

Process Notes for MARS STAR Editors

Note that this is written using Windows10. If you are using something other than Windows10, you may need to explore to find the equivalent in your system.

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MARS STAR Formatting for Editors

1. The MARS STAR is prepared in MS Word. *Remember: CTRL+Z or ESC will undo any editing action if done before saving a change.*
2. In accordance with the MARS STAR Mailing Schedule on the website (and last page of the Newsletter) about 5 weeks prior to mailing, send e-mail request message to input submitters for articles and handouts.
 - a. In accordance w/ MARS Mailing Schedule (about 3 weeks prior to mailing), send status request messages for missing input;
 - b. If you receive inputs and are not the editor for the issue, forward the message to the issue editor and send a note to the originator.
3. Build draft document:
 - a. Transfer input into the newsletter template (last issue w/o pictures). Edit input for grammar, spelling, punctuation, capitalization, and date agreement for events. *(Don't rely solely on the software editor but it can be used for the first review – select CASUAL style, not FORMAL.)*
 - b. Change volume and issue numbers on the title page.
 - c. Cover pictures are up to editor to choose—may incorporate photos sent in with articles, obtain other photos or use photos that relate to ULA or LM articles *(see 3.h below)*. Add photo legend to page 2 and cite source.
 - d. Photos in articles must fit within columns. [See **Format Photos Individually**]
 - e. For the articles, font = 10 Tahoma, titles =14 Tahoma, block paragraphs, line space between paragraphs (or 10 pt after paragraph), two (2) spaces separate sentences; ALL punctuation must be inside quotations. NOTE: it is easier to edit if the paragraphs are JUSTIFIED after the text is edited.
 - f. Text is formatted as single space.
 - g. Handouts/Flyers – input must be Word or PowerPoint. If PowerPoint, it must be converted to a GIF format for import to Word (open in PowerPoint and “SAVE AS” to “Other formats”/GIF – save all

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pages; copy/paste GIF to document). To copy a Word-format handout, open the document, then “Copy All”, move to the STAR draft insertion point and use “Paste Special” (with Windows meta data) option. [The first page of a 2-page handout must be an odd-numbered page, the reverse will be an even-numbered page.]

h. For ULA input, go to www.ulalaunch.com/. Select *NEWS Tab* and copy articles released since last issue that would be of interest to the MARS Members. For LM articles, go to www.lockheedmartin.com/ News tab. Be aware of the articles’ length. Note that titles, font type and size and line-spacing must be reformatted to conform to standards, although the text itself should not be altered.

i. Schedule (last page in the package): the schedule is split across the last two pages – the date grid is on the bottom of the last page and the addendum (notes) info is on the bottom of the previous page.

4. Release draft document about 18 days before mailing—draft copy should be less than 9MB to meet e-mail limitations (remove/compress photos if necessary). Allow 3 days for review;

a. Review copies to Pres, Pres-Elect, VP Communications, and Editors

b. Ask VP Communications for number of copies required at this time and date for printed copies to be available for pickup at Repro.

c. About 2½ weeks prior to mailing, incorporate review comments. When incorporating comments, if conflicting input is received, it is the discretion of the editor to select the modification.

5. About 2 weeks prior to mailing,

a. Add event pictures. Typically, event photos are located in the “MARS DropBox.” Pictures should be approx. 4½X 2½in. in size to fit 6 pictures per page / 3.2 inches wide and 2.2 inches will fit 8 pictures per page. *[Also note that access to Dropbox is very limited. You may need to copy event photos from the website (WordPress) photo files—that is a different process. Consult with the Website Administrator.]*

b. When building picture pages lock the picture to the paragraph (see formatting info that follows).

c. Turn on the paragraph marker (¶) to facilitate alignment of pictures to the page

d. Alternatively, use “table format” described in the Event Photos section that follows.

6. Adjust text to pages for final document (reminder, page count when done is multiple of 4). Once all edits are done, ensure there is a blank line between paragraphs, and JUSTIFY text paragraphs. Be aware that once justified, random spaces are inserted by the software to fill out a line and occasionally text in a line may appear crowded. Hyphens can be inserted (use a dictionary!) in order to reduce this crowding. A test print may be useful to ensure the document prints as desired. SAVE the final document in both document and PDF format.

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Target size is 44 pages and not greater than 48 pages – will vary with picture pages (must be divisible by 4). Try to keep column headers on same page with columns and keep *In Memoriam* segments intact.

7. Submit visit request to LM's MARS Liaison; request unescorted badge for ENG building access; request Work Order for Repro (LM-Waterton) (with number of original pages and copy count) and include the date printed copies should be available for pick-up at LM-Waterton. The MARS STAR in pdf format may be emailed to the LM MARS liaison. **[Copy count is changing with conversion to digital format.]** The liaison prepares the Work Order and sends it to Repro.
8. Deliver the document on **Compact Disc** to repro, review with repro and obtain proof copy. Having both the Word and PDF copy on the compact disc provides the opportunity to make any last-minute edits to copy or layout before the final printing!
9. Wrap-up
 - a. E-mail the PDF version to the VP of Communications for digital distribution, posting on the website and archive.
 - b. E-mail a 'document' copy of the final newsletter (w/o pictures) to the other editors for seeding the next issue.

Photo Standards within the STAR

Introductory notes on this process:

1st: Formatting photos by this process is important as long as the STAR is printed. Once the transmission is totally digital, standards may change.

2nd: This may seem very complicated but it really is not. Once you have become familiar with the process of recanvassing and captioning photos, it goes very quickly. It is also a handy process that can be used on personal photos.

Photos in the body of the STAR preferably are landscape orientation and have a maximum width of 3.5 inches. If the photo is portrait orientation, it may be sized more narrowly. Sometimes photos from events (e.g., Super Senior group) will be larger—these should be either on the front cover or in the back section of the MARS STAR where event photos are collected. The primary exceptions are from Photo Club and Hiking Club. Photo club submissions are pre-formatted and captioned. Occasionally there is some additional specialized cropping necessary for those photos—details appear later. Use your judgement on Hiking Club photos—often the scenery is part of the shot, but a portrait-style photo that is 3½ inches wide is about 5 inches high—maybe some of the foreground can be cropped out, or size it down to 2½ wide by 3 inches high. The same applies to event photos. Sometimes careful cropping will convert the photo to landscape and keep the desired content, or even enhance the image! Compress the photos in the final document to minimize the documents size.

Photos can often be pre-cropped in the photo-handling software of your computer. You may also use the XnView software (*see below*) to add the caption to the photo—then it will never 'wander away' as sometimes happens when simply laying out the STAR copy. If photos need to be cropped or color-adjusted, you can do it within XnView or do it before the XnView editing process. *Remember: CTRL+Z or ESC will undo any editing action if done before saving a change.*

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When editing/formatting photos for the MARS STAR body, first ensure you can match each photo with its location in the text. If necessary, insert a placeholder note in the text to identify which photo goes there. You can gather all the photos into a working folder (e.g., UNEDITED APR2020 pix), grouping them by article as located in the draft copy (e.g., historian1, historian2, hiking1, etc.). If you have gathered them into a working folder, create a destination folder (e.g., EDITED APR2020 pix, CAPTIONED APR2020 pix) to make it easier to see which photos have been processed, and easier to reincorporate into the article. *(This applies to photos in the body, not those associated with a social event normally placed in the back pages of the STAR.)*

NOTE: If you are editing photos saved in Dropbox, COPY them onto your desktop—DO NOT MOVE them from Dropbox! [Also note that access to Dropbox is very limited. You may need to copy event photos from the website (WordPress) photo files—that is a different process. Consult with the Website Administrator.]

XnView for Formatting and Captioning:

"XnView is an efficient image viewer, browser and converter for Windows. This software is really simple to use and totally free for personal use. It supports more than 500 image formats! It has no adware, and no spyware. It is a free download—to get it, go to: <https://www.XnView.com/en/XnView/>" *(quote from XnView website) [XnView is also available for MAC.]*

The Control Ribbon for XnView:

For help in finding where the tab/action you want to perform is found, here is a description of the tabs in XnView and what actions are under each tab. These may be active or grayed out (inactive) depending on what you are doing or may change depending on software updates.

- **FILE:** Open, Recent files, | Close, Close all, | Select TWAIN source, Acquire, Acquire into, Acquire from | Exit
- **EDIT:** Cut, Copy, Copy image data, Paste, Import Clipboard, | Select All, Select None, Invert selection, | Copy to folder, Move to folder, Delete, Rename, | New folder, Edit description/Comment, Metadata, properties
- **VIEW:** View As, Sort By, Filter By, Columns, Layout, Thumbnails Size, Preview, Stop Animation, Tag, Rating & Colour label, Set categories, | Show files in subfolders, Stop, |Tool bar, Small toolbar, Tree pane, Preview pane, Status bar
- **TOOLS:** Open, Open with, View in Hex mode, | Search, Find similar files, | Export, Capture screen, Batch Processing, | Send by email, JPEG Lossless transformations, change timestamp, Extract Movie frames, Set as Wallpaper, | Batch rename, Compare, Sequence Convert, Plugin, | Options...
- **CREATE:** Slide show, Web page, Contact Sheet, Video thumbnail gallery, | File listing, Multi-page file, Strip of images
- **WINDOW:** Tile, Tile horizontally, Tile vertically, Cascade, | Minimize all, Restore all, Browser [info]
- **INFO:** Help, Tip of the day, | Supported formats, Plug-ins Information, XnView Media Detector, Command line help, | Visit XnView's website, Visit XnView's Forum, Check for Update, Make a Donation, | Licence Agreement, Registration, | ReadMe, What's New, | About

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You may format photos individually for the body of the MARS STAR in order to attach photo captions using XnView.

TO BEGIN

Open XnView, then find your folder with the photos you need to edit.

When you open a photo in XnView,

- You can adjust brightness and contrast. The option "GAMMA" does both simultaneously.
- Use "AUTOMATIC CROP" to eliminate unneeded background then select the desired photo area and apply. This removes the background of the photo, so you do not have an excess of white space around your photo. Just using the scissor tool to crop does not.
- You can manipulate the photo by rotation, inversion, or reflection.
- "CUSTOM" allows you to correct the layout of the photo, for instance, making the image within level with the edge of the photo, or to adjust the dimension ratio.
- Change the size of the photo using the indicator arrows in the photo size area. Click "KEEP RATIO" and the dimensions change proportionally.

In XnView, open the folder containing the pictures for editing. Select and double-click on an individual image.

This opens the photo, and an array of icons appear under the toolbar. From the toolbar above, select IMAGE and scroll down to AUTOMATIC CROP. You are asked for background color and tolerance. (*I made no selections—play with it and see what difference it makes.*) Then place your cursor in the photo and select what you want to keep. Unlike PAINT, you can adjust the edges of your crop individually to insure you have all you want. Then right-click and select CROP. The extraneous background is gone. Click CTRL+Z or ESC if you wish to start over or click on the photo id near the top left and close without saving.



Original photo



Original, cropped.

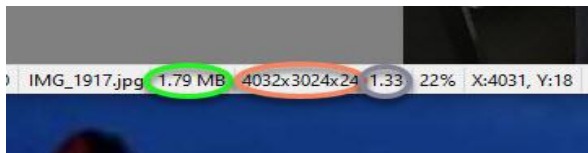
Then, you may choose the icon with a 3-color bar to adjust contrast and brightness individually, or use "GAMMA" to do both. You will see both the original image and the adjustment side-by-side and either apply or cancel them.

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Individually adjusted lightness, shadow.

When viewing an image in XnView, you'll see down in the lower left corner a tabulation of the file size, the X and Y pixel measurements, and the aspect ratio. Most cameras and cellphones take pictures in either 3x2 (1.5) or 4x3 (1.33) aspect ratio.



When you want to crop the picture, you may want to retain the same aspect ratio, or you may want to adjust it to conform with the other pictures in the group.



When you draw a rectangle for cropping the image, you now see additional numbers in the lower left corner. You'll see the new X and Y pixel measurements, and the new aspect ratio associated with the crop. As you resize the cropping rectangle, these numbers change accordingly.

Then use AUTOMATIC CROP, as above. This is especially useful if you have a portrait shot of a dining room scene. Who needs to see the ceiling and the carpeting—we're interested in the people!

Once you have cropped, go to IMAGE and choose resize. Click "KEEP RATIO" then enter 3.5" (or maybe 3.4") in width box

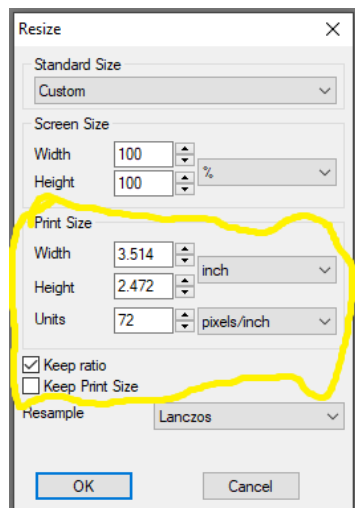
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To change a portrait photo to landscape, open it as above.



Cropped into landscape.

[Photos are NOT 3.5 wide in this document.]



Once cropped and resized, if the image is dark, you can adjust the contrast, brightness, shadow, etc., to get the best reproducible image. It may not be the best image ever—just the best option for reproduction.



Original, dark



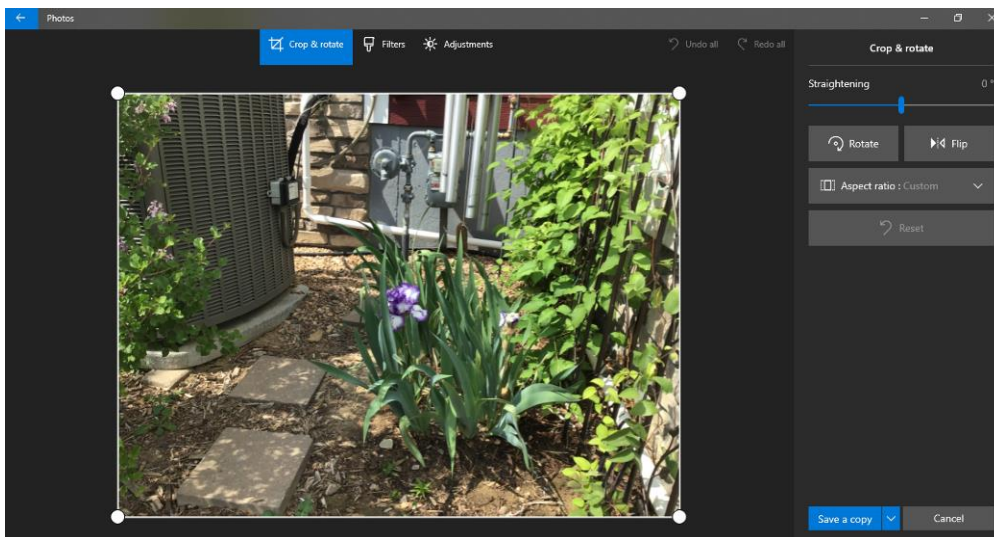
Increased brightness and contrast
Adjusted blackpoint (increased light side)

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Now notice in the XnView screen that the photos appear to be different sizes. Even though you set them to approximately 3.5 inches wide, since you custom-cropped each photo, they are not uniform in size. This is how to fix that problem.

Before moving to the RECANVAS step, exit XnView and open the folder with the photos. When you click on a photo, the "PICTURE FORMAT" option appears in the Windows Photos toolbar. When you have the photo open in this option, you are provided a selection of icons—one of them is the CROP icon. Click on it and a series of options appears to the right of the photo.

Note the option "ASPECT RATIO: CUSTOM." Click on CUSTOM and select 3:2 (for landscape photos) or 2:3 (for portrait photos). The layout adjusts the ratio. You can place your cursor within the photo and adjust how you want the photo positioned, as well as do some further cropping. Then, at the blue SAVE A COPY box, click the down bracket and choose SAVE.



After individual photos are cropped, resized, color-adjusted, etc., proceed to XnView for the recanvas step. This adds a lower, blank border to the photos so the caption can be integrated with the photo and will stay with the photo throughout the layout, editing and pagination process. Before you begin, create two working folders on your desk top: PHOTOS RECANVASED and PHOTES CAPTIONED.



Cropped and centered

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Processing photos to apply captions

To process photos for captions, use **XnView**. In XnView, open the folder containing the pictures for editing. (View photos tiles collected in box, not individual photo tabs.)

Select them all, and then in the TOOLS pulldown, select BATCH PROCESSING. **Be sure to choose a target folder different than that containing the subject images.** [working folders above]

Use RENAME instead of ASK. If you use ASK you will be prompted for each image. Since you have provided a different target folder, RENAME is the right choice. DO NOT “click out” of TOOLS.

On the TRANSFORMATIONS tab, first select RESIZE to ensure all the pictures are the same reduced size.

For RESIZE, use **1000 px** for WIDTH, and KEEP ASPECT will take care of the HEIGHT.

Then select CANVAS SIZE. For those parameters, select the percent (%) option and choose 100% for width and 110% for height. If the captions are more than 3 or 4 words, choose 130%.

Then for POSITION, select TOP CENTER. Choose WHITE as the background color.

Clicking on GO with this setup results in a revised set of the pictures in the PHOTOSRECANVASED folder. Each picture now has a white panel at the bottom where you can insert the title.

Still in XnView, from the RECANVASED folder, select each picture individually and under IMAGE, select ADD TEXT. Choose TEXT COLOR (BLACK), FONT (TAHOMA) and SIZE (experiment). Then type the caption and select OK. Now you can paste the floating caption into the white panel at the bottom. If the text size or placement is not to your liking, simply CTRL+Z or ESC to undo the text paste. Then you can go back, make changes in the ADD TEXT dialog and redo. Usually the caption is still there—edit the text if required or just choose FONT and pick a different size.

If you have surplus “canvas” after inserting the caption, select the photo, under IMAGE choose AUTOMATIC CROP and select and crop the image as before to take out the extra canvas (extra canvas would leaves too much white space in the MARS STAR).

Event photos in the back pages of the MARS STAR, and certain column headers.

Edit and sort the photos between landscape and portrait layout. If the portrait-layout photos can be converted into landscape (as described above), do it—as landscape fits more efficiently into the space. If the portrait layout cannot be converted and preserve the photo subject, try to arrange the portrait photos next to each other. Resize, recanvas and caption the photos with just the people’s names or a brief description of the content.

On a full blank page, create a table with two columns. Cells should be about 3.2 inches wide and 2.2 inches high. This give you a grid of 8 cells. (4½ inches X 2½ inches in size to fit 6 pictures per page) Copy and paste one captioned photo into each cell. Make sure you remove the borders of your table when finished. If you have oversized landscape photos (for instance the SUPER SENIORS or the OFFICERS AND DIRECTORS, those should be sized across the page and they will need a larger “canvas” to

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list the names. Portrait photos can be placed in a table format of three cells (2 inches wide) across and about 3.2 inches high. Experiment to get a good layout.

Certain columns in the MARS STAR have photo headers, usually the officer reports and the Chair of the board of directors. Editors have a Master File of these headers. (Note that if one of these does not have input to the issue, the photo header is removed.) These headers are also a table format with two cells that fit the column width of the layout. The photo is about one-inch square, with the text info to the right of the photo. Use the layout of the previous examples as your guide. Again, the cell borders of the table should not be visible (you will see the dotted lines where they are, but they should not print).