

Author's Guidelines
For CMW Newsletter

1—Write your story using a computer. Save the document in Microsoft Word format (name.doc). Proofread the copy for typographical errors, and errors in spelling and punctuation. Check spelling and sentence construction by using F7 key. A friend or spouse can be helpful here, as well. Send the article to the newsletter editor by email. Font sizes 10 or 12 are fine. The following font types are easy to read: Times New Roman, Verdana, Arial and Comic Sans. The current editor prefers Comic Sans.

2—Take pictures with a digital camera; size 6.0 mega-pixel or larger yields the best quality. Reduce the size of the pictures in a suitable photo program to a resolution of 72 dpi and a size of no more than 4x6 inches. Mark your article for proper photo placement, but do not embed the photos in the article. The current editor has only dial-up internet service and cannot receive an article with pictures embedded in MS Word format. Send one photo per email in their cropped and reduced size. This will probably be a JPEG file. The file should be no larger than 400-500k. Files larger than this do not open readily with dial-up service. When taking pictures, have good composition with no backlighting or unusual backgrounds. Hold the camera steady to avoid blurring the image.

That's all there is to it. The current newsletter editor is Nettie Turpin, email nettabelle1@msn.com

The current editor uses Microsoft Word 2003, Microsoft Picture It! and CutePDF Writer to compose the newsletter. Each page has to be constructed individually. Newsletters run between 6 and 31 pages, each 8.5 x 11 inches.

The complete newsletter is saved as a PDF file for printing on desktop printers and for placing on the web.

Email the editor with any questions at nettabelle1@msn.com. I'll get back to you as soon as possible. If I receive a file that is larger than I can open under our current internet service condition, I'll email you additional information for getting your files to me successfully. If you feel certain that you cannot get your photos into an image small enough to send electronically, download them from your camera to a CD ROM and mail the camera raw images and your article to me at the following address: Nettie Turpin, P. O. Box 30, Edneyville, NC 28727.

Thank you for contributing to the CMW newsletter.