

Guidelines for Preparing Bulletin Copy

All copy will be provided to departments in the form of a PDF through e-mail.

- All corrections to existing text will be made utilizing **Adobe Acrobat Pro XI** using sticky notes, and other tools, to note changes. If you do not currently have **Adobe Acrobat Pro XI** installed on your computer, please do so; it is available on IUWare. Call the HELP DESK (5555) to install. PLEASE NOTE THAT ACROBAT READER IS NOT SUFFICIENT.
- Changes will be made to the existing webpages (hyperlinks provided on the spreadsheet available on the **2018-2019 Bulletin Preparation** page at bulletin.iusb.edu)
- On the webpage to be edited, follow these instructions:
 - From the **[FILE]** menu on the browser, select **[PRINT]**
 - Select the **[PDF]** button in the PRINT Dialogue Box
 - Select **[SAVE AS PDF]** from the PDF Drop Down Menu
 - Navigate to the file location to save your file; I would suggest creating a new folder for your edits
 - Name the file in the **[SAVE AS]** box; click the **[SAVE]** button
- If changes to the page are extensive, handwritten notations are not preferred as they are hard to read. Please provide the changes to be made in **typed** format. If significant changes (10 words or more) are to be made to the copy, please scan the necessary changes on a separate page with concise instruction where the change/s is/are to be inserted on the page; email them to me (tlsheppa@iusb.edu). Do not write corrections between lines of the existing text. If you can't read it, neither can we.
- To delete text, mark through it with a line.
- Do not obscure text so that it is unreadable.
- To delete long passages (more than three lines), draw a box around the material and put a large X through the copy.
- To move passages from one webpage to another, draw a box around the type and give instructions in the margin about where material should be moved; write "move to [hyperlink address]"
 - On the page to move the text to, put a caret where the insert begins and write "insert from [hyperlink address]"
- If more than one passage is to be moved from the same page, label the inserts A, B, C, etc. [example: two different passages from WEBPAGE A are to be moved to WEBPAGE C. On WEBPAGE A [move from | hyperlink address] you would write next to the first passage "Insert A — move to [hyperlink address]" On WEBPAGE C you would write "Insert A from WEBPAGE A." Follow the same procedure with subsequent changes.
- Assemble all pages in order and check to see that inserted pages are in order behind the page on which they will appear.
- If you wish to have a certain photograph appear as the featured image on the webpage, please submit that photograph along with the edits. Photos will be high quality (at least 200 dpi).
- You should keep a photocopy of the revised version before sending the original to your editor.