

372 Newsletter

UAW Benefit Office/313-956-9011 & 313-956-9560
Local 372/ 734-676-9060

Stewards/313-956-9345
December 18, 2009

Local 372 Members Invited to Conyers' Reception

Please join Congressman John Conyers, Jr. to celebrate the Holiday Season with a cocktail reception.

Tonight, Friday-December 18, 2009, from 6:30-9:30pm at The Hotel Grill @ 2651 West Jefferson-Trenton, MI.

Hors'doeuvres and beverages will be served.

In the spirit of holiday giving, Conyers' staff will be collecting non-perishable food items to donate to the less fortunate. Please help in this effort by bringing a donation with you.

Please RSVP to this event by calling (734) 934-9452 today prior to 5:00 pm.

Website Update

For first time visitors, you will now use your CID number for Username. The password is still: **buy1usa**.

This is to verify only members have access.

Any breaking news that may occur during the Holiday's will be posted on the website.

CCW Classes Reminder

We still have openings for the CCW classes on the dates of January 23 & 24, 2010.

If you would like to take part in these classes and range time, you must pay your **\$50.00 registration fee by December 23, 2009**.

The **total cost**, including the \$50.00 registration fee is **\$125.00**. You may register at the local or contact Kent "Duke" Fowler @ 313-956-9503

Schedule Update:

There are no changes to report for next week's schedule.

Please see your Committee Person or Steward about any potential weekend work.

Remember: You must work the **last scheduled day** before the holidays and the **first scheduled day** after the holidays to receive all of your holiday pay.

This differs from all other holidays where; you need only work the day before and the day after, provided they are in the same pay period.

Food Service Committee

We have had issues this week with the scheduling of Gary's Catering. We are hopeful those issues have been resolved. However, these problems should have been identified before they arose.

Therefore, we are requesting volunteers to serve on a Food Committee, to act in the role of liaison between the membership and Gary's Catering.

Some of the responsibilities **may** include suggesting menu items, location of trucks and schedule times.

We are looking for a person from each division and each shift to be a part of the committee.

In an effort to avoid having those who **do not** rely on the catering truck for their food and beverage needs or **are not** confined by break limits being the lone contacts to our catering services, a committee provides an opportunity to let those most affected by a disruption in service to be a part of the decision making for their respective divisions and shifts.

Please contact your Committee Person if you have any interest in participating. Committee will be limited to a maximum of 6 people.

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.

SPECIAL EVENT

PLACE

TIME

Type a description of your event here.

SPECIAL EVENT

PLACE

TIME

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,

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

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.

