

MHS DIGITAL NEWS

(Weekly Blasts & Monthly Newsletters)

Thanks again for agreeing to chair one of our programs at MHS this year.

As many of you already have heard we are trying to cut costs and save trees this year by sending information electronically.

Ann Ogawa and Robyn Saito have asked that I fill you in on the basics for submitting information to be included in either the weekly or monthly electronic communication. If you have an event that is happening in October I would urge you to supply information to Ann as soon as possible. The deadline for the next Roadrunner is this Saturday Oct 2nd. The Roadrunner will be distributed on October 12th.

Weekly Blasts:

- * We need all submissions in "pdf" format
- * If that is not possible, the text should be in Word, any logos or photos should be in a separate file saved as a "jpg" or "gif"
- * Weekly emails will be mailed out on Sunday evenings - please have submissions to Ann Ogawa no later than Thursday evening so that it can be proofread/edited.
- * Hardcopies of flyers can be made for the office - 10 (optional)
- * Articles should be submitted to: ann.ogawa@yahoo.com

Monthly Newsletter:

- * Monthly newsletters are due the Friday, 2 weeks before the end of the month.
- * Again, the entire submission can be in "pdf" format, or text only in Word; logos/photos must be saved as "jpg" or "gif".
- * Articles should be submitted to: ann.ogawa@yahoo.com

Thanks again for helping us get the word out to our school community in an environmentally friendly fashion.

Erica

9/2010