

Probus Western Ottawa Newsletter Editing Guide

General

Welcome to our executive team and the role of newsletter editor!

Of course, as editor, you can select any publishing software you choose, but this guide is written for those with a basic knowledge of Microsoft WORD and assumes access to a Windows 10/11 computer and use of a mouse.

Executive meetings are held at KBC, in classroom A1, on the third Tuesday of each month beginning at 9:30 am., September to May, plus August.

Much of the material for publishing will come from executive members or past issues (e.g. Book Swap). But an item like Chuckle Corner, or a brief summary of our past speakers presentation, will be at your discretion .

Editing Tools

There are two main tools within WORD that you will find useful. Text boxes and screen capture software.

A **text box** is created within a WORD document by selecting "Insert - Text Box", and picking from the options provided. Select that text box (left click) and with the cursor inside the box, right click to bring up a new menu. Select "Wrap text" (left click), then in the new pop-up, "In front of text". You can now move that text box anywhere on the page by selecting (left click **and hold**) moving the cursor. You can also change the shape of the box by first selecting it, then left-clicking & holding one of the "handles" that appear.

A **screen capture** tool is built into your O/S (W10 or W11). Once an image is placed within the document, select "Wrap text" (left click), then in the new pop-up, "In front of text". Now you can move the image just like a text box. Submitted jpg files are handled similarly.

When images need to overlap, right click on one and select "Bring to Front" or "Send to Back".

Layout

Layout is where the fun and challenge lie. One way to get started, get the docx version from the previous month and replace elements as needed. One area that's tricky is taking submitted text and presenting it in 3 columns (2 minimum). It's a bit time consuming to split simple text into 3 separate text boxes, but it aids readability. All past issues are accessible from the newsletter page on our web site. Unfortunately, they are only in pdf format. If you want the WORD version the webmaster can provide for any issue.

For uniformity, choose Arial font for both headlines and text. For general text readability use 11-point size but put the spacing at 13-point (this is done using the "paragraph" option when right clicking text). Headlines and picture captions may use different point sizes.

Photos

Photos are a key to the newsletter success. Usually others submit these, but feel free to supply some yourself. For resizing, cropping and lightening/darkening you can use a tool provided in Windows or the following public domain program: <https://paint-net.en.softonic.com>

Photos are usually too large, taking up too much bandwidth and slowing down load times. They thus need to be reduced (300Kb for 2 Column and 100 Kb for 1 column) or (1000 pixels wide for 2 column and 200 pixels wide for 1 column). Use of the screen capture tool to “crop” is usually the best way to capture what you want.

Sometimes you will need to get an image via screen capture (e.g. a spread sheet or word table you have created or a logo or image from a website. For that, use the Windows utility or <https://screenhunter-free.en.softonic.com>

Content

Traditionally, we keep our newsletter to 4 pages. If you have too much material you will have to reduce items. More likely you will be short of material. This is where you can look at other Probus clubs newsletters for topics of interest. There are usually standard “fillers” like group insurance, coffee service, book swap etc.). Also try to present a joke for our “Chuckle Corner”. Text items are preferred as most cartoons and photos are copyrighted and can be discovered by automated bots (our website is open to public scrutiny).

Deadlines

Submissions for a draft version are normally expected 8 days after our executive meetings.

When ready, the draft version is sent out in docx and pdf versions to the executive for comment.

The final version is sent to our president and webmaster in pdf format. Our president will then issue the final version to all members. Usually by the first Monday of the Month.

Suggested Style Points

Create Distinct sections - e.g.:

- Speaker related & Probus intro
- Prez Sez & Club
- Current Month Events
- Past Month Events
- Miscellaneous Topics
- Speaker Overflow and SIG info, Chuckle Corner

Minimize white space

- e.g with placement of small items

Page Header showing Month, newsletter title & page

Box Outlines should be used sparingly & not contain multiple elements

- Simple lines are often enough; e.g. blue 2 pt lines

Consistent Font –

- use 11 pt arial with at least 13 pt line spacing for text;
- fonts may vary in size depending on title type;

- for titles choose sizes, colours, whether bold or underlined, word capitalization

Split large sections of text to suit section requirement.

- Can move some text to another page if too long;

Titles should have caps on the first letters of all key words

Dates should use consistent formats

- pick “Tuesday, January 14” or “Tuesday 14 January” or just “14 January”, but it’s your choice.
- avoid “January 14th”

Text

- In general, text running page wide is too difficult to read. Try to restrict horizontal text to 2 or 3 columns.
- Provide website links and suitable graphics for outings and restaurants, even if not provided by submitter.

Each article needs something to catch the readers’ attention — to make them want to read it.