

## Newcomers Club of Honolulu (NCH)

### Instructions for Handling the Rich Text Format (RTF) Newsletter Form


#### Getting the form

1. Open your browser (Chrome, Edge, Firefox, Safari, etc.) and go the Newcomers Club of Honolulu website, <https://www.newcomersclubofhonolulu.org/>
2. In the left column, click "Forms and Other Information"
3. Scroll down and "Click here to go to Board Member Newsletter Forms page"
4. Under "Rich Text Format", click on the desired form; e.g. "RTF AlohaCoffee\_InputForm"
5. Open the RTF form by double-clicking on it. The file will open with your default text editor.

#### Editing the form

1. Only edit text that is not in **bold** format. For example, where it has "**Date:** Date", change the not bold "Date" to whatever the correct date is, e.g. February 14; or "**Place:** Place", change the not bold "Place" to whatever the correct location is, e.g. Ann's house, 123 Kalakaua Ave, Honolulu.
2. You can copy and paste an existing line if you need to add more information.
3. Please do not edit the text font or size.
4. In many places the form uses tabs instead of spaces, which might cause the RTF to show excessive open space, but will look correct when your text is copied into the NCH Newsletter. Please do not delete the tabs and replace them with spaces, because it will cause the text to look strange in the Newsletter.
5. Please do not type new text in "ALL CAPS." This requires the editor to retype everything that is in all caps. There are better ways to emphasize your important text; e.g. important text, or **important text**, or *important text*, or important text, or **important text**.
6. When done editing the form, save the file to your computer, e.g. c:\users<username>\Documents. Do not save the file to an online web space, e.g. Apple's iCloudDrive\Documents, or Windows's OneDrive\Documents. Be sure you note which folder you saved the file into. It is often better to save the file to your Desktop, and then move it to a specific folder.

#### Emailing the form

1. Compose a new email with data such as:
  - a. To: NCH Newsletter editor's email address
  - b. Subject: NCH Newsletter input form for Activity (where "Activity" is the title of the form you are using, e.g. Aloha Coffee, Luncheon, Tour, etc.)
  - c. Text: Aloha, Attached is the completed input RTF form.
2. Click the attachment icon, typically a paper clip 
3. In the popup window, select the completed RTF file that you saved on your computer and click the "Open" button to attach it to your email. If you saved your file on an online space, the Newsletter editor may not be able to access it.
4. Click to send the email with the RTF file attached

[end]