

Instructions for preparing variety release proposals

Use either Word or WordPerfect as a text editor

Set page margins at 0.5 inches on top and sides and 0.75 inches on the bottom
This will allow people with inkjet printers to print 100% of the page.

Send **one** report for each proposed release

Combine both the text and tables within this one report. You should be able to do this by either cutting and pasting or importing.

Please **DONOT** submit individual pages of text, tables, figures, etc.
Please **do** combine them in the order that you wish to see them presented. The posted PDF file will appear essentially identical to the file that you submit.

Instead of using graphs, consider putting the data in table form only. This will reduce the file size considerably and make it easier for people with slower internet connections to download these files.

Please do not place scanned photos or graphs within the document. If you must use them place them in a different file and just reference them as you would in a publication. By using a separate file, users off-campus will have the option of deciding on whether or not to download these large files.

If it is important for the text or table data to remain on one page, place a hard-page code at the end of the page (press control and enter at the same time).