



## Submitting material for inclusion on the District 1070 Website

### General Comments:

We like to be as helpful as possible, but it is not the responsibility either of the Communications Committee or the Webmaster to seek out or identify material that should be placed on the website. We simply do not have the time and resources constantly to do this. Also, we do not write scripts for pages (albeit that we have to make them fit the available space and will edit where necessary). In simple terms, if you think it should be there, tell us and prepare what you want to say. We will then do the technical stuff.

### Documents:

Typed/handwritten/photocopied material is not accepted for the website. This is an electronic medium and it's not unreasonable that we expect electronic input. All documents which are submitted for consideration on the site should be sent by email to the Webmaster and can be accepted in most common word processor formats, e.g., Microsoft Word/Works, etc.

Please note, the house style will be used on the site irrespective of your own formatting. Therefore, acceptance is subject to the following:

- KISS - keep it simple! Don't waste your time with unnecessary formatting which we *will* remove.
- Do not embed photographs. These will almost certainly have to be compressed and they are difficult to remove from some word processor files. Attach photographs as separate files. If the positioning of a photograph is crucial, tell us where you'd like it placed and we'll do our best to comply. Importantly, ensure you have the copyright for photographs submitted.
- Do not indent paragraphs
- Do not use fancy font faces (mostly they don't work on the internet)
- Do not apply emphasis by italics, underlining, using bold or coloured fonts. Tell us if you need a particular thing to be emphasised and we'll apply the house style to it.
- For your own security, do not include home addresses or telephone numbers. We will remove these if you put them in. You may include your email address at your own risk if you need feedback from the site.
- Do **not** submit documents in Adobe PDF format. Use Word or other word processor package. This is so that we can ensure that content complies with the above rules.

When you include the 'fancy stuff', word processor packages often hide computer code beneath the script and this has to be stripped out which is difficult (sometimes impossible), time consuming and liable to see your submission delayed or even rejected.

The origin of all submissions must be clearly identifiable including your name, Rotary Club name, and contact details.

### **Documents to be included as downloads:**

The format for these can be much more free than for material which is to be included in web pages. However, we recommend that you keep your documents as simple as possible. Please note, PDF files will generally be rejected for inclusion on the site unless they are very small and fully comply with Rotary rules. It is better to submit your documents in broadly the same format as described above for web pages and we will prepare them as PDF files. This allows us to compress graphics and photographs to an acceptable standard. As a general rule, please note that files in excess of 400-500kb are not likely to be included on the site due to limited server capacity.

It is YOUR responsibility to ensure that any interactive presentations which you submit are fully functional. If there are problems, we'll help when we can and for long as your demands are reasonable. However, it is not the responsibility of the Communications Team to repair non-working files or presentations.

### **Photographs:**

Photographs are great; they paint more than a thousand words. We love 'em. However, be certain you have copyrights for photographs which you submit and be very careful if these include children. You will need the expressed permission of parents to publish these. Do not presume they have given permission just because they were present when the photograph was taken! If in doubt, we will not include such photographs.

Newspaper photographs/clippings are also ruled out (though it is sometimes possible to get permission to use newspaper photographs). Speak to the newspaper's editor if you think using a particular photo would be helpful - we are happy to give credit to the source of a photograph.

We don't like photographs that:

- are embeded in documents
- you've tried to photo-enhance yourselves (leave it to us)
- are incredibly large (it might be great having a camera that produces pictures that are 20mb in size, but they're no good for the internet). If you can compress them without damage do so, but if in doubt, contact the webmaster and we'll try to help.

We can cope with most common types of photograph formats such as JPG, GIF, BMP, PNG, TIFF, etc., but please try to avoid RAW format.

Finally, but very importantly, make sure that you give the photo a sensible name. Pic1 might be enough for you, but we've got hundreds called that and they quickly get lost.

At all times, Rotary rules will be applied to articles, downloads and photographs submitted to the District 1070 website. In the event of a dispute concerning inclusion, the Communications Committee Chairman's judgement (in discussion with the District Governor where necessary) on the suitability of material is final.

The current District Webmaster is Rotarian John Cookson, Rotary Club of Lutterworth Wycliffe and he can be contacted at [webmaster@rotary1070.org](mailto:webmaster@rotary1070.org)