

SWE-CM Secretary File Instructions

Minutes:

- ✓ MSWord form document in locked mode.
- ✓ May unlock in the Forms toolbar if necessary to add agenda items and/or action items in Table 1.
- ✓ Bookmarks are inserted at each item in the body of the minutes and the page numbers in the table of contents are linked to the bookmarks.
- ✓ The header field and page numbers will update once you save the file with a new name and print preview the document.

Newsletter:

- ✓ Distributed on the 15th of each month
 - Issue 1 (Summer) in July
 - May be distributed later in July depending on EC planning meeting but no later than July 31.
 - Issue 2 (Fall) in October
 - Issue 3 (Winter) in January
 - Issue 4 (Spring) in April
- ✓ Adobe InDesign Document
- ✓ Export to pdf once newsletter editing is complete.
- ✓ If Missing Fonts message comes up, click OK.
- ✓ If Links to missing files or modified files message comes up, click don't fix.
- ✓ The newsletter header (page 1, below) has certain pictures and color blocks that remain constant to give the newsletter continuity between issues while others are moved to give each issue uniqueness. **See diagram (p. 2).**
 - Pictures constantly used in same places:
 - World
 - Skyline – can potentially change the skyline picture but keep it in same place
 - Pictures constantly used but moved around:
 - 'Chuck'
 - Computer board
 - Lightning (2 'blocks')
 - Trigonometric equations
 - Other pictures can be added based on newsletter content (ex. GSE badge) or season to replace some of the color blocks.
- ✓ Fixed features:
 - President's Corner (keep in same place, p. 2, with same background)
 - Leadership Team Roster (keep in same place, p. 3, with same background)
 - Calendar of Events/Upcoming Events (keep in same place, p. 4, with same background)
 - Treasurer's Update (could potentially move but keep same background)
 - Member Profile (could potentially move but keep same background)
- ✓ Content for each issue:
 - Issue 1 (July)
 - Event report articles from Apr, May, Jun
 - Event details for Jul, Aug, Sep, Oct
 - Thank outgoing Officers
 - Introduce incoming Officers (bios)
 - President's Corner = Introduction/Welcome
 - Details on National Conference
 - Issue 2 (October)
 - Event report articles from Jul, Aug, Sep
 - Event details for Oct, Nov, Dec, Jan

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- Details on Region Conference
- Introduce Region Officers
- Issue 3 (January)
 - Event report articles from Oct, Nov, Dec
 - Event details for Jan, Feb, Mar, Apr
 - Post-National Conference article
 - Details on Region Conference
- Issue 4 (April)
 - Event report articles from Jan, Feb, Mar
 - Event details for Apr, May, Jun, Jul
 - Post-Region Conference article
 - Slate of Officers and voting information
 - President's Corner = Farewell
- ✓ Text columns are 15p8 wide with gutter 1p0. Text can be linked among several text boxes and boxes can be sized around objects.
- ✓ Color backgrounds can be resized and moved around.
- ✓ Color blocks from header can be copied and pasted throughout document to add dimension or take up 'white' space.
- ✓ Add, arrange, and size photos as necessary.
- ✓ Newsletter Template 1 is Volume 2, Issue 3, Spring, 2009 from FY09 with standard 5 pages.
- ✓ Newsletter Template 2 is Volume 1, Issue 4, Spring, 2008 from FY08 extended to 8 pages.
- ✓ Use past newsletters for examples of page layouts and content.

Diagram of header with constant pictures and colors noted.

World								Gold
		Terra-cotta						
			Tan, Season, Year		Gold, Vol, Issue			
Gray-blue	Skyline		Tan					
	Terra-cotta	Dark teal						
Tan		Moss						

Bank Letter:

- ✓ MSWord form document in locked mode.
- ✓ May unlock in the Forms toolbar if necessary to add electronic signatures.

