**Community**

“Requirements from Eastern Idaho Public Health” – Due to rising cases in the area, a mandatory mask requirement has been placed for Bonneville County in any area where 6 feet social distance cannot be maintained. For additional information and restrictions please refer to the Eastern Idaho Public Health Website: [https://eiph.idaho.gov/](https://eiph.idaho.gov/)

“Constitution Week” – September 17th, 2020 marked the 233rd anniversary of the drafting of the Constitution of the United States of America. The City asks that our citizens reaffirm the ideals of the Framers of the Constitution by protecting the freedoms guaranteed to us by this document; remember that lost rights may never be regained. Constitution week was celebrated September 17th through the 23rd.

“Bingo Blackout Contest” – Iona Library will be holding bi-monthly Bingo Blackout contests starting October 1st. The first contest is for Iona JR patrons ages 12 and under. Starting Thursday, October 1st, participants can pick up a bingo sheet at the librarians desk. Complete it and hand it in by 6:00pm October 31st to be entered to win one of two backpacks!

**Important Information**

“Fence Permit Now Required” – In order to insure the safety and correct location of new fences, a permit will now be required to install a fence on a property line. This requires a $50 permit fee for the City to process the application and verify the correct placement of the fence.
"Office Closed for Columbus Day" – The city office will be closed Monday, October 12th in observance of Columbus Day.

Local Events

"Trunk or Treat" – We are moving forward with our annual Trunk or Treat! We look forward to seeing you on the 31st of October from 2-4 pm. We are currently looking for volunteers to have trunks, but space is limited as we have a prize for each car! Get your spot today by going to our website, calling us at 208-523-5600, or e-mailing at office@cityofiona.org. We will be social distancing, are holding it open house style, and will have doughnuts and hot chocolate for all who attend. There will also be prizes for the best trunk, and best costumes. See you there!

"Veterans Day" – We are excited to be hosting our annual Veterans Day Program this year on Wednesday, November 11th, at 7 pm. We are excited to be able to honor all who have served our country. Light refreshments will be served. This year, we would like to send personal invitations to our City’s Veterans. If you are a Veteran, please contact the City at 208-523-5600 or via email at office@cityofiona.org. Thank you Veterans!

Public Works

"Animals Running at Large" – As a reminder, Iona City Code 5-3-12 states, “All animals found running at large are declared public nuisances and may immediately be impounded in the Animal Control Shelter without notice to the owner.” We strongly encourage all owners to keep their animals under control and on their premises. Thank you.

"Tree Trimming in October" – The Public Works Department will be trimming trees throughout the month of October. The Iona City Code § 8-4-11 states, “All owners, or persons in control of private real property upon which a street tree or shrub is growing, shall remove or trim, at his or her expense, all limbs or foliage which overhang or project into any public street, sidewalk, alley or easement and which interfere with public travel or use of such public way or easement or which do not satisfy the clear view and corner clearance requirements of the City Zoning Ordinance. Street trees and shrubs shall be trimmed from the ground level to at least twelve feet (12’) above any public street, public easement or alley, and to at least eight feet (8’) above the curb and sidewalk.”

The City will be trimming trees and shrubs in October throughout the City to avoid safety concerns and future accidents. If you have a tree that is impeding a public street, sidewalk, alley or easement, please get your “street trees” trimmed in the first two weeks of October. Any trees left after these two weeks will be trimmed by the city as per City Code § 8-4-13 Please contact the Public Works Department at 208-716-0836 to discuss any needs for assistance if you are unable to trim your own street trees. We cannot assist with private property work, only trees located in the public right-of-way. There will be a “branches-only” drop-off located in the compound on the northeast corner of Iona Square Park. If you are unable to haul your branches off on your own, the city will be able to do it for you. This will be available to the public only through the month of October. Thank you.
Sidebar Setup
The sidebars in this template use simple, single-row tables for the gray-shaded headings and thermometer charts shown below for easy alignment.

Add Sidebar Content
Adding content into a column to create a sidebar is no different from adding text. As noted earlier in this template, apply the styles provided for headings, sidebar text, and even pictures to align them quickly and easily.

FAST FACTS

68%
Learn about these “thermometer charts” in the article at right.

42%
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FOR MORE INFORMATION
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Formatting Tips
by [Article Author]

This placeholder article provides the following tips:

- Creating “thermometer charts” using tables, as shown at left.
- Setting up multipage articles.
- Wrapping text around images
- Adding article titles and bylines

Creating the sidebar thermometer charts
When you work in Word 2010 (or PowerPoint 2010), you have the full power of Excel 2010 charts (provided that Excel is installed on your computer). Insert a chart in Word from the Insert tab, in the Illustrations group. Charts are easy to create and use and automatically coordinate with your active document theme.

However, notice in the sidebar at left that the “thermometer charts” were created using single-row Word tables. This is because they automatically fit the tight space without having to remove any chart elements. And you might be surprised to learn that it’s easy to make them essentially mathematically accurate.

To use a table as a thermometer chart, do the following:

1. On the Insert tab, in the Tables group, click Table and then drag across the grid to select the first two cells in the first row. Click to insert a two-cell, one-row table.
Wrap text around images

The photos in this article that are angled with white borders are “floating” images. That is, they are setup for text to wrap around them—which is why they can span multiple columns in a three-column section. Additionally, as mentioned earlier, the photo of the young woman in the body of this article is set to wrap text so that text will flow around the image as you add your own text.

To select text wrap settings, start by selecting the image and then do the following:

1. On the Picture Tools Format tab, in the Arrange group, click Wrap Text and then select either Square, Tight, or Top and Bottom—depending on how you want the text to wrap.

You might be happy with the default behavior as soon as you do this. Otherwise, continue to step two for customization options.

2. To set a specific position or control behavior (such as whether or not the image moves with text), on the Picture Tools Format tab, in the Arrange group, click Position and then click More Layout Options.

On the Text Wrapping tab of the Layout dialog box, you can set a specific distance from the image for text to wrap and control whether text can wrap on both sides, one side only, or just above and below the image.

To do this in Word, first insert your image into the document (on the Insert tab, click Picture), and then select it. Then, on the Picture Tools Format tab, in the Adjust group, click Remove Background.

The Remove Background feature automatically displays what it believes to be the central subject of the image. However, it’s easy to adjust this if the immediate result is not what you need.

On the Background Removal tab, click Mark Areas to Keep or Mark Areas to Remove and then drag your mouse pointer in a line across the portion of the image you want to add or remove. When you are finished making adjustments, click Keep Changes.

Adding article titles, bylines, and dividers

The article titles and bylines for this newsletter are created in text boxes. This is because text can wrap around a text box just like it can around a picture. Similarly, the orange divider bars that you see on pages containing more than one article are shapes set to wrap text. So, these text boxes and shapes can easily span multiple columns without having to insert a section break or change the number of columns for just that portion of the page.

When you select a text box or a shape, on the Drawing Tools Format tab, in the Arrange group, you have the same settings for text wrapping and positioning that are described above for wrapping text around pictures.

Note that, because text is set to wrap around the orange divider bars, your article might appear to slip below or above a bar, depending upon length. To adjust the position of a divider bar shape to accommodate the length of your articles, just select the shape and then use the up and down arrow keys on your keyboard to nudge it to the proper position.

Office 2010 introduced several new and improved picture formatting tools in Word, PowerPoint, and Excel. Among those is the Remove Background tool that you can use to remove backgrounds from your own images, similar to the sample image on the preceding page.

Notice the image of the young woman that’s within a text column on the preceding page. The background has been removed from that image to allow text to wrap directly around the subject.

Setting up multipage articles

Word is designed to allow text to automatically flow from one page to the next. So, when you want an article to continue on the next page, just keep typing.

In the case of this placeholder article, it is separated into two placeholder content controls (one on this page and another that starts at the top of the following page) just so that you can still see the layout of the following page while you begin adding your own text on this page. As mentioned on the first page of this template, remember that it might look like the layout is skewed when you replace a long piece of placeholder text by starting to type your own, but it is not. As you add your content, the layout that follows will move down automatically and back into position.

To remove the second placeholder control that starts immediately following this one, just select it and then press any key. You can then continue typing from this page and your text will automatically flow onto the next.

To remove the second placeholder control that starts immediately following this one, just select it and then press any key. You can then continue typing from this page and your text will automatically flow onto the next.
Remove Image Backgrounds

by [Article Author]


Title Lorem Ipsum


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