

General Instructions for Submitting Information for Publication in the Preview

Each of the seven districts usually has their district's:

1. Organization with photos and info
2. New Schedule
3. Tournament Results
4. Roll of Champions (players with the highest points)
5. Masters' Results with photos
6. Hall of Fame
7. Affiliated Clubs
8. Player Status
9. Ads/Sponsors
10. Additional Information

1. Use hi-resolution JPEG photos and graphics and a word processor for text. For photos, generally they should be at or greater than 300 KB. Change the file names of photos to describe the photo (i.e., Sam Jones instead of DSC 25). Do NOT embed photos, text, etc. in a Word Document, unless as a layout.
2. Send a layout if necessary (i.e., scanned drawing) to show where pieces should appear.
3. Do not send a PDF unless it is the final document ready to be published "As Is." It cannot be edited.
4. When updating an existing file, remove old corrections and colors and add new changes in Red.
5. If deleting info, delete it without describing it as a deletion.
6. Make any instructions if necessary in Blue.
7. If there are related columns needed, use one (or more) '=' sign to denote this (don't use tabs or spaces). For a related column example, see page 17 of the 17/18 issue (Email Addresses). For an unrelated column example, see page 27 of the 17/18 issue (League Standings). In this type of column, it's best to submit the information in one long column. I will arrange it in the appropriate columns.
8. Include the Ad Size at the top of the Ad Material and make sure it agrees with the Ad Size on the Ad Order Form.
9. Do not try to Format the ad material – that's my job.
10. Check over carefully what is received and if necessary, contact the advertiser for clarification.
11. When preparing the list of Affiliated Clubs, use the address of the physical location of the courts. Include the Club President's name and phone number.
12. On the Player Status, use an asterisk (*) to show new State Amateurs and Pros. Make a list of deceased players or players that have moved out of your district.
13. Send the Ad Copy as an email attachment(s) to the Preview Editor with the district it is from.
14. Send the Order Form to the FSA Treasurer with a check for the appropriate amount.
15. The Preview Editor will coordinate everything and will send a PDF proof copy of each district's pages. Make any corrections and send back to the Editor or send an email stating the pages are correct.
16. For questions, please contact the Preview Editor as early as possible. Send all information no later than June 1 (earlier if able) unless you have worked out a plan with the Editor.

Thank you for the work you do to make this publication the best it can be. It is appreciated!

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