From: Tilton, Joann
To: Jasso, Jose;
Subject: FW: Specifications for TWIR
Date: Tuesday, September 14, 2010 10:23:56 AM

For future reference

From: McLaughlin, Karen
Sent: Monday, September 13, 2010 1:18 PM
To: Department Managers
Cc: Dyke, Tim; Hall, Mark; Mulder, Bruce; Williams, Debbie; Smekofske, Jennifer; Sandoval, Shannon; Robinson, Janet; Hamm, Mae

Subject: Specifications for TWIR

Thank you to all who submit items for the weekly "The Week in Review."

I wanted to pass on some specifications that I would appreciate you follow when submitting your items. We're trying to keep the format pretty standard, so anything you can do to help when you prepare your reports and submit them will result in less formatting changes/time on our end. So please use the following specs:

Font: Bookman – 12 point
Captions: Bookman – 10 point italics (centered beneath photos)
Do not put anything in all caps (don't want our audience to think we're screaming at them).
Photos:

1. Crop your pictures so they are no taller than 2-2/12 inches in height.
2. Put borders around them. Click on the photo. Then in the Paragraph heading on your Home tab (newer versions of Word), click on the far right icon and select "Outside Borders." If that doesn't work, right-click on the photo, and select "Format Picture" at the bottom. Click on the "Colors and Lines" tab, scroll to "Line/ Color" and click on black. This will help give the photos a clean appearance.
3. When you are ready to submit your entry with photos, right-click

on any photo. Again go to “Format Picture,” Click on “Compress,” then select “All Pictures in Document,” then “Web/Screen.” Click “OK” and then “OK” again. Sometimes the photos are taken at higher resolution and won’t transmit well. Compressing them like this means they’ll be lower in resolution, but easier to send around.

I know this looks extremely complicated, but it really isn’t, once you’ve done it a time or two. We’ll be double checking this to make sure you’re doing it right anyway, but in case we happen to miss some of the photo intricacies, you now know how to do it.

Deadlines: On Fridays when we are here, the deadline to submit entries for the TWIR is noon on Thursday the day before. On Fridays when we’re closed, the deadline is noon the Wednesday the day before. If something EXTREMELY noteworthy happens after the deadline, just give me a heads-up something is coming.

All TWIR submittals should be provided to me, unless I’m out of the office. In that event, I’ll let you know to whom you should submit them.

Thanks so much and keep the great entries coming!!!

If you have ANY questions, PLEASE let me know!

Karen