

# Bentley Commons at Bedford

February 2018

## Highlights

Guest Speaker, 02/01, 02/08, 02/15,  
02/22

Superbowl Party 02/04

Out to lunch 02/05, 02/12, 02/19, 02/26

Musical Entertainment 02/02, 02/06,  
02/09, 02/13, 02/16,  
02/20, 02/23, 02/27

Bedford Library Theatre 02/09, 02/18

Mardi Gras Party 02/09

Aviation Museum 02/10

Valentines Party 02/13

Bentley Chorus Performance 02/15

Chinese New Year Party 02/23

Resident Birthday Party 02/24 continued on page 2

## FEBRUARY BIRTHDAYS

**02/14 ED LAFOND**

**02/24 FLORENCE NOVAK**

**02/27 THERESA LOISELE**

## Aviation Museum

Saturday, Feb. 10<sup>th</sup> @10:30-\$4.00

Steven R. Rodmore from the Air  
Station at Cape Cod will present the  
Coast Guard Aviation story.

## "Bert's' Bits"

*Nancy Brown-LNA*

*Nancy Burke married Stephen Brown  
It was the biggest event ever, for this small  
Wilton town*

*It was a great marriage as you can see  
Before long it was Jackie, Jerimiah and  
Jaymie*

*One of her hubbies is walking "per se"  
Darn good thing, because she is an LNA  
She is smart and witty and does her job  
relentlessly*

*That is why she is an asset here at Bentley*

*As Ever,*

*Bert*

## Culinary Corner

*"As the new sun rises in a brand New Year may it  
bring you good luck, prosperity, joy and  
contentment. "*

Happy February everyone! This month is packed with new activities and events that all residents are welcome to joining in on! We are celebrating the Chinese New Year this month and will be diving into authentic Chinese cuisine with such entrees as: Sweet and Sour Pork Tempura, Beef and Broccoli and Orange Shrimp just to name a few. We will be having a cooking demonstration depicting a tradition Chinese meal from start to finish with a variety of treats to try. Let's keep this party month going! Everyone is invited to join us for on Tuesday February 13<sup>th</sup> for our Fat Tuesday Mardi Gras party including decadent chocolate desserts and other guilty pleasures that we can all enjoy! Our new Bistro will be featuring flavored coffees and teas, as well as daily desserts and treats. *You Kong zaihui (Until we meet again)*

*continued on page 3*



## **SIDEBAR ARTICLES**

This sidebar article was created with a text box. You can use a sidebar article for any information you want to keep separate from other articles or information that highlights an article next to it. These could include a list of contributors, addresses or contact information, a smaller self-contained story, a preview of the next issue, or a calendar of schedule. The example below shows a Calendar of Events.

### **CALENDAR OF EVENTS**

#### **SPECIAL EVENT**

PLACE

TIME

Type a description of your event here.

#### **SPECIAL EVENT**

PLACE

TIME

Type a description of your event here.

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Type a description of your event here.

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Type a description of your event here.

## MORE WAYS TO CUSTOMIZE THIS TEMPLATE

### FOOTERS

To change the text at the very bottom of each page of your newsletter, click Headers and Footers on the View menu. Use the Header and Footer toolbar to open the footer, and replace the sample text with your own text.

### INSERT SYMBOL

It is a good idea to place a small symbol at the end of each article to let the reader know that the article is finished and will not continue onto another page. Position your cursor at the end of the article, click Symbol on the Insert menu, choose the symbol you want, and then click Insert.

### BORDERS

You can use page borders and text box borders to change the appearance of your newsletter. Borders on text boxes help keep different articles separate, and can set off sidebar articles from the rest of the page. To change a text box border, select it, double click its edge and choose the Colors and Lines tab in the Format Auto Shape dialog box.

### QUESTIONS AND ANSWERS

Q: I would like to change some of the text box shading to improve the print quality. Can that be done?

A: Yes. To change the shading or color of a text box, select it and double click its borders to open the Format Text Box dialog box. Click the colors and lines tab and then choose the new color from the Color drop-down list in the Fill section.

Q: What's the best way to print this newsletter?

A: Print page 2 on the back of page 1. Fold in half and mail with or without an envelope. For best results, use a medium to heavyweight paper. If you're mailing without an envelope, seal with a label.

Q: I would like to use my own clip art. How do I change the art without changing the design?

A: To change a picture, click on the picture, then point to Picture on the Insert menu and click From File. Choose a new picture, and click Insert.

## Inserting and Editing Pictures

*Type your sub-heading here*

You can replace the pictures in this template with your company's art. Select the picture you want to replace, point to Picture in the Insert menu, and click From File. Choose a new picture and then click Insert. Select the Link to File box if you don't want to embed the art in the newsletter. This is a good idea if you need to minimize your file size; embedding a picture adds significantly to the size of the file.

To edit a picture, click on it to activate the Picture toolbar. You can use this toolbar to adjust brightness and contrast,

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*Choose a new picture, and click the Link to File box if you don't want to save the art with the newsletter.*

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change line properties and crop the image. For more detailed editing, double-click on the graphic to activate the drawing layer. ■

Q: How do I change the text and borders that appear at the bottom of every page?

A: Click Headers and Footers on the View menu. Use the Header and Footer toolbar to navigate among headers and footers, insert date or time, or format the page numbers. To change the text in the footer, select it and type your new text. To change the border, click Borders and Shading on the Format menu.

Q: Can I save a customized newsletter as a template for future editions?

A: Yes. First make any changes you want to this newsletter, then click Save As on the File menu. Choose Document Template from the Save as type drop down list (the extension should change from .doc to .dot). Save the file under a new name. Next time you want to create a newsletter, choose New from the File menu, then choose your template.

