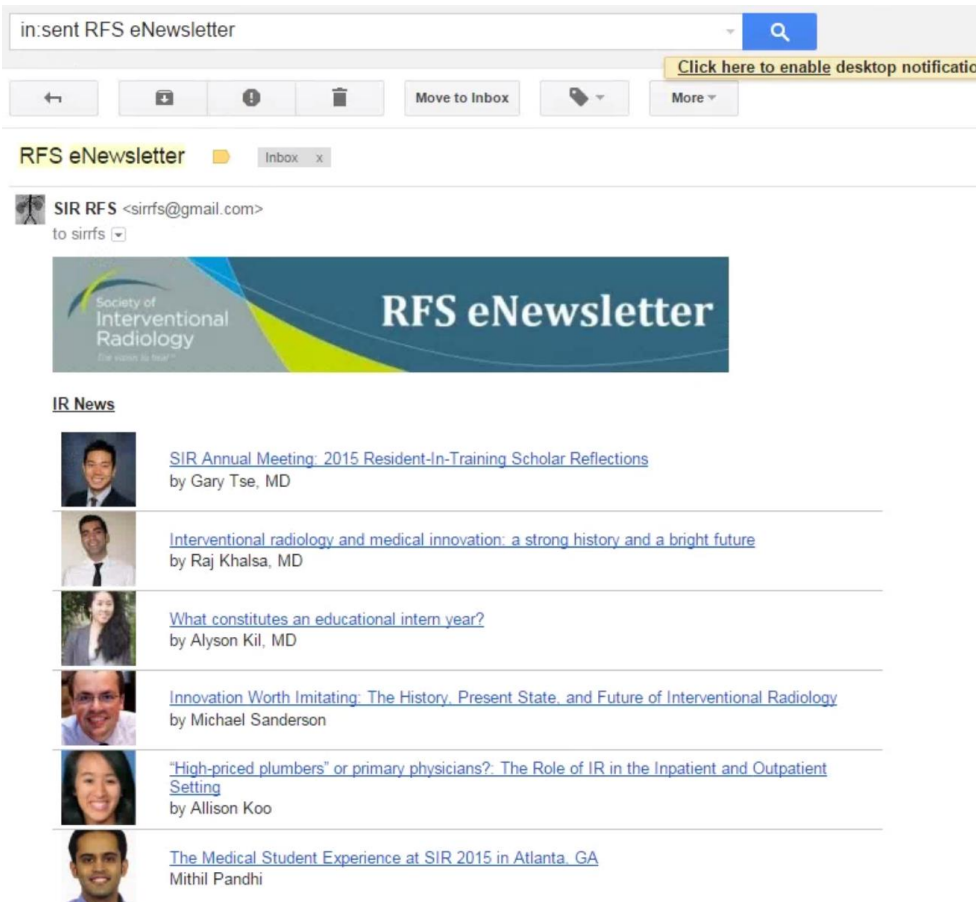


Sending out the eNewsletter

The eNewsletter is a quarterly publication that gets sent out to our SIR RFS google group. In the past, the newsletter has been sent out at the end of February, May, August, and November. Article writers are given deadlines a few weeks prior to the expected publication date of the eNewsletters. The articles are typically posted to the website as they are edited and received. Once all the articles are in, the eNewsletter can be created. They are created from the SIR RFS gmail account.

1. Open the SIR RFS gmail account.
2. Search for “in:sent RFS eNewsletter” in the search bar at the top.
3. This will bring up a message conversation with our more recent eNewsletters and should look something like this when you open the message/conversation



in:sent RFS eNewsletter







Click here to enable desktop notifications

RFS eNewsletter

SIR RFS <sirrfs@gmail.com>
to sirrfs

Society of Interventional Radiology
RFS eNewsletter

IR News

-  [SIR Annual Meeting: 2015 Resident-In-Training Scholar Reflections](#)
by Gary Tse, MD
-  [Interventional radiology and medical innovation: a strong history and a bright future](#)
by Raj Khalsa, MD
-  [What constitutes an educational intern year?](#)
by Alyson Kil, MD
-  [Innovation Worth Imitating: The History, Present State, and Future of Interventional Radiology](#)
by Michael Sanderson
-  ["High-priced plumbers" or primary physicians?: The Role of IR in the Inpatient and Outpatient Setting](#)
by Allison Koo
-  [The Medical Student Experience at SIR 2015 in Atlanta, GA](#)
Mithil Pandhi

Help Wanted

The RFS is always looking for motivated trainees who are interested in getting involved in one or more of our ongoing projects. Visit

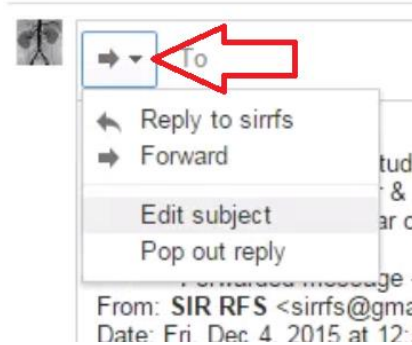
Please contact us if you have interest or talents in one or more of the following projects:

- Simple video animation
- Creating an IR Survival Guide mobile device app
- Journal Primer projects to elaborate on important JVIR articles

Upcoming Events

June 11, 2015
IR Innovation Program: Physician-Industry Collaboration
Starts: 9:00 am EST

4. This message can be either copied in its entirety into a completely new message or what I have done is forward the message. The recipient to forward to is simply the google group account sirrfsgroups.com
 - a. If you forward the message, change the subject of the message so the eNewsletter doesn't read "Fwd:" in the message subject to the recipients. Do this by clicking on the small down arrow next to the right-pointing "Forward" arrow. When the menu pops up select "Edit subject". Delete the start of the subject line that reads "Fwd:"



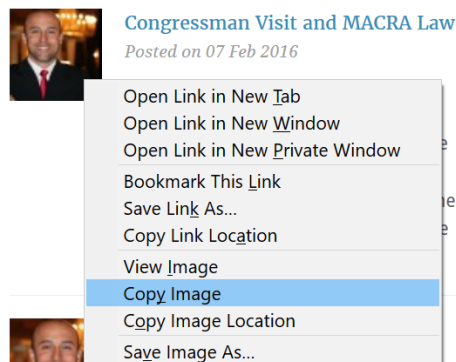
- b. Next, delete the text above the RFS eNewsletter image header that reads:

"SIR Resident, Fellow & Student Section
 To sign up for our webinar & event list go here.
 To see our google calendar of events go here.

----- Forwarded message -----
 From: SIR RFS <sirrfsgroups.com>
 Date: Fri, Dec 4, 2015 at 12:53 AM
 Subject: Fwd: RFS eNewsletter
 To: sirrfsgroups.com"

- c. Next highlight all the text (Ctrl+A) in the message and change the text color to black (forwarding a message may change some text to a purple color).
5. The content of the listed articles in the eNewsletter can be updated from the articles already posted to the website by switching back and forth between the eNewsletter message body and the website itself to copy the relevant information over. It helps to have the eNewsletter message body and the RFS website open side-by-side in a split screen:
 - a. Right click on the authors thumbnail from the website for the first article and select "Copy Image"

Interventional Radiology News

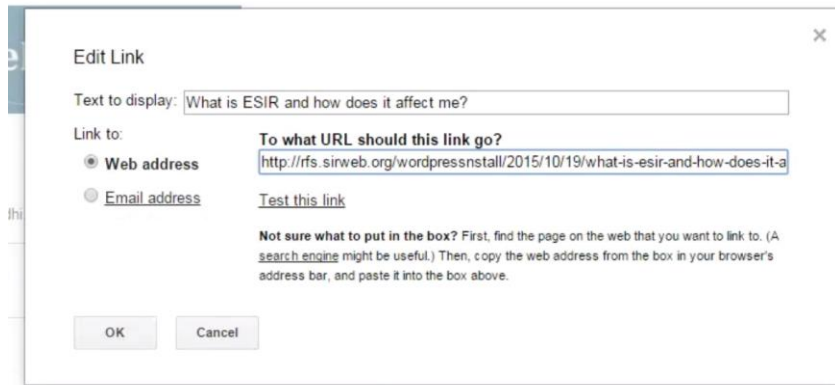


- b. Go back to the eNewsletter message body and delete the thumbnail from the first line of the eNewsletter and "Paste" the copied thumbnail from the website

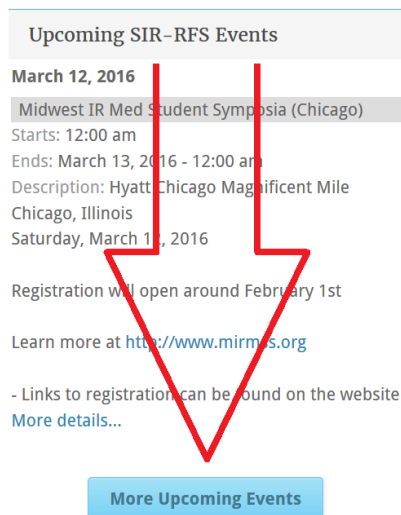
- c. Next, in the eNewsletter message body single click the link for the article title on the same line that you just replaced the thumbnail for. Single clicking should bring up a menu that looks like the following image. Click “Change”.



- d. The following window will pop up that will allow you to update the “Text to display” AKA the article’s title and the “Web address” for this link. Copy this information from the website. Then click “OK”.



- e. Finally update the author information on the same line of the eNewsletter message body.
 - f. Repeat this process for the remaining lines in the eNewsletter message body.
6. Update the “Help Wanted” section of the eNewsletter as appropriate. I usually ask other committee and service line chairs to email me anything they wanted included in this section during the monthly GC meetings.
 7. For the “Upcoming Events” section return to the RFS website home page. A column along the right-hand side of the page reads “Upcoming SIR-RFS Events.” Click the blue “More Upcoming Events” button at the bottom of the column.



- a. This will bring up a page of all upcoming RFS events. Copy the information for all upcoming events to this section of the eNewsletter. You can copy the registration link for any and all upcoming webinars and add this link titled "REGISTER NOW" under each respective webinar.
8. Once all the information has been updated in the eNewsletter, hit "SEND"