

**- FIFTY SIXTY NEWS –
Rotary District monthly newsletter**

3/16/2019

Suggested guidelines for story input; submit by email to current site editor.
Following these practices would be helpful but not mandatory.

1. Make email subject line meaningful, succinct.
2. There is no word limit, but keep stories as brief as possible.
3. Get it right the first time.
4. Attachments in editable format (e.g. MS Word or Excel).
But a link to a cloud file is preferred.
5. Photos in
 - JPG format. If possible, downsize/compress for web pages.
 - ideal size for home page carousel = 450x300 pixels
 - If more than 2 photos, edit to same size, and
 - upload to a cloud folder, with hyperlink.
 - If sending a video, please upload first and send a link.
7. Publish goal is 15th of each month;
Submission Deadline - no later than 13th of the month.

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