

## How to...

How to.....	1
Submit to the website.....	1
Submit to the newsletter.....	1
How to check file size.....	1
Virus and spyware.....	2
Microsoft word format.....	2
Digital file size.....	3
Pdf format.....	5

## Submit to the website.

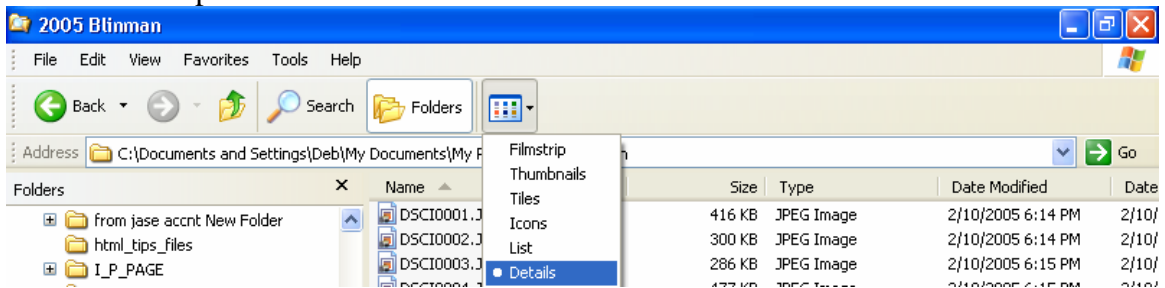
Articles in pdf format  
Pictures in jpeg format

## Submit to the newsletter

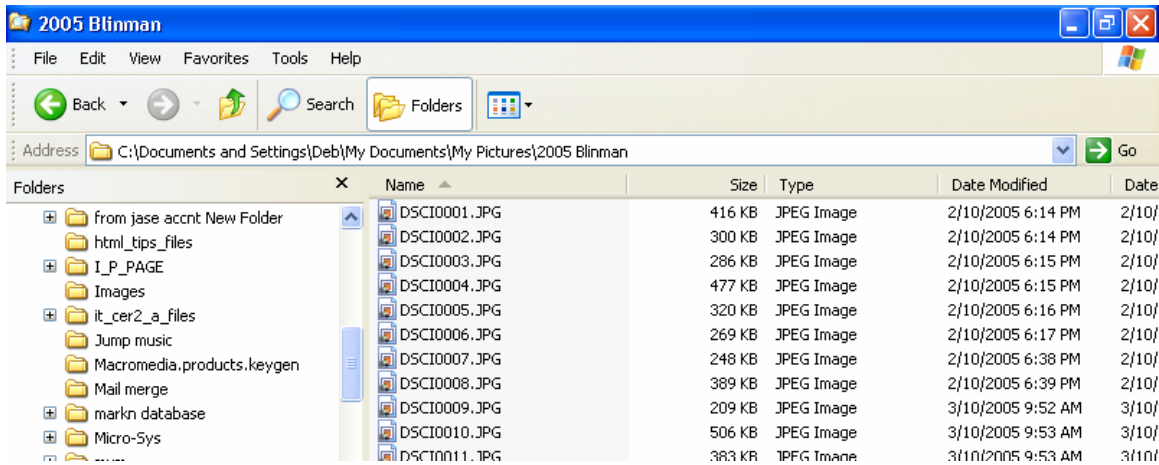
Articles in word or rtf format compatible with Microsoft office 2003.  
Pictures in jpeg format. Medium resolution. File size below 400KB.

## How to check file size

In windows explorer



Click on details and it will give you the size. Any of the below images are of reasonable size to send.



## Virus and spyware

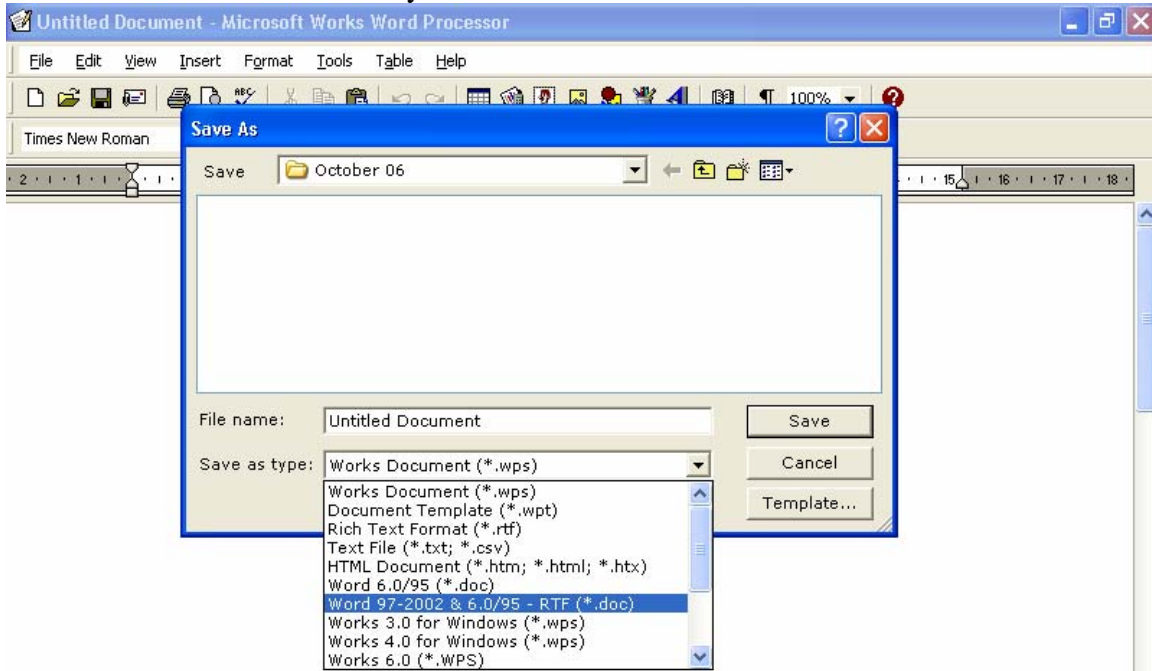
Please ensure your computer is thoroughly protected by an up to date and reliable virus checker and anti-spyware program before sending any files in electronic format.

## Microsoft word format

If you have some other program please save it in a compatible file.

Microsoft works – please save as a **.doc** file or a **.rtf**.

Important to note that a majority of people still work on OS xp and office xp and all files should be saved in a format they can access.

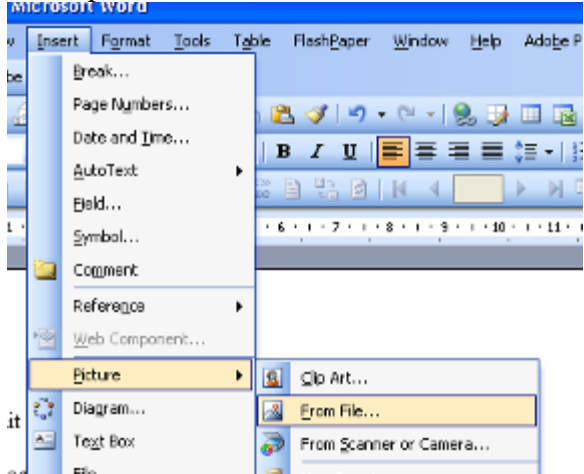


## Digital file size

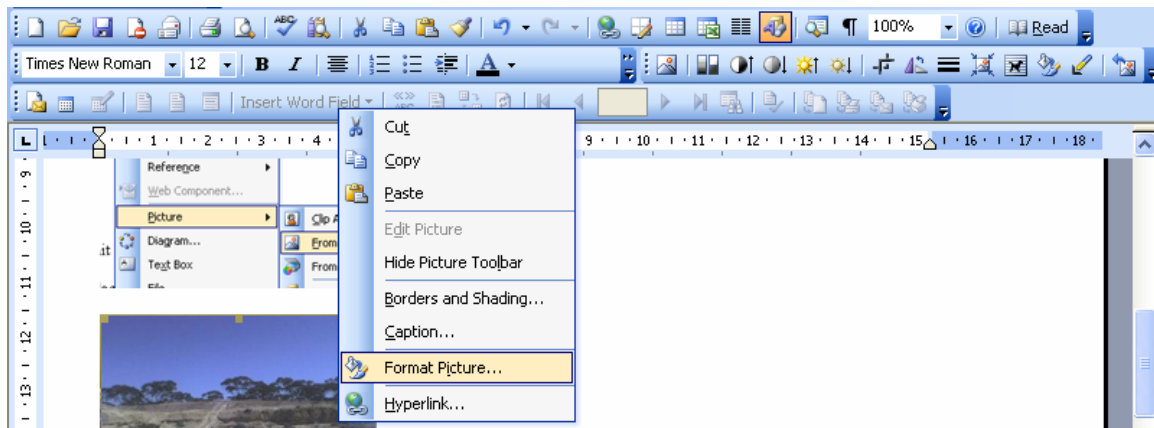
If sending through pictures from a digital camera some ways to reduce file size easily.

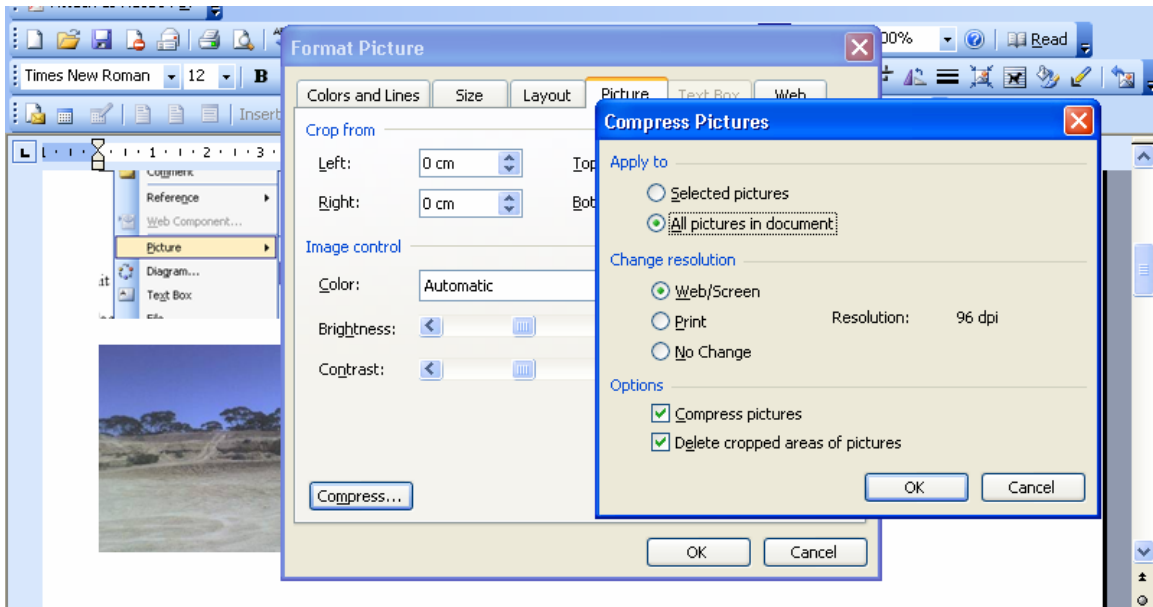
Open a word document

Insert picture from file



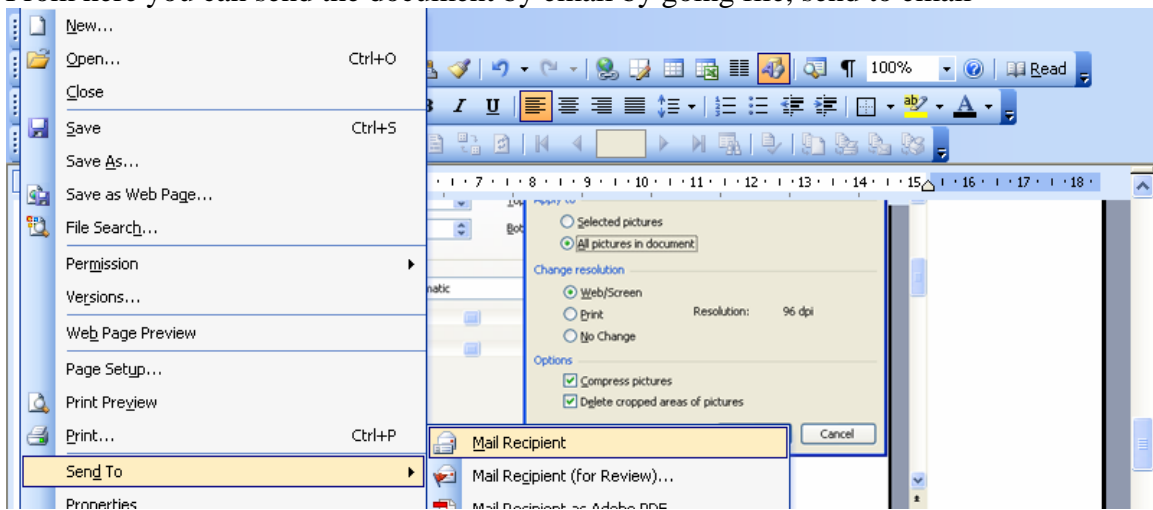
Click on the picture and then right click to bring up the below menu



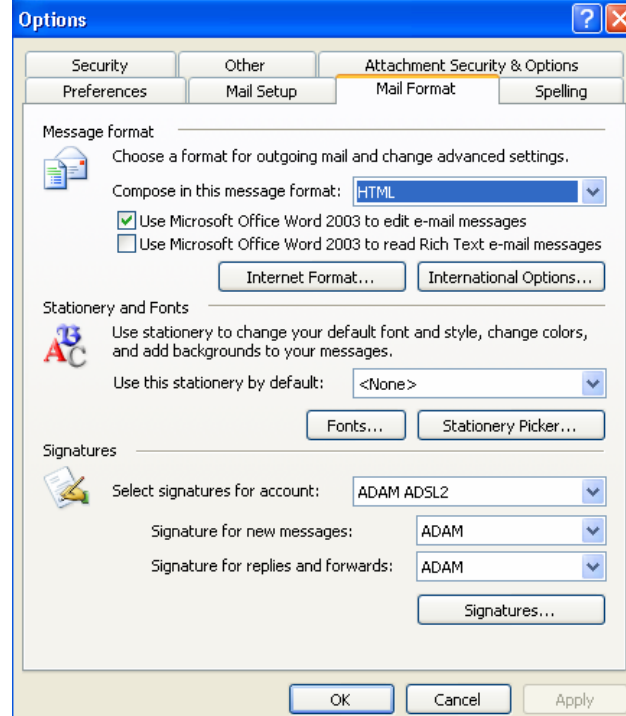


Under the picture tab click on compress and it will bring up a compress pictures screen. Mark as shown and it will compress your pictures to a reasonable resolution to email.

From here you can send the document by email by going file, send to email



The above process also works in an email if you have Microsoft word set as your email editor in Microsoft outlook . There will be similar settings if you are using any other email program.



## Pdf format

Pdf converters can be downloaded free of charge from the internet.  
Some reasonable no cost ones can be found at [www.tucows.com](http://www.tucows.com)

1. **PDF4Free** This is a PDF creator, PDF writer and PDF converter.
2. **Go2PDF** Allows you to convert any document into PDF format.
3. **pdfMachineWhite** This program converts documents into PDF files.
4. **PDFMoto** This program automatically converts documents produced in desktop...
5. **CutePDF Printer** This program installs itself as a printer subsystem.
6. **Doc Converter** Doc Converter is a unique and easy to use software to quickly and...
- 7.
8. etc etc