

Some Guidelines for www.bpsa.be

Hi All,

If you already sent files for publication, you probably noticed they are very quickly published on the website, usually on the same day (evening) I receive them.

Some very simple rules about the files you sent to me for publication could save some of my time and still accelerate the publication on the site.

1. Use relevant names

I propose the following system:

Club name + Month (3 first characters in UK format : Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov and Dec) + **Year + Subject**

Examples:

PSCK Feb 08 Invitation

EBSA Mar 08 Overall

M1 May 08 Verification by Competitor

Please don't use **any special characters** (- ' _ !), nor **any accentuated characters** (é, è, etc.).

Spaces are accepted and you may use up to 255 characters.

2. Once you have chosen you file name please **don't change it.**

This is especially important for the results files from WinMss.

If you bring changes to a particular file you already sent to me, please send the correct file keeping the same name, otherwise I'll have to create a new link each time.

3. Send as much as possible .pdf files.

The best format for the files you send to me is .pdf (it saves space on the website and accelerates downloads).

Internet will help you find lots of free programs able to convert *Excel*, *Word* or *PowerPoint* files into .pdf files.

They all work the same way: after installation you find a new printer in the menu **File**, **Print**, you just have to select it and print your document. Name your file, give a destination and that's all!

I personally use PDF995 (www.pdf995.com) and never encountered problems with *Excel*, *Word* or *PowerPoint*.

Thanks.

Jean-Luc Cornet
webmasterbpsa@skynet.be