

Wild Ones Rock River Valley Chapter  
**Newsletter Submission Information**

Deadline in the 23<sup>rd</sup> of the month

Send copy submissions and questions to [constance@wildonesrrvc.org](mailto:constance@wildonesrrvc.org)

Send all photographs/graphics and questions to [pambi@wildonesrrvc.org](mailto:pambi@wildonesrrvc.org)

The newsletter is assembled using Adobe InDesign.

**Copy submissions:**

Text does not need to be formatted; just type copy into paragraphs.

Use spell check.

Double check spelling of people's names (refer to membership roster) and dates.

Word count does not matter, newsletter is formatted to fit submissions.

If you have tables or charts, etc. that accompany your article, please submit them as a separate PDF file, or Microsoft Excel and Adobe Illustrator work well. If in doubt send the original file. **Do not save** as a .png file. If you need a chart formatted, just send the information and it will be created using Adobe Illustrator.

Microsoft Publisher files are **not accepted**, you will need to export the file as a .pdf and it will be placed in the newsletter as a graphic/piece of art.

File formats:

Microsoft Word file: .doc, embed fonts when creating a specific layout:

<https://support.microsoft.com/en-us/kb/290952>

Plain text file: .txt

PDF files: .pdf (useful when creating a specific layout; be sure to embed fonts):

[http://help.adobe.com/en\\_US/acrobat/X/pro/using/WS58a04a822e3e50102bd615109794195ff-7c75.w.html](http://help.adobe.com/en_US/acrobat/X/pro/using/WS58a04a822e3e50102bd615109794195ff-7c75.w.html)

**Photograph submissions:**

Minimum requirements:

4MP (megapixel) camera set at highest resolution/quality

300 dpi

7.25" wide

2,175 pixels (7.25 x 300) (size x dpi)

2 MB, minimum file size, larger files are preferred

If in doubt, send the largest file possible

File formats:

.jpg, .tif, .gif, .psd (Adobe Photoshop), all photo files are converted to CMYK and saved as .tif files for the newsletter.

Additional information: <http://www.rideau-info.com/photos/printshop.html>

**Graphic (logos etc.) submissions:**

File formats:

.ai (Adobe Illustrator vector file), .eps, or .pdf. If these file formats cannot be created sometimes a .jpg will work if high enough resolution. **Please note:** most files copied from the internet are low resolution (72 dpi) and **not** suitable for printing.

**Emailing submissions:**

Microsoft Outlook users, please set your email options to "plain text" so your attachments are not tied up in a winmail.dat file.