



Inner Wheel District 330

How to send materials to District Editor

- Photos should be in good resolution so that, if need be, it can also be used for printing in the newlink. Good resolution are e.g. photo from the digital camera card—no re-saving—with the camera set to take at the highest possible resolution. Photos from phone cameras are generally unacceptable for quality printing. Generally, photo of file size 5 MB is acceptable.
- Text can be in Microsoft Word, or just key it in your email.
- Data, e.g. list of things or table of information can be stored in excel, Microsoft Word Table or any standard database.
- Forms or letters to reproduce and place in newlink or website—take a good photo of it, or scan (can use a fax copy)—set the resolution to 300 dpi or higher.
- Gmail accounts can send up to 25MB per email. If a file is too big to be in an email, there are a few other options. (1) Use Google Drive or Document and share with the DE's email (2) Inform the DE and you'll be given an ftp password to upload your file (3) third-party accounts e.g. dropbox (may need to sign up).
- For video/audio upload, please talk to your DE first.
- If all the above is too much to decipher, just send an email request for help. Include your name and contact phone number for a voice chat with the District Editor.

- Regularly send news of your completed projects—good deeds bring good tidings. Good tidings bring comfort and smiles in a world full of painful news. Let's share.
- Announce your meetings and projects—in advance. And never underestimate your project, there is much power in small simple steps.
- Photos etc. must come with captions or descriptions. Viewers would want to know and understand what they are looking at.

“Communicating with one another is an important ingredient for strengthening the bond of friendship and as we are unable to see each other as often as we would like to, the website becomes an important tool to keep in touch with Inner Wheel friends.”

~ **Juanita Lee**, District Chairman 2012-13