

Making & Sharing Files:

This procedure is not intended to tell you what to put in the file. Its purpose is help you get the information you need in the file, and to help you share the files you make with others.

Format of Pages:

1. All the pages in MS Word as much as possible. You should **not** use Word Perfect, MS Works, or any other word processor that may have come with your computer. If you don't have a copy of MS Word, download **Free** Open Office and use it. It will allow you to save your pages in MS Word (doc) format. If you don't know how to do that, contact the webmaster for instructions. It is a really bad idea to make any of your files using a program that saves files in a format that others can't open.
2. Possible exceptions to making pages in MS Word format would be a flyer or a list of committee members. You may want to make the flyer in a graphic program such as MS Publisher, and you may want to make a committee member page using a spread sheet such as MS Excel.
3. All pages should have the last date that they were updated in the lower right corner of the page using the format 3/23/16. When you revise a page, change this date to the current date.
4. Whenever possible, make the lines where people will later write information on a printed copy, using regular periods (.....), not bold periods (.....). **Do Not Use "Underscores" (_____).**
5. Do **Not** write things on your pages in all capitals letters. Words in all capital letters are often hard for some people to read. To emphasize something, switch between regular and **Bold**, or if that part of your page is already bold, make the part you want to emphasize **Bold & one or two font sizes larger**.

Making Forms:

6. Make sure that any forms that require money have the comment: Make check payable to: "**Special Dance Name**", or however you need to have checks made out for your bank account. Banks are getting much fussier about having the name on the check match the name on the bank account.
7. Make sure that any forms that include a mailing address include the complete nine digit ZIP code. If you don't know it, it is available from the Post Office website:
www.usps.com/zip4/
8. If you are going to accept credit cards, include places for:

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- A. The brands of credit cards you can accept,
- B. The credit card number,
- C. The three digit security number on the back of the card,
- D. The ZIP code of the cardholder. This is particularly important if the purchaser & the credit card holder are different.
- E. The name of the card holder the way it is listed on the card.
- F. Expiration Date of card.

Layout of Pages:

1. Use separate pages for information letters and the forms that go with them.
2. Do not put the letter and form in one file.

Flyers:

1. Although the webmaster will accept flyers in almost any format, the best format to use is MS Word. Flyers sent to the webmaster in MS Word can be easily modified by the webmaster if there is an error. Other formats that are commonly used are jpg, pdf, pub, gif. However, MS Word is the best one to use.
2. Be sure to check any website addresses you put on the flyer. Simply copy it/them and paste it/them into your browser address line and press the enter key (putting website addresses into a search engine such as google will not work). If they don't open the page that they should, find out why before you include them on the flyer. Contact the webmaster if you need help with this.
3. On any website addresses you include on your flyer, capitalize the first letter of any words that appear as part of the address.

Example: Use www.SquareDanceMissouri.com

Not: www.squaredancemissouri.com

Either will work, but the first one is more likely to be typed correctly.

Another Example: www.Junck.WeSquareDance.com

Not: www.junck.wesquaredance.com

If the address has a forward slash (/) in it. Do not modify any part of the address after the first forward slash (/).

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4. In the address for the dance location, include the ZIP code. Most people nowadays have access to a GPS, and it is usually easier to enter a five digit ZIP code that the complete city and state.

Sharing Pages:

1. When you need to send pages to other people, send them in MS Word (doc) format if possible. That way anyone who has MS Word or Open Office can open them and edit them when necessary.
2. If you have to make some pages, such as flyer, using some program other than MS Word or Open Office, contact the webmaster to see if programs in that format can be opened by other people.
3. When sharing several files at one time, this procedure may make the job easier. This procedure "zippes" several files into one folder. Then, you send the "zipped" folder as an attachment to an E-Mail. This procedure allows you to actually send many files at one time without having to attach the files to an E-Mail "One at a time". Most E-Mail programs had a maximum limit on the amount of data that can be attached to an E-Mail and sent at one time. (If you try this system, and it fails, try making two folders, and putting half the files in each folder. Then zip the two folders separately, and send them attached to two separate E-Mail.)

This procedure is for Windows:

- A. Using Windows Explorer (Not Internet Explorer) or My Computer, put all the files you want to send into one folder.
- B. Right click on the folder name, and click on "Send to" and then on "compressed (zipped) folder".
- C. The new zipped folder will be in the same folder as the folder you just zipped. It will have the same name as the folder you just zipped but will have ".zip" at the end of it. The icon to the left of the zipped folder name will look like the icons to the left of other folders except that it will have a vertical stripe through it.

Your computer will zip all the files into one zipped folder.

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- D. Send the zipped file as an attachment to an E-Mail. The person receiving the E-Mail can download the attachment, double click on it, and will see all the files you put in it.

This procedure is for a MAC:

- A. Locate the items to zip in the Mac Finder (file system) and put them in one folder.
- B. Right click on the folder you want to zip.
- C. Select "Compress Items"
- D. Find the newly created .zip archive in the same directory.
- E. Send the zipped file as an attachment to an E-Mail. The person receiving the E-Mail can download the attachment, double click on it, and will see all the files you put in it.