Newsletter Guidelines

1. [Click here to submit content](https://www.schoolzine.com/content)
2. [Click here to view the Document Formatting & Uploading Content Tutorial](https://www.schoolzineplus.com/knowledgebase?nid=47)
3. [Click here to view how to make your own changes to the newsletter](https://www.schoolzineplus.com/newsletter/article/47/476)

Type the file name of any images/galleries, PDFs, video and audio, and apply the **Image/Attachment** style. This will indicate to the Production Team to insert that particular file.

***Inserting Images:***

Image008.jpg  
Caption: John and Mary reading the Schoolzine Newsletter

***Inserting Templated Images:*** *(A pending \_SZ to your image name will incur a check from the production team to confirm if the image is already uploaded into the system.)*

Principal\_SZ.jpg  
Caption: John Principal

***Inserting a Gallery:***

Rugby\_Trip Folder  
Gallery Title: 2012 Under 12 Rugby Trip

***Inserting Attachments such as PDFs, Videos and Audio:***

year11-exam-timetable.pdf  
Title: Click here to download the Year 11 Exam Timetable

## Inserting a Colour or Border Table

Make sure you **do not use Word text boxes** as they are not supported and are removed when your newsletter is run through our engine. Place this kind of content into a single cell table instead.

Insert Colour Table

|  |
| --- |
| **Reminder that the Athletics Carnival is next Friday 25th** |

## Tables

Make sure content is separated into its **own cell,** otherwise related content may no longer align properly. If you would like to include a **borderless table,** remove the borders from the table.

### Correct Table Layout

|  |  |
| --- | --- |
| **25th July** | Year 11 & 12 Block Exams commence |
| **18th August** | SMCC Cross Country |
| **9 September –  11 September** | Choir Camp (3 days) |

## Referencing Template Articles

These reference articles that are consistent across all newsletters that you reference them in.

Insert Template Article: Tuckshop Menu Term 1

**Newsletter Date:**

**School/College Name:**

**Liaison Name:**

**Liaison Email:**

**PLEASE NOTE:** If you require any formatting or template changes or if there are any changes to your contact details that Schoolzine need to be aware of, please contact Schoolzine.

Please **do not** advise of these changes in this template.

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