



## **District G Website Submission Guidelines**

[www.districtglegion.ca](http://www.districtglegion.ca)

### **Branch Information:**

Each branch should arrange to make submissions through the Zone Public Relations Officer. Documents: Documents, including newsletters, may be submitted in Microsoft Word, WordPerfect, or Acrobat Reader (PDF) formats. Those not in PDF format, will be converted for display on the website.

### **Photographs:**

Photographs should be compressed to 1024 pixels width for proper display. Any photos that are smaller would either be displayed is a size that is too small for easy viewing or would have to be re-sized up resulting in poor quality. The ideal method is to use a photo/image editor to process your photos and attach them to an email. It is suggested that up to six of your best photos from each event would suffice, and the selections should be made at branch level.

### **Creating PDF documents from Word documents**

If you have already created your word document then you don't need to scan the printed document, you can do the following:

- Open your document in Word • Save your document as a web page. Go to: File > Save As, choose Web Page (\*.htm; \*.html)
- Exit word
- Open Adobe Acrobat Reader. Go to: Start > PWF Programs > Utilities > Adobe Acrobat
- Open your newly created web page in Acrobat Reader. Go to: File > Open
- Change Files of type: from Adobe PDG Files (\*.pdf) to All files (\*.\*)
- Select your document from its saved location
- A window entitled 'Download Status' will open giving you information about the conversion process from Word to PDF, once converted your document will open in Acrobat Reader.
- Please note that this method will include file details in the header & footer of the PDF document.
- Save your document