**Newsletter title heading** –In-line text box, blue outline, Newsprint fill effect behind text, in line with text

**Newsletter title** – 36 pt Calibri Light, bold, black, centred, drop shadow effect, within text box

**Newsletter subtitle** – 26 pt Calibri Light, bold, black, centred, drop shadow effect, within text box

**New Property Releases** heading – 22 pt Calibri Light, bold, black, centred, drop shadow effect

**Table** – 2 columns, no visible borders; one line per property listing

|  |  |
| --- | --- |
| First column – suburb/location and house image; text is 12 pt Calibri, bold, left-aligned, with jpeg underneath, 3.75 cm wide; set column just wider than images | Second column – house description, price and agent; 12 pt Calibri, justified, price and agent details are bold |

**Divider** – In-line text box, single line of 20 pt Calibri with no text, blue outline, Newsprint fill effect behind text

**Current Property List** heading– 22 pt Calibri Light, bold, black, centred, drop shadow effect

**Listing** text – location, brief description, price

Text is 12 pt Calibri, left-aligned, with tab stops at 3.25 and 13.75; suburb and price in bold

Start with location, tab across to description, tab across to price

**Divider** – In-line text box, single line of 20 pt Calibri with no text, blue outline, Newsprint fill effect behind text

Note: Entire newsletter should fill one page and not go over – adjust line spacing as needed.