

# **Notice to the Editor:**

In our effort to serve you better, limit errors and continue timely delivery we have updated our equipment! Please read and follow the guidelines below to ensure your articles will be included in your newsletter.

If you have your articles typed on a computer, please provide a disk in Text format (ASCII or RTF-Rich Text Format works well) along with the printed copy.

## **WE WOULD LIKE TO ISSUE THE FOLLOWING REMINDERS:**

- Do not type articles (or headlines) in ALL CAPITAL LETTERS
- Do not type articles in italics or script fonts
- Each articles should have a headline
- Do not space between paragraphs - indent is fine
- Please make sure your printer or typewriter ribbon is in good working order with a clear dark image
- Do not use color inks
- We cannot reproduce color flyers and most graphics printed from a color printer. We will do our best to use the information provided and insert appropriate graphics from our art library.
- Photos printed from a color printer do not reproduce well - they will be printed at our discretion.

If you would like to re-run an article, simply cut out the article from the previous month's issue and write "re-run" on it.  
(Do not include it on the disk again)

Calendar: A hand written calendar is acceptable.  
Cut out previous issue "weekly events" and make any needed changes and then you only need to write in the other events for the month in the daily squares.

If you have any questions, please call our office at  
(941) 756-7556 or 1-800-434-9879.

*Thank you for your cooperation.*



*We strive to provide a quality product  
for your community!*

