



Upminster u3a Newsletter Editor Job Description

Programs used: Microsoft Word
Template stored in Newsletter file on my P.C.

Font: DM Sans 11 for text
DM Sans Medium 14 for headings
Lucida Handwriting 12 for signatures

Send Beacon email Group leaders on 15th each month to request group updates; to be received by 1st of following month.

As copy is received, copy and paste from email onto template

Text:

- Check for and correct any spelling and punctuation errors
- Edit any poor structure
- Précis if necessary
- Check facts and Proper Names as there are often errors
- Change font appropriately
- Add signature

Photos

- Format photo
- Layout "tight"
- Resize
- Place appropriately

Organise structure of newsletter

- Insert page breaks as appropriate
- Find fillers for large spaces

Obtain list of future speakers from **Speaker Secretary** and list line up in Newsletter template.

Obtain '**View from the Chair**' from the Chair and insert onto Template.

Recheck text, font, and placement.

Remove any additional blank pages by clicking on paragraph icon and deleting paragraph marks on blank page. Deselect paragraph icon and page will disappear.

Convert to P.D.F.

Recheck, especially page breaks.

Resize

- Open in Preview
- File
- Export – submenu – Quartz Filter – Reduce File Size
- Save with a different name

Send to person responsible for distribution, currently Membership Secretary.

Privacy Issues

- All emails deleted after use
- All photos used deleted from my computer when issue has been published

Updated February 2023