

Zone G-6 Website Submission Guidelines

www.zoneg6legion.ca

Branch Information:

Each branch has an individual page on the website, and it is the responsibility of the Secretary of the branch to ensure accuracy and up-to-date information on these pages. Contact information and executive listing changes should be submitted without regard to the submission of the Zone Directory, to ensure the website information is current at all times. It is a high probability that each branch will have someone with sufficient technical ability to assist with website matters, but outside help is encouraged, if necessary.

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:

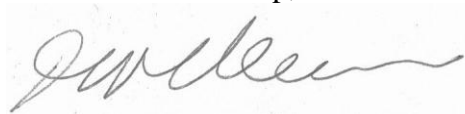
Photographs should be compressed to 1024 pixels width for proper display. Any photos that are smaller would either be displayed is a size that is too small for easy viewing, or would have to be resized up resulting in a poor quality resolution. The photo program that came with your camera can automate this task, including sending the photos by email attachment.

It is suggested that two or three of your best photos from each event would suffice. The selections should be made at branch level. These photos would be included in a Zone Photo Gallery and sorted chronologically, so that for example Remembrance Day photos for each branch would be together in the gallery. Photo submissions for the years 2011 and 2012 for most branches are still needed.

Help:

Some tips for the above are included on the website under “Help” from the navigation menu. This document will be included as a selection.

Yours in comradeship,



Terry O'Hearn
Zone G-6 Webmaster