**INSTRUCTIONS FOR UPDATING NEWSLETTER**

**PREPARATION**

1. Resize or crop (or both) your large newsletter **image** to be **600 wide x 312 high**.  Use this free service to work with your images: <https://pixlr.com/editor/> .  Save the image on your own PC in a folder named “newsletter”.    
   (If you’re saving an image named “SherryJones.jpg”, consider naming it “SherryJones\_600w.jpg”…..so you have its width in the name.)

**Using Pixlr:**

* To **resize** the image without cropping, in the top menu, click “Image” and “Image Size” and enter your new width (let the height change automatically).
* To **crop** the image, click the crop icon on the left in the “Tools” panel. Select the part of the image you’d like to crop….and press Enter on your keyboard.  
  OR….if you need to crop to a specific size, [follow these instructions](http://www.inkdesign.ca/help/wordpress/how-to-crop-image.html).
* If you ever have to “**undo**” your changes, just click “Image” in the menu and choose “Undo” (or use CTRL-Z instead of the menu).

1. Resize or crop (or both) your smaller story images to make the images **160 wide x 160 high**.  Save the images on your own PC in a folder named “newsletter”.
2. Gather all your story information.  
   Each story has a link to more information (the fuller story)….so ensure that you have the link for each story to its fuller story.

**EDIT THE ACTUAL NEWSLETTER**

1. Copy everything from this web page into a new Outlook email: <http://www.tnstate.edu/pr/documents/newsletter_department.htm>  (or use your last month’s newsletter that’s in your Outlook “Sent Items” and forward it or copy it to a new Outlook email).  
     
   -- NOW, YOU’RE DEALING WITH THE NEWSLETTER IN AN EMAIL --
2. Change the Month/Year at top of the newsletter.
3. Replace the newsletter’s main image by clicking the existing main image on the newsletter to highlight it. Then, click “Insert” in the menu of your email…and click “Picture”.  Find your 600 wide image (featured story image) and click “Insert” (if necessary).  Your new image should now appear.
4. Edit the featured story’s title (When you edit titles, place your cursor somewhere in the middle of the existing text….and type your new text/title there.  Then delete the letters from the old title on each end.  This is to ensure that you keep the same font & sizing, etc.. that is already existing.)
5. Change the hyperlink of your new title by right-clicking your new title and choosing “Edit Hyperlink”. In the field “Address”, enter the new URL/link/webpage (wherever you are linking to for the fuller story).   
     
   Also, change the “Read More” link in the same way.
6. Type your new blurb for the featured/main story.  (If you’d rather paste than type – For instance, if you’re copying text from Word, copy the text from Word, but then paste it into this Notepad: <http://www.rapidtables.com/tools/notepad.htm> (This will remove any crazy fonts, etc..). Then copy it from Notepad and paste it into your newsletter.
7. Do steps for 3-6 for the remaining stories and corresponding images.
8. Confirm that your social media icons are linking to your appropriate pages. (If not, right click it & edit its hyperlink.) To remove one (if you’re not using that particular social media service), just delete the image.
9. Confirm that your “Make a Gift” is linking to the appropriate place. (If not, right click it & edit its hyperlink.)
10. Confirm that “Please click here to remove yourself…” at the very bottom of the newsletter is linking to the appropriate person who handles the email-distribution-list for your newsletter.

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| |  | | --- | |  | | **[http://www.tnstate.edu/engineering/images/logo_engineering_250w.png](http://www.tnstate.edu/engineering/)** | |  | | COLLEGE NEWS HIGHLIGHTS | NOVEMBER 2016 | | http://www.tnstate.edu/engineering/images/newsletter/summerexchange_938w.jpg | | |  | | --- | |  | | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | |  |  |  |  | | --- | --- | --- | --- | |  | |  | | --- | | [TSU Students Travel the World for Cultural and Academic Enhancements](http://tnstatenewsroom.com/archives/15638) Eight students from Tennessee State University had the opportunity of a lifetime recently when they traveled nearly 6,000 miles and immersed themselves in a foreign culture to gain a unique perspective of the world around them.. [Read more.](http://tnstatenewsroom.com/archives/15638) | |  | | |  | | | |  | | --- | |  | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | http://www.tnstate.edu/engineering/images/newsletter/hackathon3_160w.png | |  | [TSU Students Knock Out Competition in Hackathon](http://www.tnstate.edu/computer_science/news.aspx#hackathon) Students participated in a weekend-long hackprogram.   |  |  | | --- | --- | | |  | | --- | | [Read More](http://www.tnstate.edu/computer_science/news.aspx#hackathon) | | |  | | | |  | | --- | | http://www.tnstate.edu/engineering/images/newsletter/cybersecurityprize-160w.png | |  | [CS Students Take 1st Place at Cyber Security Competition](http://www.tnstate.edu/computer_science/news.aspx#cyber) A collaborative team of faculty and students from across Syracuse University is using technology to read and analyze human emotion.   |  |  | | --- | --- | | |  | | --- | | [Read More](http://www.tnstate.edu/computer_science/news.aspx#cyber) | | |  | | |  | | |  | | | |  | | --- | |  | | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | |  |  |  |  | | --- | --- | --- | --- | |  | |  | | --- | | [Another TSU Story](http://www.tnstate.edu/computer_science/news.aspx) Professor Blah blah blah performed in such and such. [Read more.](http://www.tnstate.edu/computer_science/news.aspx) | |  | | |  | | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | |  |  |  |  | | --- | --- | --- | --- | |  | |  | | --- | | [Another TSU Story](http://www.tnstate.edu/computer_science/news.aspx) Student Blah blah blah performed in such and such. [Read more.](http://www.tnstate.edu/computer_science/news.aspx) | |  | | |  | | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | |  |  |  |  | | --- | --- | --- | --- | |  | |  | | --- | | [Another TSU Story](http://www.tnstate.edu/computer_science/news.aspx) Professor Blah blah blah performed in such and such. [Read more.](http://www.tnstate.edu/computer_science/news.aspx) | |  | | |  | | | |  | | --- | |  | | | |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | |  | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **[Facebook logo](http://www.tnstate.edu/facebook/)** | **[Twitter logo](http://www.tnstate.edu/twitter/)** | **[Instagram logo](http://www.tnstate.edu/instagram)** | **[LinkedIn logo](http://www.tnstate.edu/engineering/)** | **[YouTube logo](http://www.tnstate.edu/engineering/)** | | |  | | |  | | |  | | | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  | |  |  |  |  | | --- | --- | --- | --- | | |  |  | | --- | --- | | |  | | --- | | [Make a Giftt](https://epay.tnstate.edu/C20204_ustores/web/product_detail.jsp?PRODUCTID=8&SINGLESTORE=true) | | |  | | |  | | |  | | | |  | | --- | |  | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | |  |  |  | | --- | --- | --- | | **[http://www.tnstate.edu/engineering/images/logo_engineering_250w.png](http://www.tnstate.edu/engineering/)** |  | Tennessee State University 3500 John A Merritt Blvd Nashville, TN 37209 616-963-5000 | |  | | |  | | |

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