Guidelines and Feedback to Volunteers:
A sincere *Aloha* to each and every ʻIke Kūʻokoʻa volunteer, It's happening! Completed pages are coming in [thousands so far], and volunteers in the File Center are busy.

Here's feedback on what we're seeing – to make each new page better.
The check and review process is easier if common problems are diminished. We want to make the best use of everyone's time and effort, so here are important things that **you can do** to improve the check and review process:

1. Disable Auto Correct
If the computer is capitalizing your free-standing "i" to a capital "I", it's making lots of other changes (into English) you might not notice, which can be an editing crisis. If you can't find auto-correct, ask a friend or write to us.

- On TextEdit, go to *Preferences > New Document > Options* [at bottom left] and <u>uncheck</u> *Correct Spelling Automatically*.
- This one error is affecting many submitted files.

2. Use tabs, spaces and double returns minimally, and don't try to match formatting. <u>Do not use column format</u>. Type across the page as though it were a letter, except poetry, ads, etc. that have short separate lines.

- Center the titles and subtitles, but align everything else to the left, using a one-tab indent where appropriate.
- Don't use *italic*, **bold,** <u>underline</u>, or fancy font styles.
- One tab is sufficient for any amount of indent, and one or two spaces for spacing. No need to match the layout. Charts, ads, and such can always be left-aligned. Graphics are not included - type only the text.
- Use a single return after each paragraph or line of poetry/advertisement, and use double returns after titles and articles.

3. Carefully observe letters, capitalizing, and punctuation. Try to match capitalization and punctuation. A badly-printed comma often looks like a period, but will be followed by a lower-case letter.

- Common typos include: the letter **m** typed as **w**, **i** as **l**, **e** as **c**, **i** as **'** (apostrophe), **b** as **h**, **H** as **II**, etc,
- The newspapers contain many foreign letters, like **d, b, r, j, s,** etc. Type them as they appear.

- Use **@** where text is unreadable. A single @ can be used for a letter, a word, or an entire line of text. If an entire column is unreadable, use @ and a note in brackets [column unreadable].

4. Check your work and your file before you submit. Proofread your work. We aim for accuracy, but can't fully edit entire files. Pages in your name and dedicated to someone special should make you proud, so please do your best.

- Make sure all paragraphs/columns are completed; type out all of the ads.
- Check that the title of file is unchanged. Computer often adds -1, or (1) to copied or saved files.

5. If you cannot finish a page, please cancel the reservation rather than submit a partial file. A partial page has to be redone by someone else, and it's better to put it back in the repository.

Together, we are all part of a wonderful endeavor that will be long remembered and used for generations. The team handling incoming files is very sensitive to the effort that you, as volunteers, are investing in each page submitted, and we're hoping to make your time, energy and work even more productive. So please take note of these reminders, and apply them to the pages you type out - it'll make the entire project more successful. E holomua kakou!
Me ke aloha,
Puakea, Kau'i, Keoni, Marti, Kalei, Kawena, and all the File Center volunteers.