

SOCA Webpage Posting Manual
October, 2015

Welcome, and thanks for agreeing to help keep our community website up to date. This document is divided into two parts. In-depth explanation is provided in training sessions. The "Posting Help" document provides methods of meeting the requirements.

Posting Rules

Posting rules enforced by the program are marked "(enforced)".

Those who fail to follow posting rules can have their account suspended by the webmaster. The IT Committee will permanently revoke posting privileges for repeat offenders.

General Rules

- You have permission only to change content on your assigned page(s). *(enforced)* ☐ **Do not create new pages.** The webmaster will create new pages for you. *(enforced)* ☐ You are responsible for everything posted with your user name. Protect your password.
- Keep your posts welcoming, friendly, and appropriate for our community.
- When linking to other websites, always click "Open link in a new window/tab".
- Links must be public.
- Home page announcements are limited to one line each. Remove them promptly.
- Always place new content towards the top of the page.

Content from Other Organizations

- Do not post a link on our web pages that points to another organization's website unless linking to their home page.
- Do not post articles from other organizations unless you have written permission to publish their material. Include text on the web page such as "by permission of <person who gave permission>". Send a copy of the permission letter to webmaster@snowdenoverlook.com.
- For an easy way to include information from other organizations, place links in a document. The title area of the document should clearly state the subject, author, and date. Post the document in PDF format.

Media Files

- File name: category-description-yyyy-mm-dd (ex: "K1-Minutes-2015-05-06") ☐ Files not correctly named can be removed without notice and without backup.
- Maximum file size: 2 MBytes *(enforced)*. For exceptions, contact the webmaster.
- If media has an error, remove it from the page and the media library. Then add a corrected file.

Picture Files

- Must be either .jpg or .png format. *(enforced)*
- Pictures posted on our website must meet SOCA policy for publishing pictures of people.
- Picture size should be reduced. Use 640 x 480 (preferred), 800 x 600, or 1024 x 768.

- Feel free to link to pictures on a photo service. Photos must be yours and must be public.
- For video, post your video on YouTube, then link to YouTube. (*enforced*)

Document Files

- Must be .pdf format. (*enforced*)
- Reduce picture size before embedding them in the document.
- Set the PDF file's link option to "Open link in a new window/tab".
- Create the file so that the file contains text, if possible. "Print to PDF" usually works well.
- Use "scan to PDF" as the last resort. Compress the file with a utility such as <http://smallpdf.com/>.