

OWQ Newsletter Procedure

1. The newsletter is created as a WORD document.
2. Margins are set at .4 (top), .3 (bottom), .5 (right and left sides). (Page Layout, Margins, Custom)
3. There are 2 columns. (Menu, Page Layout, Columns, Two)
4. Font is Arial 12. (Selection is on the Home page)
5. When inserting pictures (Insert, Picture, select the picture), always remember to then format the picture for text wrapping. (Click on the picture, Picture Tools, Format, Wrap Text, Tight)
6. Items to be updated each month:
 - a. President's message
 - b. Treasurer's report
 - c. Committee reports
 - d. Checklist for the meeting and which quilts are needed
 - e. Meeting agenda
 - f. Birthdays for the month (first name and last initial)
 - g. Any changes to the board
 - h. Dates to remember
7. Newsletter articles are due by the evening of the Board meeting.
8. Newsletter should be published by Thursday evening after the Board meeting and snail mailed to the handful of quilters who don't have e-mail addresses on Friday.
9. The newsletter will then be redacted (phone numbers and e-mail addresses removed) and uploaded to the OWQ website as a .pdf document by Sunday a week prior to the General Meeting.