

GUIDELINES FOR THE SUBMISSION OF MATERIALS FOR THE PARISH WEBSITE

The following is an outline of how to submit information for display on our parish's website. Since the website work is done on an irregular schedule depending on how much time we have available, it is important that submissions are done correctly the first time, so as not to delay publishing on the site.

Please don't just assume that we will pick up an event or information and put it on the website. The opportunity exists for two-way communications in this medium and the opportunity should be taken advantage of whenever possible. Responses can automatically be emailed to an individual or group of individuals. This two-way communication then requires accurate email and web addresses (if you are using links) when making your submissions.

Except for limited emergency notifications, all material should be emailed to Earl Roberts at earlroberts@earthlink.net at least two weeks prior to the date you wish information posted. Remember it needs to be available for people to view and plan their schedules in most cases, so the sooner information is posted the better the response from this medium. Your communication should include the desired date you wish the information made available and the date it should be withdrawn.

If you are using Mac applications and equipment, you will need to save in IBM formats and conventions. The parish does not have a Mac and so we cannot make data conversions or edits.

Information Type	Application	File Format Extension
Straight Text	Any application that saves as text	.txt
Documents with text plus art, graphs, pictures or tables	Microsoft-Word or Adobe Acrobat	.doc or .pdf
Individual pictures	Any application that saves as correct file format =>	.jpg or .gif
Tables	MS-Word, MS-Excel or Lotus 123 v9	.doc or .xls
Web Pages (complete)	Any application that builds pages in correct file format =>	.htm or .html