Preparing Information for Programs, Newsletters, Etc.

- Information for newsletters, programs, etc., to be designed by us must be **saved on the "O" drive in the Graphics and Printing** in your school's folder; include a hard copy printout with the job ticket. We prefer that you **do not e-mail files** except when you have made special arrangements.

- **Before typing** information in your Word file for the first time, **please call us** so we can give you some basic guidelines to make things easier for you and for us.

- Information should be read for content, edited, spell-checked, and corrections made **before** submitting your file.

- All newsletter articles should have **headlines.**

- Single space between headlines and paragraphs. Double-space after articles.

- Type everything flush left. **DO NOT** copy and paste email addresses and web site links. Please retype them.

- Label all photos or clip art as 1, 2, 3, 4, etc. Write, **don't type**, corresponding numbers on your hard copy **beside** the article the photo/art goes with.

- Do not assign styles such as headline, body text, or auto numbering. **When done preparing the file-Clear Formatting. You will need to bold or italicize what you want after you clear formatting.**
  - -Select all text (Ctrl+A)
  - -Go to Menu bar and click edit → Clear → Clear formatting

- Information may be inserted into your newsletter from time to time, which has been designated by District administration.

- We can also produce other school-related newsletters (PTA, chorus band, sports, etc.) at Level 2 pricing.

Common Mistakes to Avoid:
- **Never type rows of dots.** Typing a row of periods between a date and an even on a calendar or a musical selection and the composer on a program is a

4/9/15

time consuming mistake for you and it takes us time to take them out. Simply hit the TAB key once between the two items where you want the "dot leader" to appear and our formatting will take care of it.

- **Don't try to set up things in columns** – especially lists of names. Just type them in one long list, hitting the RETURN key once after each name.

- **Never use ALL CAPS when typing for a publication**, as they are very difficult to read.

- **Don't worry about making things line up and "look nice" on your screen;** we will have to spend a lot of time removing all of your formatting.