



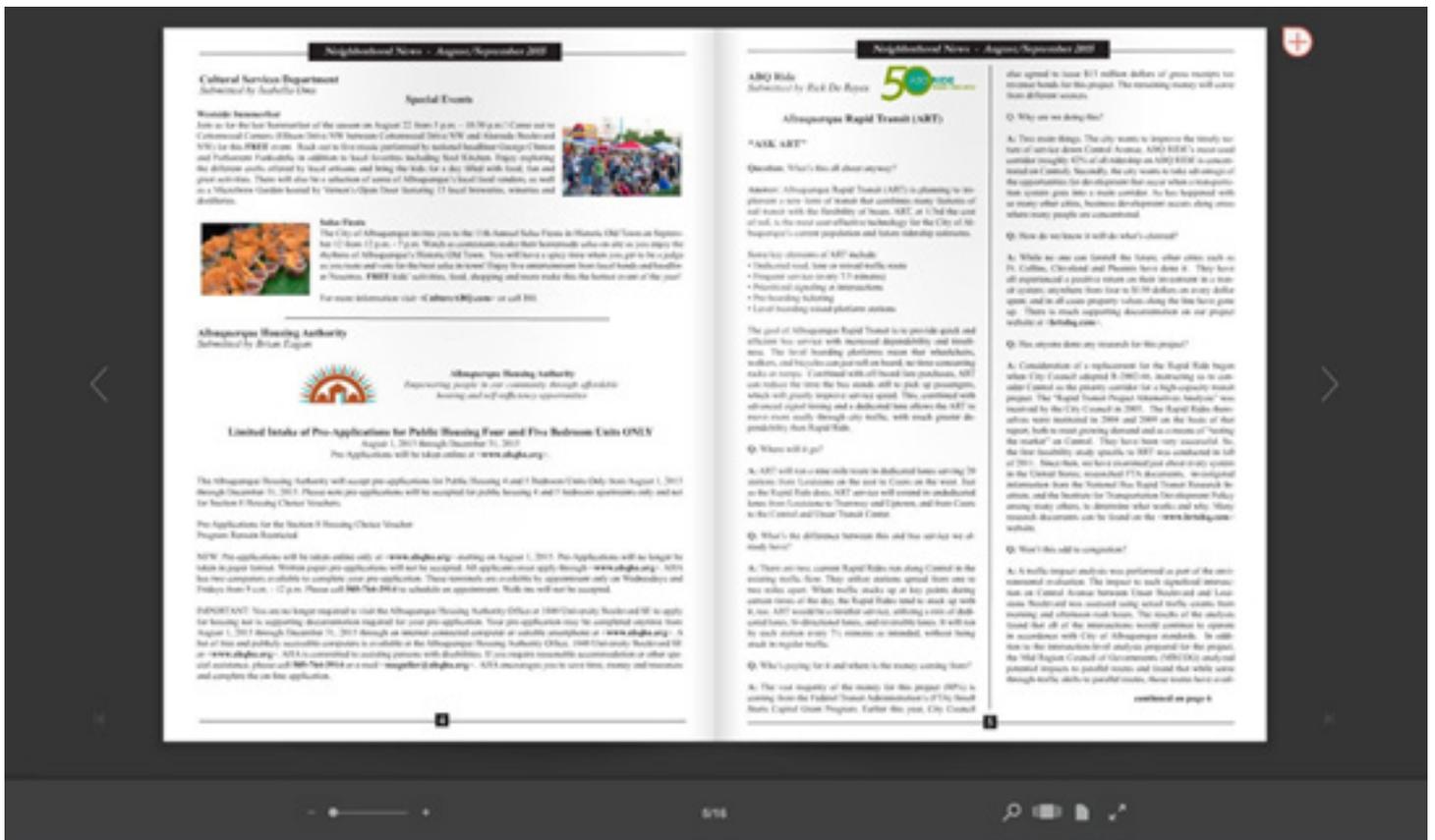
Planning Department

Office of Neighborhood Coordination

Neighborhood News Moves to Digital Publishing

You may have noticed that the *Neighborhood News* e-newsletter is being published using a new tool. This tool is called "issuu" and is the fastest-growing digital publishing platform in the world. This free publishing tool allows the City to reach a broader audience for its monthly newsletter by being more compatible with mobile devices, such as smartphones and tablets, than previous delivery methods. By reaching a broader audience, the City is able to expand communication to Duke City residents of all ages who are accessing the internet through various methods.

As a digital publishing tool, *issuu* offers ease of use with the click of a mouse or swipe of your finger. You get to flip through the newsletter as if it were a real, full-color magazine printed on glossy paper. Plus, you don't need to sign up for an account or pay to view anything. It's completely free to the City and to the community.



Within *issuu*, there are a few buttons to become familiar with. First, you'll see the zoom feature on the lower left side under the newsletter. This allows you to zoom in and increase the size of the section you are reading. Simply slide it to the plus or minus symbols to increase or decrease size.



Next is the *issuu* menu on the lower right side under the newsletter. This menu features four buttons. The magnifying glass allows you to search the publication for keywords. The next symbol allows you to change the view of the newsletter so you can see all the pages. The third symbol takes you to a single page view and the fourth symbol, with the arrows, allows you to make the publication viewable in full screen mode.



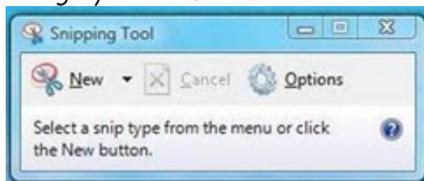
Copying Content in the Issuu Tool

Do you prefer copying information out of *Neighborhood News* and placing it in your association newsletter? Here's a simple four step process to allow you to do that.

- 1) Open the newsletter in *issuu* to the page or article you want to copy
- 2) Go to the windows start menu icon on your computer and left click it (will be lower left side of the screen on your monitor)



- 3) Click on the snipping tool in the menu (*this will open a box with a cross icon for your mouse and your screen will be a little gray in color*)



- 4) Drag the cross icon from your mouse over the area you'd like to copy. Then save and paste into your newsletter or document.

This four step process will allow you to copy content or photos. It will also allow you to save those images in the photo format of your choice.