Newsletter Guidelines

1. Insert your newsletter content **(text only)** into the template starting on page 2.
2. **Proof read** for spelling and grammar before submitting.
3. Make sure you **do not insert images** (including Clip Art), attachments or Word Art  
   into this template.
4. All images and attachments must be **placed into a folder.**
5. Make sure that **all images are resized** before uploading them.
6. Make sure you **do not use the Tab key** to create spaces between words. We recommend using tables or alternative formatting styles such as dashes ( - ).

Type the file name of any images/galleries, PDFs, video and audio, and apply the **Image/Attachment** style. This will indicate to the Production Team to insert that particular file.

***Inserting Images:***

Image008.jpg  
Caption: John and Mary reading the Schoolzine Newsletter

***Inserting a Gallery:***

Rugby\_Trip Folder  
Gallery Title: 2012 Under 12 Rugby Trip

***Inserting Attachments such as PDFs, Videos and Audio:***

year11-exam-timetable.pdf  
Title: Click here to download the Year 11 Exam Timetable

## Inserting a Colour or Border Table

Make sure you **do not use Word text boxes** as they are not supported and are removed when your newsletter is run through our engine. Place this kind of content into a single cell table instead.

Insert Colour Table

|  |
| --- |
| **Reminder that the Athletics Carnival is next Friday 25th** |

## Tables

Make sure content is separated into its **own cell,** otherwise related content may no longer align properly. If you would like to include a **borderless table,** remove the borders from the table.

### Correct Table Layout

|  |  |
| --- | --- |
| **25th July** | Year 11 & 12 Block Exams commence |
| **18th August** | SMCC Cross Country |
| **9 September –  11 September** | Choir Camp (3 days) |

**Newsletter Date:**

**School/College Name:**

**Liaison Name:**

**Liaison Email:**

**PLEASE NOTE:** If you require any formatting or template changes or if there are any changes to your contact details that Schoolzine need to be aware of, please contact Schoolzine.

Please **do not** advise of these changes in this template.

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