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About this Document

This document has been issued for the information of members who may be asked to either fill in for the Newsletter Editor or have taken on the job as an officer.

It is assumed that the person using this document has basic skills in using MSWord although some more advanced features are described as necessary.

You can call me, Doug Hayne as the originator of this document on 0407778634 if you need help or clarification.

About The Newsletter

The Probus Newsletter is issued monthly. The aim is for members to receive a copy either in the mail or from the web site by the Wednesday prior to the monthly fellowship meeting.

At present (2009) there are 93 recipients. Couples at the same address who are both members are sent one copy, however if desired, members can ask to have separate copies mailed.

Each month the latest Newsletter is also posted on the club web site and is easily accessed from the home page. All newsletters from the very first issue are available from a "Newsletters Page" on our web site.

Of the 93 recipients, 18 have opted not to receive a posted copy as they are happy to download their copy and print if they wish, from the web site. An email is sent out to ALL members who have provided their email address and a link is inserted in the email that links directly to the Newsletter.

Creating a New Newsletter

The Newsletter at present is written into an MSWord document and saved as a PDF file for the web site. You will need Adobe PDF Creator or a PDF option on your printer to create a PDF file. The pdf file cannot be edited.

The first step in creating the next issue is to open the previous month's copy and change the dates and issue number in the headers, footers and address frame. The file is then saved under the new month's issue number and name. For example: 72-May 2009.doc.

Double click on a header or footer will bring it up front to be edited.

The next step is to delete the current month's part of the Events Table and if necessary, add another month to the end of the table.

For the remainder of the document it is best to keep the last months content and delete or edit it as new contributions come in. This way headings and content unchanging from the previous month can be retained. Some items just require a

change of date or meeting month. However a thorough proof read is necessary as these techniques can lead to outdated information being retained.

About the Events Table

The table contains information about Probus events that have been planned or scheduled for the coming months. The table is in its own section on the last two pages of the Newsletter. It usually requires one to one and a half pages. The bottom half of the last page has a frame containing the club information and space for the address label. See "Working With Tables" below to find out about editing tables.

Editing and Publishing The Newsletter

The newsletter is usually contained in eight pages which are printed double sided giving four pages to fold and post out. The bottom half of the last page has the address box. The master copy used for printing should be single sided as the final quality is compromised when a double sided master is used.

If there is not enough content that month for 8 pages, either the seventh page can be left blank, or if six pages is enough (rarely) three double side pages can be used. More than 4 double sided pages in the post can lead to mail being returned as oversize.

The document is divided into four sections.

- Section 1 is page 1 which has the Club Logo and other information contained in its header.
- Section 2 is the main body of the document on pages 2 to 6 which have a smaller header. Sections 1 and 2 are divided into 2 columns with the bottom of column 1 continuing into column 2. Footers are identical and contain date and page numbers.
- Section 3 is the Events List which is a table with it's own header . The footer follows on from section 2. This section continues on to the top half of page 8. (Page breaks are inserted at appropriate rows)
- Section 4 is the bottom half of page 8 which has the address box at the 14cm point.

Note: Procedures described here are relevant to recent versions of MS Word. Earlier versions of MS Word may have different selections for the procedures described. Use the "Help" facility if the procedures described here are not available. The instruction click refers to "Left Click".

About Sections

Section Breaks are inserted to allow different arrangement of columns, headers, footers, and page numbers. (See instructions for setting up sections below)

For instance, Page 1 has its own larger header which we don't want to continue on to the following pages. So, we insert a section break with page break always under the last line of page 1.

For section 2 header, we turn the "Same as Previous" feature OFF and insert a different header for this section. Because we want the footer of section 2 to follow on from section 1, we turn the "Same as previous" feature ON and the footer will follow from the one in section 1. The page numbers are set in the footer from the tool bar that appears, by selecting the <insert page number (#)> button.

Setting Up Sections

With the cursor at the end of the LAST line of the section to be set, click on <Insert>-<Break> - <Section break next page> where the new section is to be on the next page as with page 1 of the newsletter.

Select <Section break continuous> if there is to be no page break as with page 8.

Setting up Headers and Footers

These are separate sections of the page at the top and bottom of the page that can have their content repeated on following pages without re typing it. In our Newsletter headers contain the document name and the month. Footers contain the club name and page numbers.

By double clicking on the Header or Footer area, a small tool bar comes up and typing in the areas is enabled. Headers and Footers can also be accessed by clicking on <View> - <Header and Footer>

Setting Up Columns

As can be seen from this section, the text is in two columns with a line between. This format makes it easier to read as each line is shorter.

This page also has a continuous section break between the first paragraph and this two column section.

Note:To see where the section breaks are located in the document as well as other non printed information, click on <View>-<Outline>

To set up two columns – click on <Format>-<Columns>-<Two> and

check the "Line between" box.

As you type or paste text in the left column, the text will restart at the top of the right column when it reaches the bottom of the page. If you need the text to change columns at a selected point, click on <Insert>-<Break>-<Column Break> and text will continue from the top of the right column.

Note that the line dividing the columns does not appear until text is inserted in the right column.

Working with Tables

The tables in the Newsletter such as Committee Details, Tea Roster and Events List are constructed using the MS Word Tables option.

To edit a cell, click inside the cell on the left side and type over the existing text. To delete cells and their contents, select all of the cells in the table that contain the previous month's information and hit the <Delete> key. Select the option to delete rows.

To clear the contents of the cells in a table leaving the empty cells with their borders, select <Edit> <Clear> <Contents>.

If you select and drag or move cells to another location, formatting such as borders may be moved with the cells depending on the version of MS Word you are using.

Cell Borders

The borders of the events table are double lines as are the cells containing the month name. These are also a single cell across the table.

To set up a new set of cells for a new month at the bottom of the table, select the last 5 or 6 rows in the table and select <Table> <Insert> <Rows below>. This will insert that number of rows below the selected rows.

To set up the month name row, select the row where the month is to be inserted and then select <Format> <Borders and Shading> from the tool bar. Use the diagram on the right to set lines or remove them in the selected row. A simpler way of adding the month heading is to copy a previous month heading and paste this in the row for the new month. The month name can then be changed. Formatting of cells may be lost with some versions of MS Word.

If a table jumps to the next page rather than have it split between the pages, the best option is to insert a page break. On the left side of the row with the month in it, select <Insert> <Break> <Page Break>. This will place the start of the month at the top of the next page of the table.

Changing Information in tables

If you wish to delete the table lines and the contents select the rows or columns to be deleted and click on <Table>-<Delete>-<Rows>.

To add rows put the cursor on the row adjacent to where rows are to be added and click on <Table>-<Insert>-<Rows>-<Above> or <Below>

General Editing

Most of the items such as President's Report are emailed to the editor to publicity@templestowealleyprobus.com.au.

The emails come in all different type styles and formats so when cut and pasted into the Newsletter document can be in various font types and sizes.

After pasting the emailed information into the document, select the new text and then move to the <Normal> style in the tool bar, select it and hit <Enter>. This will change the type style to the same as the rest of the document. Headings will then need to be changed or added.

Editing the Material

Some members who contribute prefer content of their item to be published as it is. Others ask that you edit it as you see fit. If there is enough time, you may wish to send back a copy of edited versions even if you are given a free hand to edit as you see fit.

Second hand contributions such as jokes and stories from internet or magazine sources should be read carefully to see that the content is suitable for our audience. This editorial responsibility is very important and something is best left out if it may offend even a small minority of our members. As most people DON'T let you know if something is offensive to them you need to think carefully about what you publish.

There are some types of jokes and musings that for instance are supposed to be funny and often are, but perhaps laugh at the expense of, or even demean people who are aged, from certain ethnic groups, disabled, or from certain occupations. There are also warnings to people concerning treatment of medical conditions, or how to fend off attackers and articles about handling finances that should be very closely scrutinised before publishing them. A lot of information is spread around the world via the internet and perhaps printed and passed on, that may not be factual or accurate and may be dangerous. Some of these have appeared in our newsletter but I have found that (a) Everyone has seen them before (some items emailed to me have been circulating on the internet for several years now) or (b) I later found them to be exaggerated or dangerously inaccurate.

The Contents Table

The contents table has been created by selecting the position for the start of the contents table, then selecting <insert><Indexes and Tables><Table of Contents> from the tool bar. The contents is set up to list three layers of headings. When the newsletter is being edited, the contents table is updated by right selecting the table and then selecting <update field> or with some versions of MSWord the contents table is updated by re creating it as described above in this paragraph. The contents table will now be updated for the changes you have made in the document.

Finishing The Newsletter

When you think your document is done, have someone else read it thoroughly. (proof reading) It is surprising how many times you can read over your own errors without actually noticing them.

Check all mentions of the month and references to fellowship meetings. I have printed "see me at the April meeting" in the May issue.

Make the master single sided even though the final issue will be double sided. The print on the other side of the page can show through on the copies.

Printing The Newsletter

Currently we have access to a good publishing machine at Kevin Andrews' office in Doncaster near Westfield Shopping Centre. The staff there are very co operative and welcoming of you. You need to book with them in advance to use the machine. We need to provide our own paper and from experience, the staff there have found that Reflex brand paper which is not the cheapest is the best to use. Two problems can occur when using cheaper paper.

- (1) Too many paper jams can cause delays and the need to take up staff time helping get the machine working again.
- (2) With some cheaper paper the quality of the print is not as good and print on the reverse side shows through.

The machine they have prints a master you can check first, then prints the selected number of copies of one page at a time. It then allows you to select the number of copies and prints these off at a very fast rate.

To print out double sided, the already printed pages are inserted face down with the top of the page towards the machine and the next page master placed on the copy glass. Sometimes the machine grabs two sheets and so double sided is not printed on some pages. So, it is a good idea to set the number to 5 or so more copies than you need to allow for misprinted copies and also provides some to place at the door of the meeting for members who have not received their copy and visitors.

As the pages are not collated, it is a good idea to wrap one of the extra pages around the stack of that page to separate them.

Collating and Posting

When printing is completed, bring the printed copies home and lay them out in page order and collate them into four double sided pages

Staple the top left corner and fold the document in half with page 1 on the inside. Then fold it again so that the address frame is on the outside and blank on the reverse side.

A second staple is then inserted in the folded newsletter at the "page ends" side of the package. A good heavy duty stapler is needed as there are 16 thicknesses to be stapled. (18 with a birthday card). This is close to the maximum thickness Aust Post allows for these type of items.

Birthday Cards

Birthday cards are included. These are printed from the card.doc document after changing the names on the cards. Each card page has two cards and is cut in half to provide individual cards for members having a birthday that month. To print the cards from the file, print enough page 1 copies of the cards to make up two cards per page. Then insert the printed pages face down to print the remainder of the pages that have the new names on them. As birthdays are included as an item in the newsletter, this list can be used as a reference. (The Welfare Officer has the birthdays list if you need this.) The folded card is placed at the top left corner of page 1 and the document folded with it in this position, a staple is then inserted as described above. It is a good idea to do these first or if two people doing the collating one person does them separately. I put the address labels on these before inserting the card and stapling to ensure the correct card is inserted into its correctly addressed Newsletter.

Address labels

There is another MSWord document (address labels.doc) for address labels. These are set up for 16 labels on a 2x8 A4 sheet of labels. These are printed then placed in the address frame and stamps are then put on the top right corner of the address frame and the newsletter is ready to post. If there are new names to be added, these can be added to the blank labels on the last page.

Posting

So far we have been able to post the Newsletter in this format using a standard postage stamp – 55c – without any problems. I have enquired several times about bulk postage but to get a discount we would need a batch of 300 or more. If desired you can deliver the batch to the post office and they will process them without the need for stamps. There is a charge for this but little advantage. I have preferred to see the Newsletters go into a letterbox myself.

How long does it take?

Over the month I spend about 24 hours in total editing the Newsletter. I create the new copy from the completed last months issue as soon as this is done and add/edit over the month.

On printing day, the Monday before the fellowship meeting, I leave home for the 10 min drive to Kevin Andrew's office to be there around the 10am booked time. It takes about 30 – 40 minutes to print. I book for the next month before leaving for home and there with help can have the Newsletter collated and posted into the letter box down my street by 11.30 – 11.45. I would expect this time to be longer when doing it for the first time.

Placing The Copy On To Our Web Site

On our home page on the Flexihostings server, there is a link to a page which brings up an index to all of our Newsletters. A pdf file of the selected newsletter is then downloaded when the desired link is selected.

There is also a link on our home page to "This Month's Newsletter" which brings up the pdf file of the latest issue. This link is emailed to all members who have provided email addresses so they can simply select the link within the email and thus have the pdf of this months newsletter downloaded to their PC.

How to add the newsletter file to the web site.

The pdf of the copy is made either by using Adobe pdf writer which can be downloaded free from the Adobe web site or, as an alternative to this, many printers have an option which if selected, prints the word file to a pdf file instead of printing it to paper. Either procedure allows you to name the file in the format <Jun-2009.pdf>

Once the pdf file is produced it then has to be uploaded to the web site at flexihostings via an ftp transfer.

Your internet explorer should support ftp transfer. FTP is an abbreviation for "file transfer protocol".

To log on to the server in ftp mode, the following needs to be typed in place of the www..... in the url field. ftp://templest@templestowevalleyprobus.org.au

The directory structure of your PC will be shown on the left side and a password request will appear. After entering the password you have been given, (this will be asked for twice) the directory of the web site on the Flexihostings server as shown below will appear on the right side of the screen..

Open the public_html/Newsletters/2009 directory which will have the pdf files up to last month eg: May-2009.pdf.

Find the Jun-2009.pdf file you have just created on you PC and select this. Then select the arrow between the directories pointing towards the web site. The pdf file will be transferred to the web site folder Newsletters/2009.

There are two files that now need to be edited and uploaded as described to update the files on the web site. These files are: public_html/index.htm and public_html/Newsletters/newsletter.htm.

Find these files on the web site and copy them to your PC , preferably to the same folder as the pdf by selecting them one at a time and selecting the arrow pointing to your PC directory.

When the files are on your PC, open them in MSWORD to edit them as follows.

For index.htm, change the existing line with "This Months Newsletter". Both the text and the filename in the link need to be changed to the current month.

The line should read ...This Months Newsletter<Jun-2009.pdf> Save the file as htm by selecting this option in the save menu.

Open the Newsletters.htm file and copy the last line May <May-2009.pdf> Now Available, and paste this below the may line. Delete the Now Available from the May line, and change the Month name and file name for the new June line.

May<May-2009.pdf>

June(Now Available) <Jun-2009.pdf

Save the file as htm by selecting this option in the save menu.

Ftp to the web site directory as described earlier and find the two files you have copied and edited and select the new version in your PC directory and select the arrow to copy these over to the web site. When asked if you wish to overwrite existing files select YES.

When the files have been transferred check that they have the current date and time and then select <disconnect> from the top bar of the web page.

Go to the Probus web site and select refresh and check that the website has been updated and the latest pdf Newsletter is downloaded.