

For Region Chairs, Region Conference Chairs, State Conference Chairs and Allied Member information:

Posting of content to NACADA web pages.

NACADA's web pages are designed in such a way that they are quickly opened, easily read and abide by the standards set forth for remaining accessible to all (ADA requirements). To accomplish these items, we have standardized page layout templates. This includes having information presented in specific number of fonts and colors, using graphics which do not impede quick opening of documents and which keep the page sizes within a reasonable range.

As you send information for posting on the website, please:

1. **Allow at least 3 days before information is to be posted.** While we will do our best to post items quickly, our workload does not always allow this.
2. Send all updates and additions, directly to Diane Matteson at matteson@ksu.edu.
3. Copy and paste the **web address** of the page you want replaced, appended, updated, or corrected into your e-mail request for the change.
4. Send all text in **MS Word**, please. You may bold or italicize text you want to emphasize.
5. Send all graphic images in **.gif or .png format at 72 dpi** (dots per inch) resolution.
6. Send all photographs or pictures in **.jpg at 72 dpi** resolution.
7. Most graphics and images should be **resized down to fit a 1024x768 monitor** resolution, meaning no more than approximately 4-5 inches wide and 2-3 inches tall at that resolution. (Freeware image converter/resizing software: IrfanView - <http://www.irfanview.com/>)

Notes on using graphics and images.

Please note that pictures or graphics that have been inserted into Word documents cannot be used. You may put them in a Word document and send that to us to help us visualize your requested page layout, but a separate copy of each image, using the appropriate format as indicated above (.gif, .png, .jpg), must be sent as well.

Simple graphics and pictures are preferred. At the present time, we do not have staff time available to create elaborate designs, graphics, or collages of images on our web pages and keeping them small and simple does help with the opening time of the pages and accessibility for all.

8. Send forms and documents for downloading in Portable Document Format (.pdf) format instead of Word *whenever possible*.

(Freeware PDF creation software – Cute PDF Writer -

<http://www.cutepdf.com/Products/CutePDF/writer.asp>

Note that creating fillable .pdfs (those that can be typed into and printed) will require special software such as Adobe Acrobat (commercial software).

The NACADA Executive Office staff will continue work to make the maintenance of your web pages as quick and easy for you as possible. Your assistance with optimizing your text content and images before sending them to us will expedite that process.

Should you have questions about accomplishing any of the tasks above, contact Gary Cunningham at gcunning@ksu.edu. He will attempt to provide clarification, suggestions, or assistance.