

PREPARATION OF FILES FOR ACTION

RPG news

1. General news about the Group's activities is of most interest to readers
2. A list of foals expected, or born, is advertorial at best - please encourage the member to take an ad.
3. The Gallery is a good way to share, is very reasonably priced, and gallery photos are eligible to be featured on the front cover of Action.
4. With this in mind, it is best to send full size images for the Gallery - as from camera. These will look very large and use quite a lot of memory - anything from 3MB to 10MB. To send these without difficulty, use the Society's Hightail account - <https://www.hightail.com/uplink/wpcsa>

Word docs

1. Please use capitals where appropriate. 'Welsh' always needs a capital! And very often doesn't get it. :-)
2. In general text, please don't use ampersands (&) - they are appropriate in lists though.
3. Numbers - there are many conventions for using numerals. In Action and the Journal text, write out 1-10. ie, one, two, three, four, up to ten. After ten, use numbers - 11, 12, 13, 21, 60, 103, etc.

SHOW PROGRAMS

1. When you are preparing them - if you mark alterations from the previous year, it makes setting up for Action very much easier.
2. If you are working from a Word doc - then either highlight changes, or use a different colour for the font which has changed.
3. Consider using the pdf which you were supplied as the final proof from last year. Highlight areas which are to be changed, and note changes on a Sticky Note.
4. If you are preparing a new file - use Word. DO NOT use Microsoft PUBLISHER. It is a very awkward program and will not save readily to any other format.
5. Be aware that Word can be tricky if you allow it to add numbers automatically - a new line is likely to give you a number in sequence, which can throw your whole program out of whack.
6. Do not add extra line spacings using the Return or Enter key - add extra space between lines by > Format > Paragraph > Indents and Spacing > Spacing > After > then add a number - 5pt will give you a noticeable space, if you want a big break, use 10pt.

Note that each new line will be at this spacing afterwards - so either change the spacing back to 0pt on the next line, or leave adding the spacing where required when you have completed the file.

7. If you are presenting your show programs 'ready to go' - then please note the page dimensions applicable to Action.

The useable space is 19cms wide x 27.2cms deep.

Files need to be presented as press quality pdf, with the native file prepared at 300dpi and all images must be at this resolution so that they print to our quality standards.

All fonts and images must be embedded.

'Spreads' are not available except on the two centre pages.

SHOW RESULTS

Preferred format for show results.

1. In a Word document:

'Format' > 'Paragraph' > 'Indents and line spacing' > 'Spacing' > 'After' – set to 5

Don't use the return or enter key to make a space after a paragraph, please. 😊

2. Most times, you can classify the results according to Section, and if you do this, you don't need to use the full class title: Note that there is a colon after the classification.

WELSH MOUNTAIN PONIES: Yearling Filly –

Then, place in class 1. Followed by a full stop then a single space.

The owner's name, with an apostrophe then an 's' indicating that S Peabody owns the pony ... the pony's name, then a full stop. You don't need a salutation (Ms, Mrs, Mr, Dr), and please, one initial is plenty and we don't need the full given name.

WELSH MOUNTAIN PONIES: Yearling Filly – 1. S Peabody's Flossy Fair-View.

Down to three placegetters – except for All Welsh Shows and the National Show, in which case, every placegetter is noted for the Journal. However, you may wish to record the full results for you own records – in which case, the typesetter can remove those from fourth place onwards.

NB – please don't use 1st, 2nd, 3rd, etc, as it takes quite a lot more space. And takes you longer to type. 😊

3. Then – the next class ...

WELSH MOUNTAIN PONIES: Yearling Filly – 1. S Peabody's Flossy Fair-View. 2. M Marble's Spunky Two-Tone. 3. C Charming's Everybody Lovesus. Filly 2 Years – 1. And so on.

4. For Championships – the full title – in this case ...

Champion Welsh Mountain Pony Filly – S Peabody's Flossy Fair-View.

But – then you only need to follow that with ... Reserve – M Marble's Spunky Two-Tone.

Formatting the championships like this allows someone in the future to lift out the champions and reserves without losing track of what championship they won – eg, if you wish to send the results to a newspaper – they are unlikely to print the full results, but may well print champions and reserves, and you will have them ready to hand.

5. There is no need to bold Sections or Championships – but you may wish to do so for your own files.

6. Start a new paragraph for the next Section.

7. Please don't use all upper case. It uses a lot of space, and is more difficult to read.

The typesetter will love you.

Thanks 😊

COMPARISON OF SPACE USED FOR RESULTS

ORIGINAL

Judge: Ms Anne Abrahall, Wyken Stud, UK
Welsh Mountain
Best Presented Welsh Mountain Exhibit & Handler
1st DALBRAE LLADRO, BF, MG & KF Mitchell
Colt Yearling
1st RIVINGTON POP, Rivington Stud
2nd DALPURA LITTLE TRINKET, Dalpura Stud
Colt 2 Years
1st ARCADIAN RED CRUSADER, Dr H Cooper & S Sheeran
2nd RIVINGTON DANDE-LION, & Eylward Michael Wallis Cherie
Champion ARCADIAN RED CRUSADER, Dr H Cooper & S Sheeran
Reserve Champion RIVINGTON POP, Rivington Stud
Filly Yearling
1st AFON IZZY, Kathryn Hunt
Filly 2 Years
1st ELARGEE PUMPKIN PIE, Karen Sheridan
2nd ELARGEE TRUE LOVE, Karen Sheridan
3rd RIVINGTON HIDE 'N' SEEK, Rivington Stud
4th DALBRAE TANSI, BF, MG & KF Mitchell
Filly 3 Years
1st SHANAMON QUEST, Shanamon Stud
2nd KARANGA SNOWDRIFT, Hayley Malseed
3rd AFON BAMBI, Kathryn Hunt
4th DALBRAE JAZZI, Kathryn Hunt
Champion SHANAMON QUEST, Shanamon Stud
Reserve Champion ELARGEE PUMPKIN PIE, Karen Sheridan
Best Youngstock Welsh Mountain Pony
SHANAMON QUEST, Shanamon Stud
Stallion 8 yrs and over
1st RIVINGTON ASCOT, Rivington Stud
Champion RIVINGTON ASCOT, Rivington Stud
Dry Mare 8 yrs & over
1st ALINGA PARK SHAKIRA, Alinga Park Pony Stud
2nd LEWISVALE PEARL, Shanamon Stud
3rd OSORY ROSETTE, LR & JM Hansford
4th DALPURA MAZURKA, Dalpura Stud
Dry Mare 4 yrs & under 8 yrs
1st IMPERIAL PASHMINA, BF, MG & KF Mitchell
2nd WESTON PARK BLISS, Patricia Croft
3rd RIVINGTON CATRIN, Lauren Oxlade
4th OSORY HOT SPOT, Kathryn Hunt
5th ELARGEE FLORENCE, Donna Hearn
Broodmare 4 yrs and over
1st VANOCA PARK PICTURE BOOK, Ashley & Scarlet Porter
2nd RIVINGTON FOLK MELODY, Rivington Stud
3rd GLENGWIN AUGUST, Alinga Park Pony Stud
Foal
1st RIVINGTON FOLK BUZZ, Rivington Stud
2nd VANOCA PARK POP-UP BOOK, Ashley & Scarlet Porter
Champion VANOCA PARK PICTURE BOOK, Ashley & Scarlet Porter
Reserve Champion IMPERIAL PASHMINA, BF, MG & KF Mitchell
Supreme Champion Welsh Mountain Pony
VANOCA PARK POP-UP BOOK, Ashley & Scarlet Porter
Yearling Gelding of Section A Breeding
1st AFON FINBAR, Kathryn Hunt
Gelding of Section A Breeding, 2 years
1st DALBRAE LLADRO, BF, MG & KF Mitchell
2nd RIVINGTON ICY POP, Ashley Sutton
Gelding of Section A Breeding, 3 years
1st CHILTERN PARK MIDAS, Christine & Christopher Boyce
Champion CHILTERN PARK MIDAS, Christine & Christopher Boyce
Reserve Champion DALBRAE LLADRO, BF, MG & KF Mitchell
Gelding of Section A Breeding, 4 years & under 8
1st RIVINGTON FOLK ROCK, Mary-Ann Pittard
Gelding of Section A Breeding, 8 years and over
1st NILTON MACPHERSON, Rebecca Lee
Champion RIVINGTON FOLK ROCK, Mary-Ann Pittard
Reserve Champion NILTON MACPHERSON, Rebecca Lee

Leaving caps, full names, 1st, 2nd etc IN & punctuation as supplied

Judge: Ms Anne Abrahall, Wyken Stud, UK
WELSH MOUNTAIN PONIES: Best Presented Welsh Mountain Exhibit & Handler. 1st DALBRAE LLADRO, BF, MG & KF Mitchell. Colt Yearling 1st RIVINGTON POP, Rivington Stud 2nd DALPURA LITTLE TRINKET, Dalpura Stud Colt 2 Years 1st ARCADIAN RED CRUSADER, Dr H Cooper & S Sheeran 2nd RIVINGTON DANDE-LION, & Eylward Michael Wallis Cherie **Champion ARCADIAN RED CRUSADER, Dr H Cooper & S Sheeran Reserve Champion RIVINGTON POP, Rivington Stud** Filly Yearling 1st AFON IZZY, Kathryn Hunt Filly 2 Years 1st ELARGEE PUMPKIN PIE, Karen Sheridan 2nd ELARGEE TRUE LOVE, Karen Sheridan 3rd RIVINGTON HIDE 'N' SEEK, Rivington Stud 4th DALBRAE TANSI, BF, MG & KF Mitchell Filly 3 Years 1st SHANAMON QUEST, Shanamon Stud 2nd KARANGA SNOWDRIFT, Hayley Malseed 3rd AFON BAMBI, Kathryn Hunt 4th DALBRAE JAZZI, Kathryn Hunt **Champion SHANAMON QUEST, Shanamon Stud Reserve Champion ELARGEE PUMPKIN PIE, Karen Sheridan Best Youngstock Welsh Mountain Pony SHANAMON QUEST, Shanamon Stud** Stallion 8 yrs and over 1st RIVINGTON ASCOT, Rivington Stud **Champion RIVINGTON ASCOT, Rivington Stud** Dry Mare 8 yrs & over 1st ALINGA PARK SHAKIRA, Alinga Park Pony Stud 2nd LEWISVALE PEARL, Shanamon Stud 3rd OSORY ROSETTE, LR & JM Hansford 4th DALPURA MAZURKA, Dalpura Stud Dry Mare 4 yrs & under 8 yrs 1st IMPERIAL PASHMINA, BF, MG & KF Mitchell 2nd WESTON PARK BLISS, Patricia Croft 3rd RIVINGTON CATRIN, Lauren Oxlade 4th OSORY HOT SPOT, Kathryn Hunt 5th ELARGEE FLORENCE, Donna Hearn Broodmare 4 yrs and over 1st VANOCA PARK PICTURE BOOK, Ashley & Scarlet Porter 2nd RIVINGTON FOLK MELODY, Rivington Stud 3rd GLENGWIN AUGUST, Alinga Park Pony Stud Foal 1st RIVINGTON FOLK BUZZ, Rivington Stud 2nd VANOCA PARK POP-UP BOOK, Ashley & Scarlet Porter **Champion VANOCA PARK PICTURE BOOK, Ashley & Scarlet Porter Reserve Champion IMPERIAL PASHMINA, BF, MG & KF Mitchell Supreme Champion Welsh Mountain Pony VANOCA PARK PICTURE BOOK, Ashley & Scarlet Porter** Yearling Gelding of Section A Breeding 1st AFON FINBAR, Kathryn Hunt Gelding of Section A Breeding, 2 years 1st DALBRAE LLADRO, BF, MG & KF Mitchell 2nd RIVINGTON ICY POP, Ashley Sutton Gelding of Section A Breeding, 3 years 1st CHILTERN PARK MIDAS, Christine & Christopher Boyce **Champion CHILTERN PARK MIDAS, Christine & Christopher Boyce Reserve Champion DALBRAE LLADRO, BF, MG & KF Mitchell** Gelding of Section A Breeding, 4 years & under 8 1st RIVINGTON FOLK ROCK, Mary-Ann Pittard Gelding of Section A Breeding, 8 years and over 1st NILTON MACPHERSON, Rebecca Lee **Champion RIVINGTON FOLK ROCK, Mary-Ann Pittard Reserve Champion NILTON MACPHERSON, Rebecca Lee.**

17cms.

Caps out of pony names.

Note that owner name following pony name is also acceptable.

Judge: Ms Anne Abrahall, Wyken Stud, UK

WELSH MOUNTAIN PONIES: Best Presented Welsh Mountain Exhibit & Handler. 1st Dalbrae Lladro, BF, MG & KF Mitchell. Colt Yearling 1st Rivington Pop, Rivington Stud 2nd Dalpura Little Trinket, Dalpura Stud Colt 2 Years 1st Arcadian Red Crusader, Dr H Cooper & S Sheeran 2nd Rivington Dande-Lion, Eylward Michael & Wallis Cherie **Champion Arcadian Red Crusader, Dr H Cooper & S Sheeran Reserve Champion Rivington Pop, Rivington Stud** Filly Yearling 1st Afon Izzy, Kathryn Hunt Filly 2 Years 1st Elargee Pumpkin Pie, Karen Sheridan 2nd Elargee True Love, Karen Sheridan 3rd Rivington Hide 'n' Seek, Rivington Stud 4th Dalbrae Tansie, BF, MG & KF Mitchell Filly 3 Years 1st Shanamon Quest, Shanamon Stud 2nd Karanga Snowdrift, Hayley Malseed 3rd Afon Bambi, Kathryn Hunt 4th Dalbrae Jazzie, Kathryn Hunt **Champion Shanamon Quest, Shanamon Stud Reserve Champion Elargee Pumpkin Pie, Karen Sheridan Best Youngstock Welsh Mountain Pony Shanamon Quest, Shanamon Stud** Stallion 8 yrs and over 1st Rivington Ascot, Rivington Stud **Champion Rivington Ascot, Rivington Stud** Dry Mare 8 yrs & over 1st Alinga Park Shakira, Alinga Park Pony Stud 2nd Lewisvale Pearl, Shanamon Stud 3rd Osory Petite, LR & JM Hansford 4th Dalpura Mazurka, Dalpura Stud Dry Mare 4 yrs & under 8 yrs 1st Imperial Pashmina, BF, MG & KF Mitchell 2nd Weston Park Bliss, Patricia Croft 3rd Rivington Catrin, Lauren Oxlade 4th Osory Hot Spot, Kathryn Hunt 5th Elargee Florence, Donna Hearn Broodmare 4 yrs and over 1st Vanoca Park Picture Book, Ashley & Scarlet Porter 2nd Rivington Folk Melody, Rivington Stud 3rd Glengwin August, Alinga Park Pony Stud Foal 1st Rivington Fok Buzz, Rivington Stud 2nd Vanoca Park Pop-Up Book, Ashley & Scarlet Porter **Champion Vanoca Park Picture Book, Ashley & Scarlet Porter Reserve Champion Imperial Pashmina, BF, MG & KF Mitchell Supreme Champion Welsh Mountain Pony Vanoca Park Picture Book, Ashley & Scarlet Porter** Yearling Gelding of Section A Breeding 1st Afon Finbar, Kathryn Hunt Gelding of Section A Breeding, 2 years 1st Dalbrae Lladro, BF, MG & KF Mitchell 2nd Rivington Icy Pop, Ashley Sutton Gelding of Section A Breeding, 3 years 1st Chiltern Park Midas, Christine & Christopher Boyce **Champion Chiltern Park Midas, Christine & Christopher Boyce Reserve Champion Dalbrae Lladro, BF, MG & KF Mitchell** Gelding of Section A Breeding, 4 years & under 8 1st Rivington Folk Rock, Mary-Ann Pittard Gelding of Section A Breeding, 8 years and over 1st Nilton Macpherson, Rebecca Lee **Champion Rivington Folk Rock, Mary-Ann Pittard Reserve Champion Nilton Macpherson, Rebecca Lee.**

15.2cms

1st, 2nd, 3rd etc replaced with 1. 2. 3. - punctuation added - full names out, replaced with initials. Champion details added.

Judge: Ms Anne Abrahall, Wyken Stud, UK

WELSH MOUNTAIN PONIES: Best Presented Welsh Mountain Exhibit & Handler - 1. Dalbrae Lladro, B, M & K Mitchell. Colt Yearling - 1. Rivington Pop, Rivington Stud. 2. Dalpura Little Trinket, Dalpura Stud Colt 2 Years - 1. Arcadian Red Crusader, H Cooper & S Sheeran 2. Rivington Dande-Lion, M Eylward & C Wallis. **Champion WMP Colt - Arcadian Red Crusader, H Cooper & S Sheeran. Reserve - Rivington Pop, Rivington Stud.** Filly Yearling - 1. Afon Izzy, K Hunt. Filly 2 Years - 1. Elargee Pumpkin Pie, K Sheridan. 2. Elargee True Love, K Sheridan. 2. Rivington Hide 'n' Seek, Rivington Stud. 4. Dalbrae Tansie, B, M & K Mitchell. Filly 3 Years - 1. Shanamon Quest, Shanamon Stud 2. Karanga Snowdrift, H Malseed. 2. Afon Bambi, K Hunt. 4. Dalbrae Jazzie, K Hunt. **Champion WMP Colt - Shanamon Quest, Shanamon Stud. Reserve - Elargee Pumpkin Pie, K Sheridan. Best Youngstock Welsh Mountain Pony - Shanamon Quest, Shanamon Stud.** Stallion 8 yrs and over - 1. Rivington Ascot, Rivington Stud. **Champion WMP Stallion - Rivington Ascot, Rivington Stud.** Dry Mare 8 yrs & over - 1. Alinga Park Shakira, Alinga Park Pony Stud. 2. Lewisvale Pearl, Shanamon Stud. 3. Osory Petite, L & J Hansford. 4. Dalpura Mazurka, Dalpura Stud. Dry Mare 4 yrs & under 8 yrs - 1. Imperial Pashmina, B, M & K Mitchell 2. Weston Park Bliss, Patricia Croft. 2. Rivington Catrin, L Oxlade. 4. Osory Hot Spot, K Hunt. 5. Elargee Florence, D Hearn. Broodmare 4 yrs and over - 1. Vanoca Park Picture Book, A & S Porter. 2. Rivington Folk Melody, Rivington Stud. 2. Glengwin August, Alinga Park Pony Stud. Foal - 1. Rivington Fok Buzz, Rivington Stud. 2. Vanoca Park Pop-Up Book, A & S Porter **Champion WMP Mare - Vanoca Park Picture Book, A & S Porter. Reserve - Imperial Pashmina, B, M & K Mitchell - Supreme Champion Welsh Mountain Pony - Vanoca Park Picture Book, A & S Porter.** Yearling Gelding of Sec A Breeding - 1. Afon Finbar, K Hunt. Gelding of Sec A Breeding, 2 years - 1. Dalbrae Lladro, B, M & K Mitchell. 2. Rivington Icy Pop, A Sutton. Gelding of Sec A Breeding, 3 years - 1. Chiltern Park Midas, C & C Boyce. **Champion Junior Gelding of Sec A Breeding - Chiltern Park Midas, C & C Boyce. Reserve - Dalbrae Lladro, B, M & K Mitchell.** Gelding of Sec A Breeding, 4 years & under 8 - 1. Rivington Folk Rock, M Pittard. Gelding of Sec A Breeding, 8 years and over - 1. Nilton Macpherson, R Lee. **Champion Senior Welsh Gelding of Sec A Breeding - Rivington Folk Rock, M Pittard Reserve - Nilton Macpherson, R Lee.**

14.3cms

The original was 17cms

So, we can save nearly 16% of space by using the method described on page 2.

Additionally, the example above is easier to read than the one opposite, which has insufficient punctuation.