

**Parameters for Entries Submitted to Newsletter:**  
**Deadline: 15<sup>th</sup> of the month. Send email or call if a delay is necessary!**  
**SEND TO [newsletter.nui@gmail.com](mailto:newsletter.nui@gmail.com)**

1. **USE ATTACHMENTS:** Please send in your information in an ATTACHMENT either as a Word Document - 2007 (.docx) or 2003 (.doc) If you have another word processor, please let me know. The important thing is to send it as an ATTACHMENT. It is OK to send the information inline; i.e. as part of your email but it adds extra steps to the process of getting the newsletter ready.
2. **ARIAL FONT PREFERRED:** Please, please use the ARIAL FONT if you have it. Tahoma is also acceptable. For size, use 11. It will look small but it allows me the greatest freedom to modify.
3. **Paragraph Spacing:** Once you have your text in your document do a Ctrl-A. This should select all your text. Click on the RIGHT mouse button. A menu will pop up. Select PARAGRAPH. You will see another menu which will allow you to make sure the PARAGRAPH settings are:
  - (a) Line spacing is SINGLE or 1 sp. The little boxes will allow you to make those modifications
  - (b) Make sure the spacing option is set to **0 pt** for BEFORE and **0 pt** for AFTER.This reduces the number of changes I have to make in Publisher.
4. For **document names** please indicate the month and year of your entry in the title. For instance, VtTradsOct12.docx It helps me to locate your information quickly.
5. **Please avoid** using ..... in your documents as it increases the number of changes I have to do. Use the hyphen instead.
6. **Pictures**, please send as .jpg Do not send me your information as .pdf unless it is a treasurer's report. I can convert word processed documents into .pdf. However, I cannot go the opposite direction and do not have a PDF editor.
7. **More than a page's worth of information:** please indicate which sections have to remain together. Remember that if you use narrow or standard margins for a page in Word, a page is equivalent to a page in the newsletter. So you might find yourself reducing line spacing, font sizing and graphics if you need certain sections of information to remain together on ONE PAGE.
8. **Size:** It is best to keep your entries to a maximum size of a ¾ page, single line. **Please do not send me full sized advertisements of workshops, shows, etc.**

Additional suggestions:

If you are a regular contributor to the newsletter like the President, or the Secretary, it might help to create a document with your name for eg., PresidentMessage.docx/doc and update that document every time you have new entries. That is what I do in the newsletter to speed up my process.

Thank you,

Your present newsletter editor, Esther Nui