Guide for eNews items

Please use this guide to write and format eNews items for club-wide broadcast. The goal is to provide timely, succinct, informative and up-to-date bulletins for SB Newcomers with respect to the published Newsletter or other club communications and activities.

The eNews format is standardized for rapid reading and assimilation. Entries should look like this:

Committee Name. Use the standard Newsletter committee name in boldface, followed by a period. Then provide the eNews information (not repeating the Newsletter). Put **dates and times in bold,** punctuated as below. Include a Newsletter reference and a Newcomer contact. Limit boldface to the items above, and do not use capitol letters for emphasis. The length limit is four lines. See the example below:

> **Out to Lunch.** You can still join us tomorrow, **Wednesday, July 19, 11:30 am**, at the Shoreline Cafe on Ledbetter Beach. See the July Newsletter, page 7, for details and directions. Contact Betty Boop at betboop@aol.com or 555-3780.

Newcomer phone numbers and email addresses should be the ones in the published Roster. Other contact information provided for community service, not-for-profit, or municipal organizations will be considered on a case-by-case basis. Explicit links to commercial sites violate SB Newcomers Club policy.

Send your entry as a word document attachment to enews@sbnewcomers.org. The email subject line should say "eNews Tuesday, Month, Day" for the item, and the message should explain the reason for the submission, i.e., "Correction," "Space Available," and so on. In general, items will be posted the Tuesday after they are submitted and the following Tuesday if appropriate. Twice is the limit; we don't nag.

A note on MS Word. If you do not have the Microsoft Word software consider the OpenOffice free productivity suite from OpenOffice.org. OpenOffice is sponsored by Sun Microsystems with contributions from others, such as Google and IBM. This software appears to be completely compatible with Microsoft Office. It is available free for Windows, Macs and Unix.