

## **How to submit information and documents for use on our website.**

The programs that we use mostly to develop and publish the Emerald Pointe RV Resort website include:

- MS Works Suite 2006 (word processor, database and spreadsheet)
- MS Word 2002
- MS Excel 95
- MS Publisher 2000
- MS Front Page 2002
- ScanSoft PDF Pro v4
- Nuance PaperPort 12
- Adobe Photoshop 4

If you have any of the above programs you can simply save whatever you have and send it to me. If it's a newer version than what I have you may have to save the file in the older format. (See the saving formats below)

If you don't have any of the above listed programs you should save according to the table below.

- Pictures (jpg)
- Word Processing (rtf) Rich Text Format
- Spreadsheet (xls) or save for Excel or MS Works
- Finished forms should be in Adobe (pdf) format

Name your file using the following convention and place it on your document. Following this format will help everybody in using the latest version and to find the document in the future for revisions.

### **Saving your file.**

- In lower case letters and or numbers without spaces.
- Keep the name short, under 12-15 numbers, letters, underlines and dashes.
- Do not use any other punctuation or symbols

**Identifying the document.** (color is used here for clarity, do not use on document)

- Sample name (**FS rules-regs.doc 12/30/10** ) **FS rules-regs.doc 12/30/10**
- Place your initials first, then the name of your document and the extension (it identifies the program it came from) and finally the date. The color changes are for clarity on these instructions only. This all should go at the **bottom** of your document on the **right side**.

If this method is followed, we can tell whose computer the original is on, its name, the program type that was used to create it and finally the date it was done.

I know that this may be confusing to some, please don't hesitate to ask for help as it is much easier to do it right than over and very important for our park.

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