

SUBMISSION FORM INSTRUCTIONS

General Instructions

Residents can submit articles by typing directly into this form or by copying an article they have created in an application like Word, Pages, PDF or other format into the fields provided.

Except for the **Body Content** box, all fields accept mouse-based copy/paste commands.

Mandatory fields are noted with an asterisk (*).

Headline

- Type or paste directly into this field. Please do not use bolding or all uppercase.
- For Billboard Ads, please use “Billboard Ad for this field.
- Likewise, for Reader Photos, use “Reader Photos” for a headline.

Byline

Enter the full name of the author. (We do not accept pseudonyms).

Body Content

- If you are copying an article into this field, you can copy in the usual manner allowed by the program where your article originates but you must use a “Ctrl V” (for PCs) or “⌘ V” (for Macs) to paste into this box.
- Once copied into the box, formatting options are available in the toolbox above the field. These include font formatting (bold, italics, lower case, upper case, sentence case and title case). Numeric and bullet list options are also available.
- You can highlight words or sections you want to modify.
- If you are submitting a Reader Photo, just type a brief comment or description that may not be published.

Upload Logo/Photos

By clicking on the cloud icon in this box, you will be able to upload your photos for the article you are submitting. Dragging and dropping files onto this box from your desktop also works. If you have a new logo (not one we already have on file), you can upload that as well.

Once you have uploaded images, it will appear under **Uploaded Images**. Once it appears, you can click the uploaded image with your mouse to select it. Enter a **Caption** for the photo and enter the name of the person who took the photo in the **Image Credit** box.

If you have more than one image, you can switch between them to reveal the **Caption** and **Credit** boxes for the currently selected image.

Contact Name, **Contact Phone** and **Contact Email** are all required fields and will not appear in print. These fields are for the editor to use to contact you in case problems or questions arise.

Contact SaddleBrooke Address is only required if you are submitting a Billboard ad to verify that you are eligible for a free ad and will not appear in print.

You can use the **Notes** field to send additional information or requests to the editor that are not intended to be published.

You must accept the terms of use under **Legal Agreement** to submit your article.

Submit. Upon submitting an article, you should receive a copy of the article via email.

EXAMPLE OF FORM READY FOR SUBMISSION

The following pages display an example.

Submissions

Use the form below to submit your article or Billboard Ad to Saddlebag Notes. All submitted content is reviewed and adjusted as necessary by staff before placing it online or in print.

(All fields with * are required)

* **Headline**

Through the Years – Don Chuba

The title of the article. For Billboard Ads, please use 'Billboard Ad' for this field.

* **Byline**

By Carol Poole

Author's name (We do not accept pseudonyms).

* **Body Content**

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Don Chuba's story is not only about SaddleBrooke through the years, but also the [Saddlebag Notes](#).

How they Got Here

Don and Nancy's son was a student at Arizona State and urged his parents to move here. They didn't really care that much for Phoenix, so they decided to check out Bisbee. On the way to Bisbee, they noticed some billboard ads for SaddleBrooke and decided to check it out. Like everyone else, when they came down off the hill, they were awed by the views. They stayed as guests in HOA#2, got the Robson DVD and brochures and came back the following year to purchase their home.

Saddlebag Notes

Don worked for the Notes for about four years beginning in 2000. Don had been a professional graphic designer when he and his wife, Nancy, moved to SaddleBrooke in 1998. He recalls walking in to the SaddleBag Notes office, in Catalina, to place an ad when the editor, Toni Hite, recruited him to create advertisements. At that time the paper was in tabloid format and most of the ads were in black and white. "There were just the three of us, Don said. Toni created some ads, did some writing and the final composition of the paper. I helped with creating ads and there was a lady who was the office manager/bookkeeper. We all helped with [proof reading](#).

Some advertisers phoned or emailed there ads in. Most just came into the office to drop off their articles and ad material. It got to be very social and I got to meet a lot of great people. We would work like crazy for 10 days, putting in long hours, but finally getting everything put together just in time for the volunteers to deliver the paper. Then we did it all over again the following month."

Career as a Graphic Artist

After being discharged from the Army when the Korean War ended, Don got a job as an apprentice in an art studio in Detroit for \$40 a week. There were no computers at that time; and Don remembers too well the arduous and time-consuming process of manually cutting and pasting ads. Clients would frequently demand changes by the next morning that required Don and his colleagues to work through the night. "We did everything the old fashioned way, Don said, pastels, colored pencils, ink, and

Uploaded Images



Selected Image Name

Through Don_1.jpg

Selected Image Caption

Don Chuba with his award-winning painting

Selected Image Credit

[Remove selected image](#)

Upload Logo/Photos



Upload photos or logos saved on your computer.

*** Contact Name**

POOLE CAROL

Your name in case we need to contact you about this article or ad. This information will not be published.

*** Contact Phone**

520-399-7313

Contact SaddleBrooke Address

A SaddleBrooke address is required for Billboard ads only. This information will not be published.

*** Contact Email**

An email address in case we need to contact you about this article. This information will not be published.

Notes

Any additional information you would like to pass on to the Editor. Notes will not be published.

*** Legal Agreement**

I accept the Tucson.com Terms of Use and Privacy Policy

Please read the [Terms of Use](#) and [Privacy Policy](#).

Questions?

For more information, contact the editor at 520-399-7313 or email saddlebagarticle@tucson.com.