

ARTICLES: Please submit as a WORD.DOC attachment to an e-mail. As you may know, I assemble the Newsletter in *Microsoft Publisher* and then encase it as a **PDF**. My desktop has 500 font styles, so I can punch up your copy for the right emphasis when needed.

To follow are a few considerations regarding format so that your articles/columns can look better, will become a reality much more smoothly and we can set some simple standards for continuity of submission. Some of you have already been doing most of these things intuitively. Here goes:

1) One page or less (approximately) of editable copy in a Word.Doc attachment, , single spaced, Arial or Times Roman are suitable fonts, 12 pt or 14 pt. size. Avoid "fancy fonts", as they may not transfer from one computer to another's. Try indenting to separate paragraphs instead of adding line spaces between paragraphs.

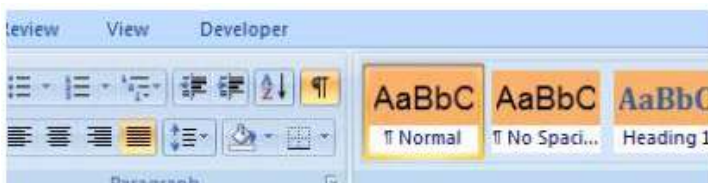
Please, **no** copy inside the body of an e-mail and **no** PDFs. That makes editing to fit the actual space quite difficult, very time consuming, often fuzzy and awkward-looking to the reader.

We are striving for a 'one-pager' for each author. This supports continuity and avoids readers glossing over your article because they do not want to read 3 and 4 pages of copy. Succinct wording is the best (less is more).

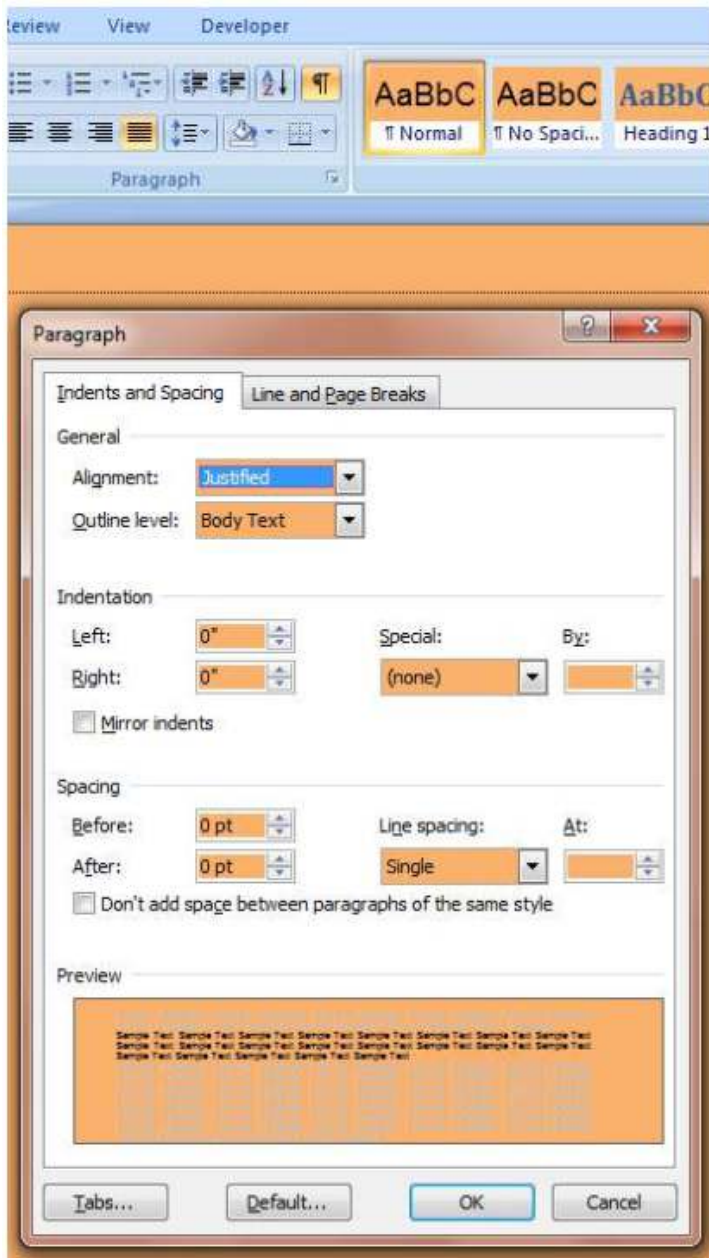
Try saving your files with your last name (or first name) IN CAPS first, then whatever you like. Example: SMITH_Key-Machines.doc **OR** TOMMY-Keys.docx. That helps me keep things sorted so no one gets left out of an issue. I use Word 2007 (.doc), but .docx files are absolutely fine.

2) Feel free to add one to three images to enhance your copy. You can embed them into the WORD-DOC (preferred) at the end of the page of all copy. I will place them accordingly. The more images, usually the smaller the copy ☹.

3) It is very helpful if you can adjust your WORD.DOC Paragraph Setting as shown below so we can be on the 'same page' so to speak and allow for faster and smoother editing when you present your exceptional articles:



(continued on next page)



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