

EDITING YOUR NEWSLETTER

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1. The first step in editing your newsletter is to determine the purpose of the newsletter. Is it to inform, to persuade, or to entertain? This will help you decide what content to include and how to present it.

2. Next, you should gather the information you need. This could involve researching the topic, interviewing experts, or collecting data. Make sure the information is accurate and up-to-date.

3. Once you have the information, you need to organize it. This could involve creating an outline or a flowchart. This will help you see the big picture and make sure you cover all the important points.

4. The next step is to write the newsletter. This is where you can use your creativity and make the newsletter interesting and engaging. Use clear and concise language, and make sure the newsletter is easy to read.

5. Finally, you need to proofread the newsletter. This is where you can catch any errors and make sure the newsletter is perfect. Take your time and read the newsletter carefully, paying attention to the grammar, spelling, and punctuation.



Editing Your Newsletter How To Produce An Effective Publication Using Traditional Tools And Computers

Daniel F McAuley



Editing Your Newsletter How To Produce An Effective Publication Using Traditional Tools And Computers:

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Introduction

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