

December 2020

Share Your News

This document contains links to other resources that you may find helpful, depending on your needs. So the best way to read it is on your laptop or tablet, where the links will work. Printing the document disables the links.

A One-Line News Item

If your news is a brief one-liner, you could just send an email to news@mertonu3a.org.uk. Your email will reach the Communications Coordinator, the Newsletter Editor and the Webmaster team who will each take whatever action is appropriate.

If there's more to it than will fit in a single line, though, it would be helpful if you create a document in u3a style like this one, with all the details members will need to know. When you have done that, you can attach it to your email to news@mertonu3a.org.uk. The details might become an article in the next newsletter, and the Webmaster team can put the document on the website for members to download.

Gather the facts

Before you make an announcement, get together the information members will need. To remind yourself of everything people need to know, follow one of these links for a checklist for an [event](#), a [talk](#), a [group](#) or a [visit](#). These checklists are in the Appendix at the end of this guide.

On the website, we have lists which show

- forthcoming events (on its own page)
- Latest news (on the home page)

We try to keep the entries as brief as possible; just enough to hook members' interest and to allow as many entries as possible to show in the list. To facilitate this, we need most of the details in a separate document that members can open, and download. To create such a document with the u3a logo and fonts, you can download a template from the Merton u3a website. Go to *Further Information* below *Members* in the main menu. In the *Pick a Topic* dropdown, select *Template*, and click on *Merton u3a document (Word template)*. That will

download the template. The best way to proceed then depends on the software you use to prepare documents.

MS Word (part of Microsoft Office)

Add the template to your *Custom Office Templates* folder. It will then be available for you to use as the template for any new document.

If you are not sure where the folder is, open the Windows File Explorer (Hold the Windows key and hit e) and then search for *Custom Office Templates*.

This is the Windows key.



With the template in the right folder, it should appear as one of the available templates when you choose *File; New*.

When you have prepared your document, convert it to PDF. We use PDF files on the website because a word processor file (like .docx) might look different on other people's computers, depending on the settings they are using. A PDF should always look the way you intended. Also, some word processor files are capable of carrying viruses, so people might be nervous about downloading them.

MS Word (part of Microsoft Office) Google Docs

Select *File; Save as* and in the dialog that opens, choose .pdf as the file type.

Select *File; Download* and choose *PDF document* from the list. Save the file in a folder of your choice.

Now you have your .pdf file, send it off to news@mertonu3a.org.uk

Google Docs

Save the template in a folder of your choice, then open it in Google docs.

Select *File; Save as Google docs*. Then *File; Make a copy*. Move the new copy to an appropriate folder.

Each time you want a new u3a document, open the template, and make a copy as above. You should edit the copy, not the template.

Appendix

Event Information checklist

- Name of the event
- Type of event
- Date of the event
- Time of day
- Duration
- Venue
- Full description of the event
- Travelling advice?
- How to book
- Cost, if any
- Deadline for booking
- Contact details of organiser
- Joining instructions for the day of the event
- Photograph?

Talk Information checklist

- Name of the talk
- Name of the speaker
- Speaker's credentials
- Full description of the subject matter
- Date of the talk
- Time of day
- Duration
- Venue
- Travelling advice?
- How to book a place
- Cost, if any
- Deadline for booking
- Photograph?

Group Information checklist

- Name of the group
- Faculty or Section it is in
- Subject matter covered

- Day and time of meetings
- Frequency (e.g. weekly, alternate weeks, monthly.)
- Meeting venue(s)
- Photograph to illustrate group activities
- Group leader name, phone, email
- Other contact person name, phone, email

Visit Information checklist

- Name of the Visit
- Date of the visit
- Time of day
- Duration
- Venue
- Full description of the visit
- Travelling advice?
- Where and when to meet
- How to book
- Cost, if any
- Deadline for booking
- Contact details of organiser
- Joining instructions for the day of the event
- Photograph?