

For Group Leaders

Here are some rules about submitting documents or pictures to the Malling District web site.

Pictures.

Your pictures will probably come from a digital camera or a scanner — in either case its dimensions (in pixels) are likely to be too large to fit comfortably onto a web page. If so, resize it using a package like Microsoft Photo Editor or a similar piece of software, e.g. the one which came with your digital camera. A standard size of 800×600 pixels is a good choice — anything over 1024 pixels in width will be rejected if you try to upload it. It may also be desirable to improve your picture's quality by cropping unwanted areas and altering brightness and contrast. Pictures to be used as logos should ideally be about 100×50 pixels to start with, but their size will be adjusted dynamically to fit the user's display.

Identifying pictures

Pictures from a digital camera are normally loaded into a computer as files with unmemorable names, e.g. IMG0053.JPG Before uploading them to the web, you may wish to give them more meaningful names, so that they can be identified easily at each stage of the process. However, the file name should contain only alphanumeric characters (letters and numbers), plus a hyphen if you wish, and (obviously) the dot which precedes the file extension.

For the benefit of visitors to your site, you will also be asked to give each picture a *title*, and (optionally) some *details* about it. Please note that any pictures on your site should "earn their keep" by illustrating your own U3A's location and range of activities. If you find it difficult to think of a suitable title for a picture, or explain why it is there, you should think twice about including it!

When you are ready, go to the Contact page and submit a request to the webmaster. Either he or his deputy will reply to you giving you an address for further communication.

If you would like a picture to appear on your Group Page, this is what you do

1. Prepare your picture according to the requirements above.
2. Look at examples of pictures which have already been uploaded. On some pages thumbnail pictures appear on the right. The bit below the thumbnail is the Title and should be restricted to just a few words.
3. Send your picture as an attachment to an email to the webmaster. Don't forget to add your name and group name.
4. Submit a title

5. (Optionally) submit some details about the picture. The details will be displayed beneath the picture if a visitor to your site clicks on the thumbnail to see it in its full size. This effectively allows you to add extra pages of content to your site, and include material which would not fit in elsewhere.

You may attach as many pictures to a page as you like. If there are only one or two pictures on a page they will appear reduced in size in the sidebar to the right of the text, otherwise they will show as "thumbnails" horizontally in a block below the text. If visitors click on a picture to see it in full size, they will then be able to click through all the other pictures for the same page in sequence.

You may also choose a logo for your page.

Documents

The surest way to ensure that all members of your group can read the document is to submit it in pdf format. If a member does not have a pdf reader, he will be prompted to install Adobe Reader when he clicks on the document. It is quite safe to install the Adobe Reader. There are many proprietary word processor programs which produce the pdf format. If you do not have one, you can install Open Office; it is free. Just type *Open Office download* into your search box and follow the instructions. When you have created your document, go to File/Export to save it as a pdf file.

If you would like a document linked to your Group Page, this is what you do

1. Prepare your document noting that it is Malling U3A policy not to publish email addresses, telephone numbers or other personal information unless you have the specific permission of the person concerned to do so
2. Save it or export it as a pdf file
3. Write an altered version of the text, or a part of the text, which appears at the top of your Group Page to alert the reader to the presence of the document.
4. Submit the text and the document to the webmaster in an email. Don't forget to give your name and the Group name.

If you would like a link to a document, map, video, audio file etc on some other web site, this is what you do.

1. Alert your reader with a few words to appear on your page and select a portion of what you have written to act as the link. This text will appear in blue on your page and is what the reader clicks.
2. Submit both the link and the text in an email, making it clear which actual words you want to appear as blue text.