Submitting an article (and pictures) to the Plant Exchange:

Your article should be formatted in a standard block style Word document – Times New Roman font.

Please begin with:
Department name
Title of the article
Name of the author

Article Content
Please leave only one space following periods at the end of a sentence.
Please do not attach or embed any pictures on the same page as the article (see below).

Captions for pictures:
Please give the caption for your picture on this same page as the article – but do not attach the picture to this page!!
Example Picture 1 caption: John Doe receiving C.A.R.E. award
Example Picture 2 caption: Bill Smith (left) receiving certificate from Joe Brown (right)
(Identifying several people? Please identify left to right, first row, second row, etc).

Please save this document as a Word doc in a separate file (example: Plant Exchange and date)

Photos
Pictures should be submitted to the Exchange in a jpg format. While gathering the picture(s) that you want to submit, please rename the picture as you save it to the separate file you created (Plant Exchange).

For example – you may receive John Doe’s picture from a co-worker as a download or attached to an email as DSCNO 123.JPG. Save it as 123 John Doe in the Plant Exchange file.

You may receive the second picture of Bill Smith from another source as Picture 084.jpg. Save it in your Plant Exchange file as 84 Bill Smith.

Submitting articles for the Plant Exchange:
Begin a new email to djudge@umich.edu
Opening comments to David:
Please receive the attached article and pictures for the Plant Exchange:

Then go out to the file you created – Plant Exchange and you will have one article and two separate pictures waiting to be attached.

First - attach the Word doc (article). Then go a second time and attach picture 123 John Doe, and a third time and attach picture 84 Bill Smith. (Your email to David will have 3 attachments)

That will do it – mission accomplished!! Thank you – this really helps regarding editing and transferring pictures to the newsletter program.

Please note: We no longer need photo release or photo consent forms. If an employee requests to not have his/her photo included in the Plant Exchange, you can honor that request and you would not send that photo to the Exchange.