

Sherburn and Villages U3A



Preferred formats for image files, text and audio visual formats.

(1). Image Files (Pictures)

Image files should be JPEG or PNG format.

The JPEG quality should be saved at 6 (medium) and the format options radio button checked as Baseline (“Standard”)

The colour space or mode must be RGB 8bits, not CMYK.

Pixel width and height will depend upon how they are to appear on the web site page.

Images are normally displayed on PC’s at 72dpi.

The total width available on a page is 850 pixels.

They can be:

- (a) A single image taking the whole page width.
 - Landscape format: Pixel width maximum 850 x height up to 850.
 - Portrait format: Pixel height maximum 850 x width up to 850.
 - (A square format of a maximum of width 850 x height 850 is acceptable).
- (b) Two images side by side in a two column format over the width of the page.
 - Landscape format: Pixel width maximum 425 x height up to 425.
 - Portrait format: Pixel height maximum 425 x width up to 425.
 - (A square format of a maximum of width 425 x height 425 is acceptable).
- (c) A number of images in a matrix or table format in rows and columns.
 - For a 3 x 3 matrix:
 - Landscape format: Pixel width maximum 283 x height up to 283.
 - Portrait format: Pixel height maximum 283 x width up to 283.
 - (A square format of a maximum of width 283 x height 283 is acceptable).

For a 4 x 4 matrix:

Landscape format: Pixel width maximum 212 x height up to 212.

Portrait format: Pixel height maximum 212 x width up to 212.

(A square format of a maximum of width 212 x height 212 is acceptable).

(d) A matrix of thumbnail images to be used as links to larger images.

The thumbnail images should be:

Landscape format: Pixel width maximum 110 x height up to, but not exceeding, 85.

Portrait format: Pixel height maximum 85 x width up to, but not exceeding, 85.

(A square format of a maximum of width 85 x height 85 is acceptable).

(2). Text Files

Text files should be written and formatted as they are to appear on the web page in a word processor application, using Ariel font with bold, italic etc attributes as you wish, with a body text size of 12pt.

Most popular word processor application files are acceptable including those with file extensions:

.doc (Microsoft Word 97 – 2003)

.docx (Microsoft Word 2007 or 2010)

.wps (Microsoft Works)

.rtf (Rich text format)

.txt (Plain text format)

Lotus Symphony and Open Office files should be saved in one of the above formats.

(3). Audio Visual Files

Audio Visual files should be suitable to be played within Windows Media Player.

Self running executable (.exe) files mastered with PicturesToExe or ProShowGold are acceptable, however some anti-virus applications will prevent them running or flag them as a problem.

(4). PDF files

Adobe® PDF files, preferably optimised, to minimise file size can be added to your web site entry. Please indicate whether you would like them to open in the same window or a new window

All submitted files should be sent as email attachments to: webmaster@sherburnu3a.co.uk

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