

Tips for Website Updating

The following tips will help us keep your website updated. By following these guidelines, you can streamline the updating process, which will save you money and assure that your update will be completed in a timely manner.

Important General Guidelines:

- Label the subject of your email with what is inside. Include the name of your organization and a specific topic
Examples:
Update: Smyrna First Methodist-calendar for September
Question about statistics for colorsofportugal.com
Correction: Fayette County website- board of Directors page
- Label every update email with a distinct subject name so that it will NOT replace an earlier update with the same subject when we save it to your folder. Be careful when you hit reply – change that subject to reflect what you are putting in THIS email. *Please do not title your emails with “website update” as the subject.*
- Be specific with the instructions for your website update. Include all of the information we need to update: your organization, the exact page/pages to be updated, the section of the page to be updated, the text for the link to be created, where to put the links, etc. Too much information is always better than not enough!

Text:

- If the text change involves only a short correction, copy the text to be corrected into an email and highlight the change to be made in bold or in another color:
Examples:
On the page, <http://www.designpreviews.com/featuredsites.htm>, please correct the following spelling error: “ ...By following these **guidlines**, you can streamline.....

Page; <http://www.11fingers.com/pages/design.htm>, replace the paragraph starting, “Flash animation can...” with the following paragraph “Flash animation can be the answer to attracting interest for your website.”
- Changes to the content of entire pages or new pages are best sent as text file attachments. Text files can be sent as .doc, .rtf, or .txt. You may mark where images are to be placed, but **do not** embed your images in the document. Send the images as separate attachments, clearly labeled as to placement.
- Tell us the exact page for your website update. You can do this easily by opening the page to be corrected in your browser and copying the information in the address bar. This will tell us which page to open for the corrections.
Example:
<http://www.11fingers.com/pages/design.htm>

Printable files:

- If you want the information you are sending to be displayed as print-friendly PDF files, send the information in a text document attached to your email exactly as you want the PDF file to appear for download.
- You may embed images into a document intended for printing as a PDF
- All corrections to PDF files should be made by resending the entire document to recreate and replace the PDF file. It takes far less time to recreate the entire document and creates a smaller file than correcting an existing PDF.
- If you would like for your visitors to be able to fill out their form and email it back to you, you may want to consider using a Word document rather than a PDF. Preparing PDF for filling out and saving to the user's computer takes more updating time.
- Include the exact wording for the link to your PDF file in your email and tell us which page will link to the file.

Example:

Please create a PDF file of the attached document [WintRegMeeting.doc](#). Link it from this page <http://www.11fingers.com/pages/design.htm> with the words, "Winter Region Meetings Schedule"

Images:

- Images should be sent as attachments to your email. Avoid sending images embedded in a document unless that document will be used to make a printable PDF file. Images which are reconfigured from a text document deteriorate in quality.
- Images can be sent in the following formats: .jpg, .jpeg, .gif, .bmp, .png
- Attach no more than 3 images to an email
- If the files are 1 MB or larger, you may only attach 2 files per email.
- If you need to send more images, send a second email clearly labeled in the subject that it is a second, third, etc. email of the same update.

Example:

Update: [SmyrnaFUMC calendar – part 1](#)

Update: [SmyrnaFUMC calendar – part 2](#)

Update: [SmyrnaFUMC calendar – part 3](#)

- Name your images with identifiable titles and include those titles along with specific instructions as to where to place the images in your email.

Example:

Please place these photos in the following order [Julie-hampton-state-pres.jpg](#) , [john-carlton-board-of-directors.jpg](#), [marvin-gay.jpg](#) on this page <http://www.11fingers.com/pages/design.htm>

- Include the text to accompany your photos.
- If you have a large number of images, you may upload them at [web-a-file.com](http://www.web-a-file.com):
 - Go to www.web-a-file.com.
 - Log in with the username "11Fingers" and the password "client1"
 - Once inside, click on the link for upload files which is located on the left.
 - Click on browse to locate your files and upload them to this website.

- You may load up to 45 MB to this site at one time.
- Send an email to n.long@elevenfingers.com to let us know that you have uploaded files for us to pick up.

More tips:

- **Power Point**
 - Presentations in Power Point can be uploaded to your website. If the website visitor has Power Point installed on his computer, he may be able to open and view them directly from the browser. If not, he will be prompted to save the file to his computer. Please keep in mind that Power Point presentations can be very large and difficult for some users to view online.
 - Power Point files for conversion: Power Point files can be converted to PDF files for print friendly web pages.
 - Power Point files for web content: Information sent in Power Point file can be used to create website pages. However, the process will involve taking each element of the file out of the Power Point file and redesigning it into a web page. If you send your information in Power Point to be converted to a webpage, it will not look exactly like your original. It will take longer to convert the update to a web page. Your update will not be completed within 24 hours.
- **Publisher files:** Publisher files can be converted to PDF files for print friendly pages. Publisher files are not usually suitable for redesign as standard website content.
- **FAX:** Avoid sending your updates by fax. Information sent by fax must be retyped before it can be used on the website, which takes more time, costs more, and leads to more opportunity for errors in your update.
- Large amounts of content can be mailed to us on CD. Please follow the guidelines above for labeling your files before saving them to the CD. Include a printed sheet of instructions with your CD. Please mark the CD with the name of your organization and date. Please note: Mail the CD to:
 - 11 Fingers
 - 2865 Lenox Road
 - 102
 - Atlanta, GA 30324

Questions ? Please don't hesitate to ask if you are not sure how to send your update. We want your website maintenance process to be as efficient and cost effective as possible.