

Updating Branch Web Pages

Each Virginia Branch has a web page within the AAUW of Virginia website. (www.aauwofva.org)

ALL these pages contain at a minimum the name of the Branch, the name and contact information of the President and Membership person, as up to date as possible. If the Branch maintains its own page, there is a link to that page. The page contains a "hidden" counter that records the number of "hits" that page receives. Branches interested in knowing how many "hits" they receive should contact the webmaster by email.

On the AAUW of Virginia home page there is a "dropdown" menu that includes links to Virginia Branches, Branch Presidents (both have links to individual Branch pages) and newsletters posted on the web.

Branches wishing to add other information to their web pages should submit it to the webmaster in either Word or PDF format. If you are submitting in Word, please DO NOT include tables or other formatting as these do not convert well to HTML, and will simply be posted to our website as documents accessible from a link on your page. If that's okay with you, no problem. If you want programs, etc., on the web page itself, eliminate formatting in Word.

PDF files, of course, will be accessible by links from the web page. This is the best format to use if you want to use graphics or special fonts, particularly when promoting an event such as a fundraiser or scholarship.

The default font for the AAUW of Virginia website is Arial. If you submit your material in any other font it will be converted to Arial if it is put into HTML, unless you specify that you want a different font.

The information may include a statement of the Branch's goals and policies, projects, telephone and email contacts for prospective members.

Newsletters should be submitted in PDF format if possible. Newsletters in Word or Publisher will be converted to PDF.

Branches wishing to promote projects such as book sales on the website should submit the name of the event, the place, dates and times to the webmaster well in advance of the event. Any additional information about the event should be submitted in Word or PDF to be posted as a link from the Branch web page and/or the "fundraiser" web page. If you wish to promote your event on our Facebook site, please contact the administrator listed on the Facebook page.

If a branch has its own webmaster and wishes to design its own webpage, there are several free sources of web space where these can be hosted. Many Internet Service Providers include free web space with their accounts. The current AAUW of Virginia webmaster is Kay Koehler and may be contacted via email at kayko531@gmail.com. All web page material must be submitted via email. We welcome photographs promoting branch events or illustrating branch programs and will use them when possible. These MUST be submitted by email in ".jpg" format.

02/06/2010