

Website: Notes for Contributors

Officers and other members of Companies are welcome to contribute suitable items to the District Website.

Items should be either:

- BB or related activities; or ,
- an activity or event in which the Yorkshire & Humberside District, or its Battalions or Companies, has been involved;

Items should **not** be a duplication of material already contained on another BB, or other, website. However, summaries and links to this information are acceptable.

It is expected that contributions from members would be in the form of News items or Notifications of competitions/events etc. However, additional material relating to any section on the website will be considered, as will ideas for developing new sections and content.

Any contributions must conform to the design of the website and the webmaster reserves the right to modify material to fit the design.

Text

All text on the website is in Arial font, including headings. Different headings are shown by changes in colour and/or size. Different fonts will only be used where appropriate, e.g. where it is part of a logo of a particular event etc. Text should be submitted in a word document with headings and captions for images clearly indicated.

Images

Photographs should be in JPEG format with the **largest side a maximum of 760 pixels**, whether it is vertical or horizontal, (so that it will fit onto the page) with a **maximum resolution of 300 dpi**. Larger photographs can be accommodated, but will open in new windows as they will not fit the page. Please make sure any captions are accurate. Larger photographs should have a largest side a maximum of 1400 pixels, with a resolution maximum of 300 dpi.

Other graphics can be submitted in JPEG, though GIF and PNG formats are also acceptable. Again, the maximum length of the largest side is 760 pixels and the maximum resolution is 300 dpi.

The inclusion of logos and icons etc. with an item should be discussed with the webmaster before submission, unless it is an approved BB or other official logo.

Music & Video

The inclusion of these items should be discussed with the webmaster before submission.

Downloadable Material

Material which would be available for download from the website should be discussed with the webmaster. Exemptions to this are items such as booking forms and travel directions or other previously agreed items. These items should be forwarded as either Word or PDF documents. Unless agreed, downloadable documents will be in PDF.