

Submitting an article (and pictures) to the Plant Exchange:

Your article should be formatted in a standard block style Word document – Times New Roman font.

Please begin with:

Department name

Title of the article

Name of the author

Article Content

Please leave only one space following periods at the end of a sentence.

Please do not attach or embed any pictures on the same page as the article (see below).

Captions for pictures:

Please give the caption for your picture on this same page as the article –

but do not attach the picture to this page!!

Example Picture 1 caption: John Doe receiving C.A.R.E. award

Example Picture 2 caption: Bill Smith (left) receiving certificate from Joe Brown (right)

(Identifying several people? Please identify left to right, first row, second row, etc).

Please save this document as a Word doc in a separate file (example: **Plant Exchange** and date)

Photos

Pictures should be submitted to the Exchange in a jpg format. While gathering the picture(s) that you want to submit, please rename the picture as you save it to the separate file you created (**Plant Exchange**).

For example – you may receive John Doe’s picture from a co-worker as a download or attached to an email as DSCNO 123.JPG. Save it as 123 John Doe in the **Plant Exchange** file.

You may receive the second picture of Bill Smith from another source as Picture 084.jpg. Save it in your **Plant Exchange** file as 84 Bill Smith.

Submitting articles for the Plant Exchange:

Begin a new email to djjudge@umich.edu

Opening comments to David:

Please receive the attached article and pictures for the Plant Exchange:

Then go out to the file you created – **Plant Exchange** and you will have one article and two separate pictures waiting to be attached.

First - attach the Word doc (article). Then go a second time and attach picture 123 John Doe, and a third time and attach picture 84 Bill Smith. (Your email to David will have 3 attachments)

That will do it – mission accomplished!! Thank you – this really helps regarding editing and transferring pictures to the newsletter program.

Please note: We no longer need photo release or photo consent forms. If an employee requests to not have his/her photo included in the Plant Exchange, you can honor that request and you would not send that photo to the Exchange.