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 ADOBE READER IS NOT SUFFICIENT.
- Changes will be made to the existing webpages (hyperlinks provided on the spreadsheet available on the 2015-2016 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; e-mail 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 due October 1, 2014. 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.