

Submitting material to the SCR WOCN WebSite

These are just suggestions. Remember that if you want to do something to contribute to the website, but are not sure how, we are here to support you. If you want to discuss a way to create something and send it to the website editor let her know and she and I will discuss options with you. We are here to help you share information with the membership and encourage everyone to get creative!

Who do I submit my material to? Joan Flynn – Communication Chair

Why not directly to the webmaster? Joan will get approval through proper channels and/or edit the material being submitted so that it will match what is considered appropriate and also be formatted for proper placement on the website.

What can I submit?

Suggestions (*I'm sure there are more... get creative and think "share with the membership"*):

- Articles for **News (Five Alive)** pages
- Articles relevant to the group interest
- Spotlight articles
- Articles related to WOCN work like clinical care or new skills

Pictures for the **Special Events** pages or Scrap Book

Links that will interest the membership but will fit in with the current categories on the website

What is the preferred format of the above for submission?

Pictures are best sent in .jpg format as that is usually the smallest so it will load faster on a web page

Please be **specific** about where you want the photos

Please be sure to rename the pictures so that it is clear what they are.

Articles are best submitted in Word with basic formatting. If you want it to look special (columns, special tables or graphs, or anything that is time consuming) please submit it plain and then describe how you would like it formatted and then Joan and Dawn will help you get it the way you like.

Links Browse to the website you like and copy the address in the browser (Internet Explorer for example). Then past it in an email to Joan and she will get it approved before submitting it to the webmaster

PowerPoint: If you need to do a PowerPoint please discuss it with Joan and Dawn first as they are long to load on the website, often missing formatting that needs to be present for web posting, and other issues. So, please talk with us and we may decide to discuss other options with you.

Publisher: Publisher is very difficult to publish on the web unless the person creating it creates it as a web document. So, no one may send content for posting

to the web with Publisher (unless it's a web doc) except the Communication Chair without special approval from the webmaster.

PLEASE, PLEASE, PLEASE be very specific about where you want something added or changed. Copy the webpage address link and be very specific. It makes the process much easier. For example if you want text changed (perhaps a misspelling) then please add the link to that page in your email. Thank you.

Dawn Wooten - *Webmaster*