

FEATURE SPECS

for

Community Green Guides

Please [email](#) the following info for your feature:

1. MS Word document (or equivalent) of 650-700 words (approximately 1.5 pages) **summarizing the sustainable programs, successes, initiatives, stories, etc.** for your company or community.
 - a. Word count can be found by going into **File, Properties, Statistics** tab.
 - b. Be sure to **include a web link** people can go to for more info and **any other contact info** you want in the feature.
2. Your company or community **logo and 2-3 other images** as high resolution JPG files.

Carefully following the two steps above will help us the most. The main things are to 1) follow the word count guideline, and 2) send us high resolution images.

The information you send will be formatted by us into a 2-page feature. Experience has shown it is best if we do the final formatting.

Once we have formatted the MS Word doc, we convert it to a PDF file. We set the **Initial View** properties of the PDF file as **Page layout** “2-up (facing)” and **Magnification** “fit page.” In this way, the two pages of the feature display facing each other.

Note: The formatting is designed to be fairly easily converted into a 6”x9” print book if needed.

If you have the info we need on a website, please send us the exact link. We can then cut-and-paste to make your feature (unless there is a lot of flash animation). Usually Internet images (particularly company or organization logos) are not high resolution, so we would still need to receive high resolution images.

Thank You!