

Tiverton U3A Editor

Essentially the role is to receive reports from the co-ordinators, Membership Secretary, Chairman and any special notices, which are then edited, cut and pasted into the newsletter format for monthly distribution by email or post.

When amendments or additions to the groups' icons/address boxes are required, these may be best done using the snipping tool desktop app.

The timing for printing is quite tight. Deadline for contributions is 5.00pm Friday evening on the week before the monthly meeting. (Usually the 3rd Friday of the month)

The file is usually produced in Word and transferred to PDF for publishing.

The printer is Garfield Barnett, Cotswolds, Park Road, Tiverton, EX16 6RW. The finished newsletter in PDF format should be emailed to him at cotswoldcomputing@live.co.uk by early evening on Sunday. The printed newsletters will normally be available for collection within a day or two.

The latest edition is then posted on the website and the oldest deleted.

Emailed newsletters can be sent as soon as is practicable via the Beacon system.

The bulk mail should be posted as soon as practicable, at the latest ready to catch the evening post on Tuesday, in order to arrive before the Thursday morning meeting. The Beacon membership database can be accessed to produce address labels for the posted newsletters. Receipts for stamps, envelopes and labels will normally be submitted to the treasurer for repayment.

The rest of the newsletters should be taken to the monthly meeting and sold to members and visitors at 50p a copy.

In the past the following timetable has applied:

1. In October the Christmas Lunch menus are inserted.
2. In the December/January the Application forms are inserted.
3. In February AGM documents (Treasurer's report, Agenda, Last Year's Minutes etc) are inserted.