

# Class Note Submission Format

Bold the Title of the Class Note

## Joe & Bill's California Trip

1. Bold Classmates names the 1<sup>st</sup> time they appear in the Note
2. Bold Classmates Spouses names
3. Use the "&" for naming couples

**Joe Jackson** Lorem ipsum dolor sit amet, est an consulatu de  
**Bill & Laura Smith** Ad per illud salutatus, qui ne sonet efficiendi. Mel et vivendo delectus, per ad nominati voluptatum. Sed audiam accommodare te. Nam modo putant at. Ad mucius posidonium vis, principes dissentias ne usu, cu ludus soleat graece est.

When mentioning a Grad from another class add class year to the end of the name.

Joe Jackson In usu quas oratio, invidunt facilisi deseruisse ei nam, wisi dissentiunt eum cu. Liber splendide consetetur vix at, ex usu verterem gubergren, ad vix nulla antiopam. Ea tota vidisse adipiscing mel. John Riley '99 Homero torquatos ius no, sea assum impetus recteque in. Te inani dicam complectitur qui.

1. Label photo(s) to use for each Class Note
2. Italicize and write a caption

*Photo 001: View of Mt. Lassen*

*Photo 002: John and Joe fishing on Joe's boat*

### Please Note:

1. You create the headline for each news item.
2. Send photos as **.jpg, .gif or .png attachments**, not embedded in the e-mail.
3. Photo caption is displayed at the end of the news item in italics.
4. Attached photos should not exceed 2MB in size.
5. Submissions should be text within an e-mail or for multiple stories please send in a **Word Document** attachment.
6. Long Notes will be broken out, created into a PDF document, and loaded to a Class Folder to click and download to view.
7. Do not include personal info such as; phone numbers, e-mail addresses, home addresses or sensitive health info.
8. Send E-mail to [classnotes@wpaog.org](mailto:classnotes@wpaog.org)

### Final Product:

## Joe & Bill's California Trip

10/20/2019



**Joe Jackson** Lorem ipsum dolor sit amet, est an consulatu definitionem, te sit dicat nostrud voluptua. **Bill & Laura Smith** Ad per illud salutatus, qui ne sonet efficiendi. Mel et vivendo delectus, per ad nominati voluptatum. Sed audiam accommodare te. Nam modo putant at. Ad mucius posidonium vis, principes dissentias ne usu, cu ludus soleat graece est.

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*Photo Left: View of Mt. Lassen*

*Photo Right: John and Joe fishing on Joe's boat*

**Note:** The date below the headline is the date that we post the item online. This is done automatically by the system, and gives you an indication of the last time material was added to your page.