**Requirements regarding submitted materials to the www.poloniawindsor.ca website**

1. Maximum size of single files posted on our website (PDF or Word documents, pictures, videos etc.) **is 9MB**. You can check the file size by finding the icon of the file in the Windows Explorer, right click, in the open menu go to the Properties which will specify file name, location and size (in KB, MB or GB). When the file exceeds the 9 MB in size it should be divided and then submitted.

2. PDF documents are much smaller in size than Word files, therefore **PDF format** is preferred.

3. PDF documents are protected by its ownership and therefore could be changed (edited) by the Author (Owner) of the document only. If the PDF file is already submitted any change to it is possible only by substituting the older file by the newer version of the document provided by the Author (Owner).

4. Pictures, photos, graphic images should be submitted in the **.jpg** format as it takes a lot less space in the Media Library of our website.

Most computer's default image format is **.btmp** In this case beforeinserting any image to the PDF or Word file, its format should be easily changed (in the pull down menu) to jpg.

Background setting of PDF file should be set to none or default white (similar like in blank Word document), unless this is the specially designed Poster/Flyer.

5. Video clips maximum size **is 2 GB and 10 minutes** in length, so they can meet the YouTube requirements and could be posted there.

6. Instructions and changes to the existing pages of the Website should be send in the Word document including the comment : "Please insert/fix the text as in following line" then the corrected text should follow without repeating the existing content, if possible. When the errors are included in the instruction document, they **should be crossed** with the "Strikethrough" line - (this option is available in Word format Home tab, Font options - next to Underline), then followed by the corrected text.

7. Any ads and events posted in the "Events Calendar" are published in English only. Currently the default and only language (for the time being) of our website is the English language. This is the temporary situation as the polish subdomain of the Website is being under construction. At the present time we are asking, that all the submitted material will be written in English.

8. If the contents are submitted in Polish language only, most likely they will be translated by the Writer. PDF or Word files (posters/flyers) can be published on the Website in their original versions with the redirecting links from their corresponding pages.

9. New contents for the website publication should be submitted to the Writer:

 *mwojewnik@poloniawindsor.ca*

10. The average response time to the submission is 7 days for new contents to the page and 2 to 3 days for the Events Calendar, unless there is an emergency - in this case it can be processed sooner. To avoid errors and miscommunication after the material is published, it should be **viewed** and approved or corrected **by the submitting person**.

In this case the prompt email communication between the submitting person and Writer is crucial.