Please make sure you use the styles below from the Styles Pane to format all text and headings. Make sure you change the footer title and date in the first- and second-page footers.

Union contacts

**Local rep: John Dunn**

[j.dunn@email.com](mailto:j.dunn@email.com)

**07701 234567**

**Bectu Membership team**

[membership@prospect.org.uk](mailto:membership@prospect.org.uk)

**0300 600 1878**

**Bectu Sexual Harassment Support Service**

* **020 7902 6647**

**Union news**

Newsletter for Bectu members **No. 1, Dec 2024**

[**bectu.org.uk/join**](https://bectu.org.uk/join/)

# Heading 1

## Heading 2

### Heading 3

#### Heading 4

Normal

**Normal then use the B to bold**

* List Bullet

1. List Number

Hyperlink

A person in a green jacket

Description automatically generated

*Copy and paste this whole text box to use alongside photos/graphics for descriptions/captions and sit them aligned to the bottom of the pic/graphic*

***Use a credit if required***

Photos or graphs should have their ‘Wrap’ settings set to ‘In Line with Text’.

Use a thin rule, like the one below, to separate stories

A black and grey symbol

Description automatically generated

Copy and paste this whole text box to use for quotes

**Author**

## A splash of colour is nice

Use a coloured text box to add a splash of colour to articles but do it sparingly. You don’t want your newsletter to look like a patchwork quilt!