

Lesson 10

Working with SmartArt Graphics, Text Effects, and Page Borders


► What You Will Learn

- Inserting a SmartArt Graphic
- Entering Text in a SmartArt Graphic
- Modifying the Design of a SmartArt Graphic
- Creating a SmartArt Graphic from a Picture
- Applying Text Effects and WordArt Styles
- Applying a Page Border

Software Skills Use the SmartArt feature to create diagrams and charts to illustrate data in reports and other documents. In Word 2013, you can create a SmartArt graphic from any picture. You can also apply effects such as shadows or borders to text characters to make the text stand out.

What You Can Do

Inserting a SmartArt Graphic

- Word comes with a set of SmartArt graphics objects that you can insert to create **diagrams**, such as organization charts or Venn diagrams, in a document.
- Use SmartArt graphics to illustrate information, concepts, and ideas such as the relationship between employees in an organization, or the steps in a procedure.
- To insert SmartArt, click the SmartArt button  in the Illustrations group on the INSERT tab of the Ribbon to display the Choose a SmartArt Graphic dialog box.
- From that dialog box, you can select a category of diagrams, and then a specific object to insert.
- When you select an object, a description of it and how to use it also displays in the dialog box.

WORDS TO KNOW

Border

A line placed on one or more sides of a paragraph(s), page, or text box.


Diagram

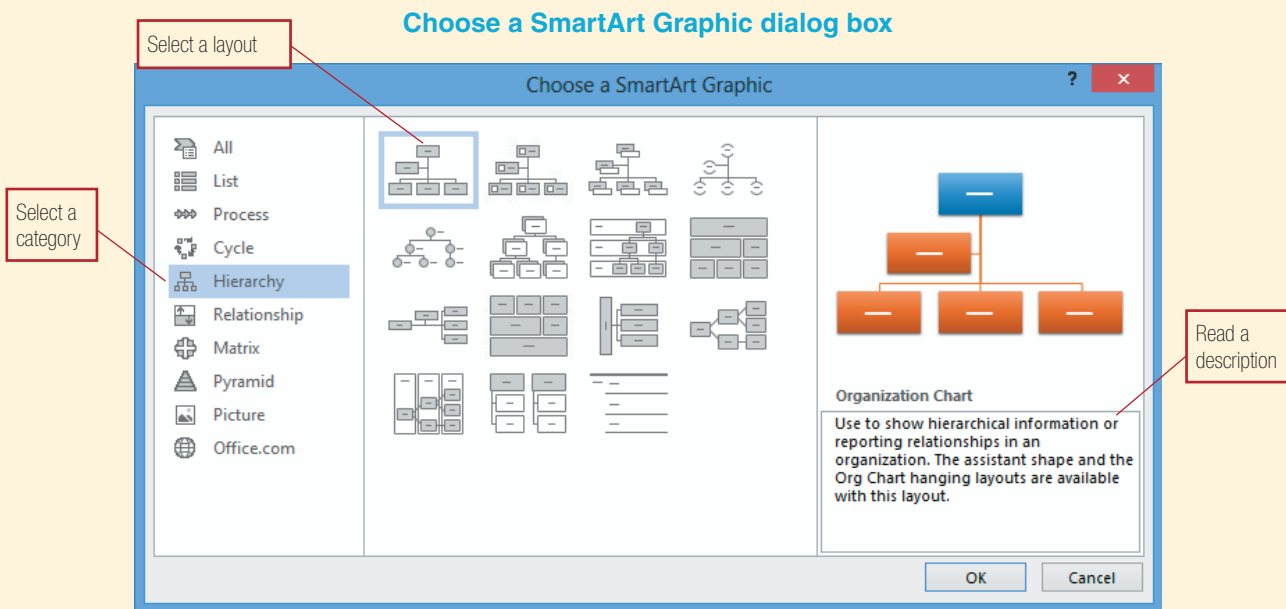
A chart or graph usually used to illustrate a concept or describe the relationship of parts to a whole.

WordArt

A feature of Word used to transform text into a drawing object.



Try It!**Inserting a SmartArt Graphic**

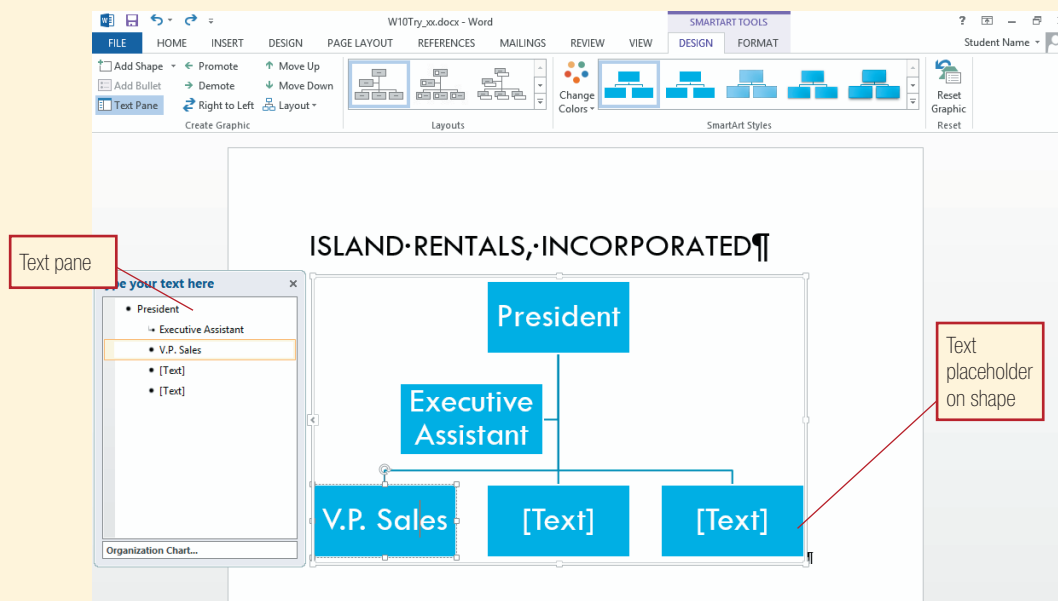
- 1 Start Word, and open **W10Try**. Save the document as **W10Try_xx** in the location where your teacher instructs you to store the files for this lesson.
 - 2 Position the insertion point on the last line of the document.
 - 3 Click the **INSERT** tab, then, in the **Illustrations** group, click the **SmartArt** button .
 - 4 Click **Hierarchy** in the left pane.
 - 5 Click **Organization Chart** in the center pane.
 - 6 Click **OK**.
 - 7 Save the changes to the document, and leave it open to use in the next Try It.
- ✓ *The Choose a SmartArt Graphic dialog box displays.*

**Entering Text in a SmartArt Graphic**

- SmartArt objects are comprised of shapes, to which you can add text labels.
- New SmartArt graphics have placeholders in text boxes grouped with the shapes. Select the placeholder to type the text.
- You can edit and format the text using the same commands used to edit and format text in a text box.
- Most SmartArt graphics also have a Text pane as an alternative location for typing text. Select the placeholder in the Text pane and type the text.
- The Text pane is similar to a task pane; you can drag it to move it around the desktop, open it when you need it, and close it when you don't.









Try It!**Entering Text in a SmartArt Graphic**

- 1 In the **W10Try_xx** document with the SmartArt object selected, click the SMARTART TOOLS DESIGN tab.
- 2 In the Create Graphic group, click the Text Pane button . The button is a toggle; if the Text pane was displayed, clicking the button hides it. If the Text pane was hidden, clicking the button shows it.
 - ✓ You can also click the arrows on the control on the left side of the SmartArt object to display the Text pane.
- 3 Click to select the shape at the top of the chart, and then type **President**.
- 4 Click to select the shape in the middle row and type **Executive Assistant**.
- 5 In the Text pane, click to select the next placeholder and type **V.P. Sales**.
- 6 In the Text pane, click to select the next placeholder and type **V.P. Operations**.
- 7 In the Text pane, click to select the next placeholder and type **V.P. Finance**.
- 8 Click the Text pane Close button .
- 9 Save the changes to the document, and leave it open to use in the next Try It.

Add text to SmartArt objects**Modifying the Design of a SmartArt Graphic**

- SmartArt graphics are inserted using the default design for the selected graphic type.
- You can modify the design of most SmartArt graphics, although the changes depend on the type of graphic you insert. For example, in an organization chart you can promote or demote a shape.
- Use the options on the SMARTART TOOLS DESIGN tab of the Ribbon to modify the design.
- For most SmartArt graphics, you can add shapes, change the order or position of shapes in the graphic, or change the layout.
- You can usually change colors and styles, as well.
- To apply formatting to a SmartArt graphic or the shapes in a SmartArt graphic, use the commands on the SMARTART TOOLS FORMAT tab on the Ribbon.
 - ✓ For more on formatting objects, refer to Word, Lesson 9.




Try It!**Modifying the Design of a SmartArt Graphic**

- 1 In the **W10Try_xx** document, click the V.P. Sales shape to select it.
- 2 Click the SMARTART TOOLS DESIGN tab, then, in the Create Graphic group, click the Add Shape button .
- 3 Type **Regional Manager**, and then click the President shape.
- 4 Click the Add Shape drop-down arrow  and click Add Shape Above.
- 5 Type **CEO**.
- 6 Click the V.P. Sales shape to select it.
- 7 Click the Demote button .
- 8 Click the Regional Manager shape to select it.
- 9 Click the Move Up button .
- 10 Click the border around the object to select the entire object.
- 11 On the SMARTART TOOLS DESIGN tab, in the Layouts group, click the More button .
- 12 Click the Hierarchy layout (use ScreenTips to identify the layout).
- 13 If necessary, select the SmartArt object and then click the SMARTART TOOLS DESIGN tab.
- 14 In the SmartArt Styles group, click the Change Colors button .
- 15 Under Colorful, click Colorful – Accent Colors.
- 16 Select the SmartArt object and then click the SMARTART TOOLS DESIGN tab.
- 17 In the SmartArt Styles group, click the More button .
- 18 Under 3-D, click Cartoon.
- 19 If necessary, select the SmartArt object and then click the SMARTART TOOLS DESIGN tab.
- 20 In the Reset group, click the Reset Graphic button .
- 21 Save the changes to the document, and leave it open to use in the next Try It.

Creating a SmartArt Graphic from a Picture



- Use the Picture Layout button  in the Picture Styles group on the PICTURE TOOLS FORMAT tab to transform a picture into a SmartArt graphic.
- Clicking this button displays the gallery of Picture SmartArt layouts.
- Insert text and modify a picture layout SmartArt graphic as you would any other SmartArt graphic.

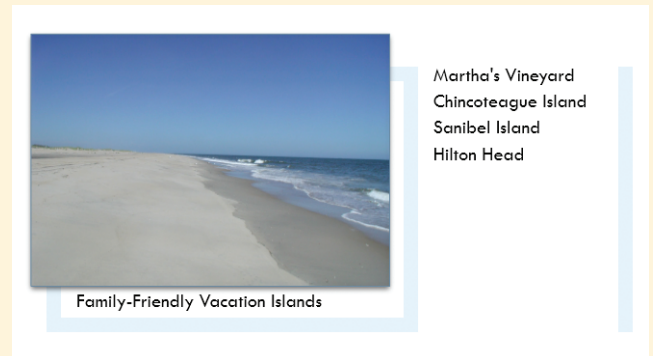
Try It!**Creating a SmartArt Graphic from a Picture**


- 1 In the **W10Try_xx** file, press **CTRL + END** to move the insertion point to the end of the document.
- 2 Press **CTRL + ENTER** to insert a page break and move to the next page, and then press **ENTER** to insert a blank paragraph at the top of the page.
- 3 With the insertion point in the second paragraph on the page, click the INSERT tab, click Pictures  in the Illustrations group, navigate to the location where data files for this lesson are stored, click **W10Try_picture.jpg**, and click Insert.
- 4 With the picture selected, click the PICTURE TOOLS FORMAT tab, and then, in the Picture Styles group, click the Picture Layout button .
- 5 Click the Snapshot Picture List layout (the second from the right in the first row).
- 6 On the SMARTART TOOLS DESIGN tab, in the Create Graphic group, click the Text Pane button  to display the Text pane.

(continued)




Try It!**Creating a SmartArt Graphic from a Picture (continued)**

- 7 Type **Family-Friendly Vacation Islands**, and then press **ENTER**.
- 8 Click the Demote button , and then type the following entries, pressing **ENTER** after all but the last entry:
 - Martha's Vineyard**
 - Chincoteague Island**
 - Sanibel Island**
 - Hilton Head**
- 9 Close the Text pane.
- 10 In the SmartArt Styles group, click the More button , and click Intense Effect in the Best Match for Document group.
- 11 Save the changes to the document, and leave it open to use in the next Try It.

Picture used to create a SmartArt graphic**Applying Text Effects and WordArt Styles**

- Text effects such as shadows, fills, and outlines are useful for adding visual interest to text in printed documents, including flyers, brochures, or advertisements, or in documents viewed on a monitor, such as Web pages or presentations.
- Use the Text Effects button  in the Font group on the HOME tab of the Ribbon to apply text effects.
- When you click the button, a gallery of text effects displays, or you can use the individual effects options to create your own style.
- Individual effects options include outlines, shadows, reflections, and glows.
- Text effects are not appropriate for use in a business letter or other serious professional document, such as a resume or report.
- Another option for formatting text with special effects is to apply a **WordArt** style.
- WordArt styles look exactly like Text Effects styles, but when you apply a WordArt style to selected text, you transform the text into a WordArt object that can be modified or positioned like any other object.

Try It!**Applying Text Effects and WordArt Styles**



- 1 In the **W10Try_xx** document, scroll up and select the text *ISLAND RENTALS, INCORPORATED*.
- 2 Click the HOME tab, and then, in the Font group, click the Text Effects  button.
- 3 Click the style second from the left in the second row: Gradient Fill – Dark Green, Accent 1, Reflection.
- 4 Scroll back to page 2 and click in the blank paragraph at the top of the page.
- 5 Type **Beaches Galore!**
- 6 Select the text, click the INSERT tab, and then click Insert WordArt  in the Text group.
- 7 Click the Fill – White, Outline – Accent 2, Hard Shadow – Accent 2 WordArt style. The text becomes a WordArt object.
- 8 With the WordArt object selected, on the DRAWING TOOLS FORMAT tab, click Position  and then click Position in Top Center with Square Text Wrapping.
- 9 Save the changes to the document, and leave it open to use in the next Try It.

Applying a Page Border

- You can apply a **border** to pages in a document.
- Basic border and shading options include line style, line width (weight), and line color.
- Additional border options include 3-D or Shadow effects.
- Word also has a built-in list of artwork designed for page borders. Art borders are useful for stationery, invitations, and other informal, decorative documents.
- You apply page borders using the options in the Borders and Shading dialog box which you access from the Page Background group on the DESIGN tab of the Ribbon.

Try It!







Applying a Page Border

- 1 In the **W10Try_xx** document, adjust the zoom so you can see the entire page on your monitor.
- 2 On the DESIGN tab, in the Page Background group, click the Page Borders button .
- 3 Click the Page Border tab, if necessary.
- 4 Click the Color drop-down arrow and under Standard Colors, click Blue.
- 5 Click the Width drop-down arrow and click 1 pt.
- 6 In the Setting list, click Box.
- 7 Click OK.
- 8 Click the DESIGN tab and then click the Page Borders button .
- 9 Click the Page Border tab, if necessary.
- 10 Click the Art drop-down arrow to display a gallery of art borders.
- 11 Scroll down the gallery and click a border of palm trees.
- 12 Click OK.
- 13 Close **W10Try_xx**, saving changes, and exit Word.

Lesson 10—Practice

Restoration Architecture has recently reorganized its management structure. In this project, you use SmartArt graphics to draw a company organization chart in a document. You apply text effects and page borders to enhance the appearance of the document.

DIRECTIONS

1. Start Word, if necessary, create a blank document, and save the document as **W10Practice_xx** in the location where your teacher instructs you to store the files for this lesson.
2. Display the rulers and nonprinting characters, if necessary.
3. Double-click in the header area and type your full name. Press  and type today's date.
4. Double-click in the main document area to position the insertion point at the beginning of the document. Type **Restoration Architecture**, press , and type **Upper Management Organization Chart**.
5. Press  to start a new line.
6. Select the two lines of text. On the **HOME** tab, in the Font group, click the **Font** drop-down arrow and click **Arial** in the list of available fonts.
7. On the **HOME** tab in the Font group, click the **Font Size** drop-down arrow , and click **26** to increase the font size.
8. On the **HOME** tab in the Paragraph group, click the **Center** button  to center the text.
9. Move the insertion point to the blank line and click the **INSERT** tab on the Ribbon.
10. Click the **SmartArt** button  to display the Choose a SmartArt Graphic dialog box.












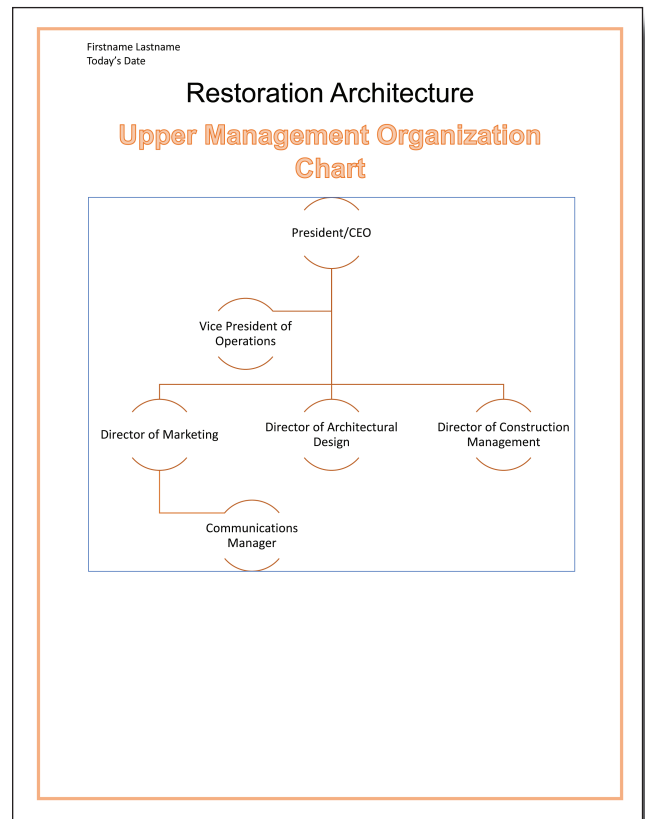
11. In the left pane of the dialog box, click **Hierarchy**.
12. In the center pane of the dialog box, click the **Half Circle Organization Chart**, and then click **OK** to insert the graphic.
13. Verify that the shape at the top of the chart is selected, and type **President/CEO**.
14. Click the **SMARTART TOOLS DESIGN** tab, then, in the Create Graphic group, click the **Text Pane** button  to display the Text pane.
 - ✓ *If the Text pane is already displayed, skip this step.*
15. In the Text pane, click the second text placeholder and type **Vice President of Operations**.
16. Click the third text placeholder and type **Director of Marketing**.
17. Click the fourth text placeholder and type **Director of Architectural Design**.
18. Click the fifth text placeholder and type **Director of Construction Management**.
19. Click the **Text Pane** button  to hide the Text pane.
20. On the **SMARTART TOOLS DESIGN** tab, in the SmartArt Styles group, click the **Change Colors** button . Under Accent 2, click the **Colored Outline – Accent 2** style.
21. Click the **SmartArt Styles More** button  and, under Best Match for Document, click the **Intense Effect** style.
22. Click the SmartArt graphic to select it, click the **SMARTART TOOLS FORMAT** tab, and click the **Size** button .
23. Use the Shape Height increment arrows  to set the Shape Height to **5.0"** and the Shape Width increment arrows  to set the Shape Width to **6.5"**.
24. On the **SMARTART TOOLS FORMAT** tab, in the Shape Styles group, click the **Shape Outline** drop-down arrow  and under Theme Colors, click **Blue, Accent 5**.
25. Click the **Director of Marketing** shape to select it, then click the **SMARTART TOOLS DESIGN** tab.
26. In the Create Graphic group, click the **Add Shape** drop-down arrow , click **Add Shape Below**, and then type **Communications Manager**.
27. Save the changes to the document.
28. Select the text *Upper Management Organization Chart*.
29. Click the **HOME** tab on the Ribbon and, in the Font group, click the **Text Effects** button .
30. Click the style in the middle of the top—**Fill – Orange, Accent 2, Outline – Accent 2**.
31. Click the **DESIGN** tab and, in the Page Background group, click the **Page Borders** button . Click the **Page Border** tab if necessary.
32. Click the **Color** drop-down arrow and under Theme Colors, click **Orange, Accent 2, Lighter 40%**.
33. Click the **Width** drop-down arrow and click **3 pt**.
34. In the **Setting** area, click **Box**, and then click **OK**.
35. Save the changes to the document.
36. **With your teacher's permission**, print the document. It should look similar to Figure 10-1.
37. Close the document, saving changes, and exit Word.

Figure 10-1



Lesson 10—Apply

In this project, you use SmartArt graphics to draw a diagram illustrating Restoration Architecture's new procedures for requesting vacation time off. To improve the appearance of the document, you apply text effects and page borders.

DIRECTIONS


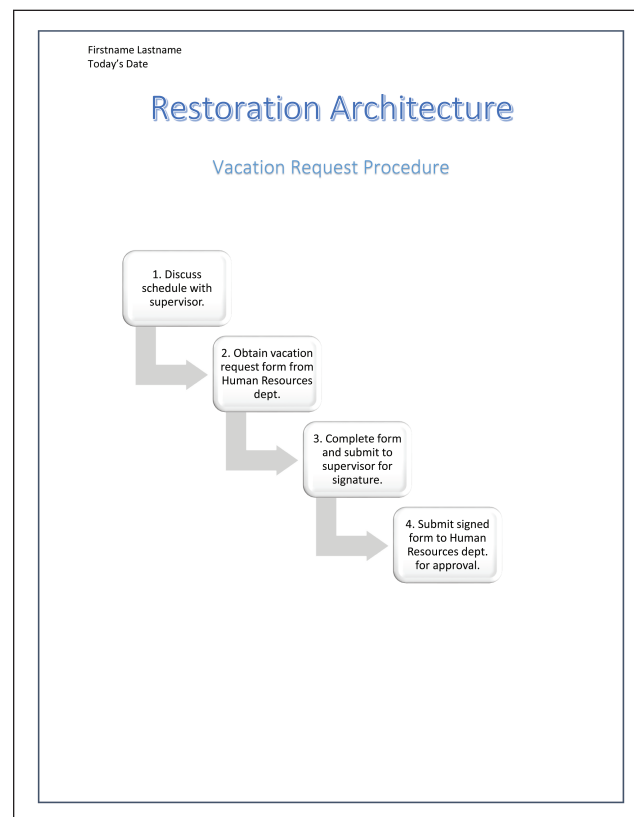
1. Start Word, if necessary, and open **W10Apply** from the data files for this lesson.
2. Save the file as **W10Apply_xx** in the location where your teacher instructs you to store the files for this lesson.
3. Display the rulers and nonprinting characters, if necessary.
4. Type your full name and today's date in the header.
5. Position the insertion point on the last line of the document.
6. Click the **INSERT** tab, and click the **SmartArt** button .
7. Select the **Process** category, and then select the **Basic Process** diagram. Click **OK** to insert the diagram in the document.
8. In the first shape on the left, type the text label **1. Discuss schedule with supervisor.**
9. In the middle shape, type the text label **2. Obtain vacation request form from Human Resources dept.**
10. In the shape on the right, type the text label **3. Complete form and submit to supervisor for signature.**
11. With the third shape selected, select to add a shape after.
12. In the new shape, type the text label **4. Submit signed form to Human Resources dept. for approval.**
13. Change the diagram layout to **Step Down Process.**
14. Change the colors to **Dark 1 Outline.**
15. Apply the **Inset 3-D** SmartArt style.
16. Click the border around the object to select it, then resize the height of the object to **4.5"** inches. Leave the width at **6.0"**.
17. Position the object in the **Middle Center with Square Text Wrapping.**
18. Left align the object horizontally on the page.
19. Save the changes to the document.
20. Select the text *Restoration Architecture*.
21. Apply the **Fill – Blue, Accent 1, Outline – Background 1, Hard Shadow – Accent 1** WordArt style, and then position the WordArt object in the top center with Square text wrapping.
22. Select the text *Vacation Request Procedure* and apply the **Fill – Blue, Accent 1, Shadow** text effects style.
23. Apply a **Blue-Gray, Text 2, 1½ pt. box** border to the page.
24. **With your teacher's permission**, print the document. It should look similar to Figure 10-2.
25. Close the document, saving changes, and exit Word.

Figure 10-2



End-of-Chapter Activities

► Word Chapter 1 – Critical Thinking

Write a Letter and Create a Flyer

Becoming involved in a student organization such as Future Business Leaders of America-Phi Beta Lambda, Business Professionals of America, or Family, Career and Community Leaders of America can lead to many opportunities. They sponsor conferences and competitions, encourage leadership, and often offer scholarships for summer programs and college.

In this project, plan an event to publicize student organizations at your school. For example, you might plan a fair at which all organizations have booths or tables where they hand out information, or it might be an assembly at which representatives of the organizations give presentations.

Write a personal business letter to the school principal explaining the event, and asking for permission to hold it. Then design a flyer publicizing the event.

DIRECTIONS

Write the Letter and Create an Envelope

1. Start Word, if necessary. Save a new blank file as **WCT01A_xx** in the location where your teacher instructs you to store the files for this project.
2. Select a theme and a style set and type a letter to the school principal using full-block or modified-block business letter formatting. Be sure to set up the letter correctly, including all the necessary parts, such as a return address, date, and inside address. You may use either open or mixed punctuation.
3. In the letter, explain your project and why it is important. Politely ask for permission to continue planning the event, and to hold the event, if possible. Be specific about the date and time, and where the event would take place.
4. Proofread the letter to find any spelling or grammatical errors, and correct them.
5. Create an envelope for the letter, using the inside address as the delivery address and your own address as the return address.
6. Add the envelope to the document without changing the default return address.
7. **With your teacher's permission**, print both the letter and the envelope. Read your letter out loud to a partner or to the class.
8. Close the document, saving changes.

Create the Flyer

1. Create a new blank document and save it as **WCT01B_xx** in the location where your teacher instructs you to store the files for this lesson.
2. Select a theme and a style set.
3. Enter and format text and graphics to create a flyer publicizing your event.
4. Use text boxes to make it easier to integrate the text with graphics. Use at least two types of graphics—pictures, clip art, scanned images, shapes, text boxes, or SmartArt. Use the Selection Pane to hide objects as necessary while you format other objects.
5. Use font formatting and text effects to enhance the appearance of the document.
6. Use styles and effects to format the graphics objects.
7. Size and position the objects and text to make the document attractive, fun, and easy to read. Use the alignment guides to align objects with each other or with the margins. Apply text wrapping as desired with the Layout Options or Wrap Text gallery.
8. Use line and paragraph spacing to make the text easy to read, and use list formatting where appropriate.

9. As you work, consider the overall organization and appearance of the document. Use colors that work together, and do not overload the page with too much text or formatting.
10. Include your name and the current date somewhere in the header or footer of the document.
11. When you are satisfied with the document, ask a classmate to review it and make comments or suggestions that will help you improve it.
12. Make changes and corrections, as necessary.
13. **With your teacher's permission**, print the document. Present the document to a partner or to the class, explaining why you used specific graphics and formatting.
14. Close the document, saving changes, and exit Word.

► Word Chapter 1 – Portfolio Builder

Write a Letter and Create an Invitation

Michigan Avenue Athletic Club recently renovated its lobby and locker room. Restoration Architecture was responsible for the design and construction. The club manager has asked you to write a letter to the project manager thanking him for his support during the process and inviting him to the grand reopening celebration.

In this project, you will create and type the letter and an accompanying envelope using modified-block business letter formatting. You will also create an invitation to include with the letter, using graphics, styles, and effects.

DIRECTIONS

Write the Letter and Create an Envelope

1. Start Word, if necessary. Save a new blank file as **WPB01A_xx** in the location where your teacher instructs you to store the files for this project.
2. Apply the **No Spacing** style, change the font to **12-point Times New Roman**, and type the letter shown in Illustration 1A on the next page.
 - Type the business name and address in the header.
 - Set a left tab at **3.25"** and use it to position the date, closing, signature, and job title lines.
 - Replace the sample text **Today's Date** with the actual date and **Student's Name** with your own full name.
 - Apply the Title style to both lines in the header, and then center them horizontally.
 - Insert the **Urgent 1** watermark on the letter.
3. Proofread the letter to find any spelling or grammatical errors, and correct them.
4. Create an envelope for the letter, using the inside address as the delivery address and **235 Michigan Avenue, Chicago, IL 60601** as the return address.

5. Add the envelope to the document without changing the default return address.
6. **With your teacher's permission**, print both the letter and the envelope.
7. Close the document, saving changes.

Create the Invitation

1. Open **WPB01B** from the data files for this lesson. Save it as **WPB01B_xx** in the location where your teacher instructs you to store the files for this lesson.
2. Apply the **Ion Boardroom** theme and the **Centered** style set to the document.
3. Select the first line of text, center it horizontally, and increase the font size to **36 points**. Apply the **Fill – White, Outline – Accent 2, Hard Shadow – Accent 2** text effect.
4. Select the second paragraph and apply the **Title** style, then change the font size to 26 points and justify the text.

Illustration 1A

Michigan Avenue Athletic Club
235 Michigan Avenue, Chicago, IL 60601

Today's Date

Mr. George Hernandez
Project Manager
Restoration Architecture
5566 Elm Street, Suite 25B
Chicago, IL 60601

Dear Mr. Hernandez:

I am writing on behalf of the members and employees of Michigan Avenue Athletic Club to thank you for the excellent job designing and renovating the club's lobby and locker rooms. Everyone is very pleased with the completed results.

All the representatives of Restoration Architecture and all the construction workers were courteous and professional. The work was completed with a minimum of disruption. Best of all, it was done on time and within budget.

We are holding our grand reopening on Sunday, April 14, from 2:00 p.m. to 6:00 p.m. (See the enclosed invitation.) There will be refreshments, tours, and complimentary access to the club's facilities, including the pool, racquetball courts, and fitness rooms. We hope you will be able to join us so we can express our gratitude in person.

Again, thank you very much for an excellent job, well done.

Sincerely,

Student's Name
Assistant Manager

Enclosure
Invitation

5. Draw a text box around the selection, and resize the box to **2.7"** high by **5.7"** wide. Format the text box to have no outline, and align it in the center middle of the page. Nudge it down, if necessary so it displays below the first line of text.
6. Select the date and time, increase the font size to **20 points** and draw a text box around the selection. If necessary, increase the size of the text box so all the text displays.
7. Apply the **Subtle Effect – Red, Accent 2** shape style to the text box, and then apply the **Red, 18 pt glow, Accent color 3** Glow shape effect.
8. Position the text box in the **Top Right with Square Text Wrapping**, then change the text wrapping to **Top and Bottom**.
9. Select the five items at the end of the document and increase the font size to **16 points**.
10. Format the items as a bulleted list, using the bullet symbol shown in Illustration 1B on the next page.
11. Change the font color to **Red, Accent 3, Darker 25%**. Change the hanging indent setting to **0.5"**.
12. Draw a text box around the list. Resize the box to **2.0"** high by **4.0"** wide, and apply the **Colored Outline – Red, Accent 2** shape style. Position the text box in the **Bottom Center with Square Text Wrapping**.
13. Insert an **Explosion 1** shape sized to **1.5"** high by **1.7"** wide. Add the text **Food!** to the shape, and format the text as **12-point Bold**. Apply the **Subtle Effect – Plum, Accent 1** shape style and then rotate the shape about **0.5"** to the left.
14. Insert an **Explosion 2** shape sized to **1.5"** high by **2.0"** wide. Add the text **Fun!** to the shape, and format the text as **12-point Bold**. Apply the **Subtle Effect – Purple, Accent 6** shape style and then rotate the shape about **0.5"** to the right.
15. Move the **Explosion 2** shape so it overlaps the **Explosion 1** shape, and layer it behind the Explosion 1 shape (refer to illustration 1-B on the next page).
16. Group the two shapes together, and align them above the list text box, centered horizontally on the page. They may overlap the top of the text box.
17. Use Online Pictures to search for a picture of balloons to insert in the document, or insert the picture file **WPB01_picture**.
18. Recolor the picture to **Plum, Accent color 1 Light**.
19. Resize the picture to **4.0"** high by **4.0"** wide, and set the text wrapping to **Behind Text**.
20. Move the picture to the top left of the page.
21. Complete the invitation by adding an art page border of balloons.
22. Save the changes to the document. It should look similar to Illustration 1-B on the next page.
23. Type your name and today's date in the footer of the document. (If the text is hidden by the border, click the **HEADER & FOOTER TOOLS DESIGN** tab, and change the Footer from Bottom setting to 0.6".)
24. **With your teacher's permission**, print the document.
25. Close the document, saving changes, and exit Word.

Illustration 1B

Sunday, April 14
2:00 p.m. until 6:00 p.m.

Grand Reopening Celebration!

PLEASE JOIN US AT
MICHIGAN AVENUE ATHLETIC
CLUB TO CELEBRATE OUR
NEW AND IMPROVED LOBBY
AND LOCKER ROOMS.

Food **Fun**

- Refreshments!
- Tours!
- Games!
- Raffles!
- Access to the club's facilities!

Firstname Lastname Today's Date