

## **Guidelines for Submitting Updates to Webpages in [www.laslomasptsa.com](http://www.laslomasptsa.com)**

Send your updates to [LLptsaweb@gmail.com](mailto:LLptsaweb@gmail.com)

### **Copy and formatting**

Submit your copy in a Word document. If you have a short update, you can also just type it in an email. The website software we use does not retain formatting when copying and pasting your content into the webpage. If you send content in different fonts or colors, underline or bold, we may not be able to replicate all of it but we will try with whatever tools we have.

When you want to make some changes to what is already on the webpage, you can copy it into a Word doc, then use "track changes" to show what you want deleted or added.

### **Images**

If you want to add clip art or a photo on the webpage, send it separately as either a JPG file or GIF file. We cannot extract images out of a PDF or Word document. Make sure the resolution is low; it does not need to be as high as for a file you are printing. Photos should be less than 100KB and clip art under 50KB. Whatever software you use for photo editing can reduce the file size for email and web posting.

### **PDF files and Links**

When you want to link to another document or to another website, please provide the PDF or the complete web address. We would prefer to get your files already converted to PDF and not your original Word or Excel files. Examples of files you want to link to would be an order form for prom flowers and pictures, or scholarship application. When we create the link we also provide it to our Enews editor to include it in any articles that are scheduled in the eBoletin or Class eNewsletters.

### **Timing and Deadlines**

During the school year, we try to do web updates one evening during the week and on Sunday. If you get your updates in by Saturday night, we will include them in the Sunday update. If you get them in later, they will appear in the middle of the week.