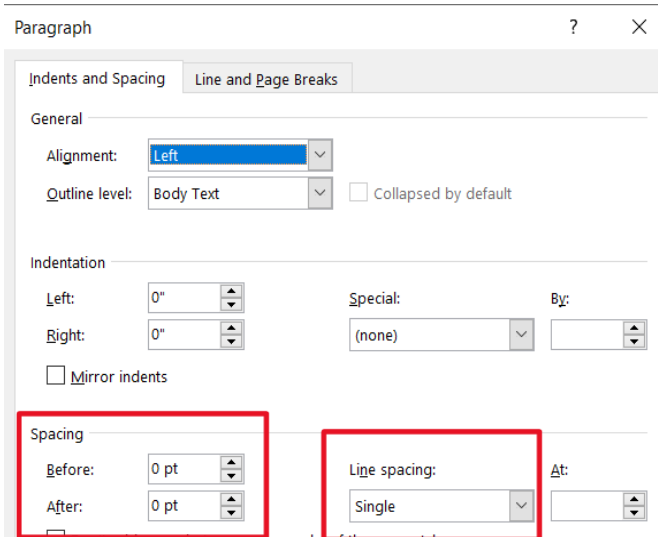


MARS STAR Style Guide for Submissions

These are the basic guidelines for MARS STAR input:

For articles:

- For PC, use Tahoma font or the equivalent on your system.*
- Font size: Titles – 14 pt, text – 10 pt
- Page Layout:



- One line space between paragraphs
- Do not indent paragraphs
- Two (2) spaces for sentence separation. All punctuation must be inside quotation marks.
- Block (Justify) paragraphs –"justified" text (aligned evenly from left to right margins) gives clean, crisp edges to the document.
- Photos and tables included within articles are a maximum of 3.5 inches wide.

For example, this:

Prize	Donor	Winner
Gift Basket	Red Rocks Credit Union	Sarah McKinney
Electric Toothbrush	Delta Dental	Terry Lillibridge

Combines to this

Prize (Donor)	Winner
Gift Basket (Red Rocks Credit Union)	Sarah McKinney
Electric Toothbrush (Delta Dental)	Terry Lillibridge

- Flyers/handouts must be in Word or PowerPoint (original format), NOT A PDF!

* This document is prepared in Tahoma. Tahoma does not have serifs, it has 'body' and the letters are spaced for easier reading, e.g.: minimize (Tahoma-10) vs. minimize (Times New Roman-10).



Some keyboard shortcuts in Word that you may find useful:

CTRL+ENTER forces a new page instead of keying the ENTER multiple times.

SHIFT+ENTER forces a line return—such as within a bulleted entry when you don't want another bullet or a blank line.

CTRL+SHIFT+SPACE in the place of **SPACE** creates a "non-breaking space" which is useful for things like keeping the month and date together on one line.

CTRL+SHIFT+- creates a "non-breaking hyphen" which will force a hyphenated word or term to remain together on the same line. Sometimes this is helpful for clarity.

 (symbol in the HOME tab in Word) toggles to reveal/conceal formatting characters embedded in your document. Find and delete unwanted spaces that cause TAB misalignment, extra tabs, hidden 'line returns' () that cause text to move to the next line when not wanted or other stray format characters that affect text layout. Use the **SHIFT+ (AN ARROW KEY)** to select the unwanted format character, then DELETE.