



Welcome to ourchester.org

Guidelines for submitting information electronically to Ourchester

Written material should be:

- A word document sent via email
- Plain text email

Keep styling to a minimum: i.e.

- No color text
- No bold or fancy type
- 12 pt. Times New Roman preferred

Like a good press release include:

- who, what, when and where
- your contact information

Keep it simple since web readers just want the basics quickly

The Community Calendar page is the most popular page viewed and a good reference.

Posters and color images are welcome in these formats

- PDF readable in Acrobat 5.0 or later
- JPEG format no larger than 72 ppi for fast download
- (A single page view on screen is 560 pixels wide by 410 high)

Questions are always welcome by phone or email.

Thank you, Lew

www.ourchester.org

published and maintained by

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