10. Save as username Shelter News and submit for grading.

<h1 style="text-align: center">Plains Animal Shelter</h1>

<p style="text-align: center; color: orange">4908 Lincoln Road
Abilene, Texas 79604
(915) 555-0200</p>

About the Shelter

Plains Animal Shelter is a non-profit organization devoted to the shelter and care of homeless animals. All of our animals are given a thorough examination. This includes all required vaccinations, spaying and neutering. Cats are given a Feluk/FIV test. The adoption fees are $55.00 for dogs, and $40.00 for cats. Our operating hours are:

Monday-Friday—8:00 a.m. to 6:00 p.m.
Saturday—9:00 a.m. to 5:00 p.m.

We are in need of dedicated volunteers to:

- Exercise and groom the animals
- Make presentations at special events
- Help with fundraising activities
- Maintain the web site.

As a non-profit organization, we survive through the generous donations of organizations and individuals. In addition to financial donations, we are in need of the following items:

- Leashes and collars
- Pet toys
- Stainless steel bowls
- Cat and kitten food
- Dog and puppy food

<p style="text-align: center">Thank you for your help!</p>

Choosing a Puppy

Before you adopt a puppy, be sure to look him over carefully. Here are some specific things you should look for in choosing a healthy puppy.

<u>Eyes</u> - They should be clear and without discharge.

<u>Ears</u> - They should be clean, with no ear mites or infection. (Ear mites look like brown or black sand.)

<u>Nose</u> - It should not be runny. The puppy shouldn't be sneezing.

Coat - It should be clean and glossy with no bare spots. The skin should not have any sores or dry or irritated patches.

Age - The puppy should be at least 8 weeks old and fully weaned.

Also, remember that puppies chew naturally because they are teething and they're curious. Keep forbidden items picked up and out of his reach, and maintain a good supply of safe, appropriate chew toys.

Vaccination Costs

Cats and Dogs

Rabies $30
Distemper $25
Leukemia $25
Parvo $25