

How to reproduce the Townships Today newsletter

This sheet includes options and step-by-step instructions for reproducing *Townships Today* and posting it on your township's website. **If you have questions or technical difficulties**, please contact editor Jill Ercolino at jercolino@psats.org or (717) 763-0930.

Option No. 1:

Photocopy *Townships Today* and mail/distribute to your residents.

Townships can reproduce the newsletter in-house on their color or black-and-white copier by using the copy of the newsletter that was emailed or faxed to them. Copies are also available at www.psats.org. (Click on "Publications" and choose "Townships Today".)

Townships may also take *Townships Today* to an outside photocopying company (i.e., a professional printer, Staples, Office Depot, etc.). In doing so, you may want to provide a digital version of the newsletter instead of the original since this will create a higher-quality reproduction. See the steps below on how to download a digital version of the newsletter from the PSATS website.

Also, when working with an outside company, be sure to ask for a quote to have the newsletter copied in color and in black and white. Compare the prices to determine the most affordable option for your township.

Steps for downloading *Townships Today* from www.psats.org:

- **Step 1:** Log onto www.psats.org, choose "Publications," click on "Townships Today," scroll down to "Townships Today Downloads," and click on the "Townships Today Newsletter" link. There, you will find a PDF file of the newsletter. (To open this file, you must have Adobe Acrobat Reader 7.0 or greater installed on your computer. For a free version, click on the Adobe Reader link that appears on the *Townships Today* home page.)
- **Step 2:** Save this PDF to a file on your hard drive. From there, you can print the number you need for distribution. **OR:** Provide the PDF file to the outside company to be photocopied.

Option No. 2:

Hire a professional printing company to print *Townships Today* for you.

You'll want to provide the printer with this instruction sheet, which includes guidelines above for downloading the newsletter from www.psats.org.

Option No. 3:

Post *Townships Today* on your website.

In addition to printing and distributing this newsletter, we suggest that you also post it on your township's website. To do so, follow these steps:

- **Step 1:** Log onto www.psats.org, choose "Publications," click on "Townships Today," scroll down to "Townships Today Downloads," and click on the "Townships Today Newsletter" link to access a PDF of the newsletter. (To open this file, you must have Adobe Acrobat Reader 7.0 or greater installed on your computer. For a free version, click on the Adobe Reader link that appears on the *Townships Today* home page.)
- **Step 2:** Save the PDF to a file on your hard drive. From there, you or your technical support person can post the newsletter on your website.

Option No. 4:

Include the text of the article featured in *Townships Today* in your township's own newsletter and/or post it on your website.

To do so, follow these steps:

- **Step 1:** Log onto www.psats.org, choose "Publications," click on "Townships Today," and scroll down to "Townships Today Downloads"
- **Step 2:** Click on the link, "Text of Current Article in Townships Today," highlight the text, and copy and paste it into your newsletter or onto the designated page on your website.