

Sending Information for the heritageontario.org website

The Community Heritage Ontario website is equipped to serve many types of content to organizations all over the province. The following page is a guide to the best way to submit information to the webmaster, so that it may be posted and accessed by many users with ease.

File Types

	<i>File Extention/ Description</i>	<i>Comments</i>
Image Files	*.jpg <i>Jpeg Image</i>	<i>Compressed Image file format. Most common for web viewing. Readable by almost every program that uses images.</i>
	*.gif <i>Gif Image</i>	<i>Compressed image format that can feature transparency Readable by quite a few programs that use images.</i>
	*.bmp <i>Bitmap Image</i>	<i>Uncompressed large image with full quality. Readable by almost every program that uses images.</i>
	*.png <i>Png Image</i>	<i>Slightly larger than gif, widely compatible but more seldom used. Readable by some image editors.</i>
Personal Documents	*.txt <i>Text Document</i>	<i>Plain text document, no formatting at all. Best edited in Windows by Start>Programs>Accessories>Notepad</i>
	*.doc <i>Microsoft Word Document</i>	<i>Microsoft Word document. Rich in formatting, but poor for conversion to a webpage. Preferably converted to a PDF (see below) by Adobe Acrobat.</i>
	*.rtf <i>Rich Text Format</i>	<i>Rich Text Format. Widely supported text format which supports formatting, and is readable by most programs. Still preferably converted to PDF</i>
Web Designed files	*.html <i>HTML "Hyper Text Markup Language"</i> -- A Webpage file	<i>HTML is stored in Text format, but is also editable in many other programs such as Macromedia Dreamweaver and Microsoft FrontPage. A HTML document indicates the design and layout of a web page, including links and images. If opened by a web browser, the browser will render the page as indicated by the document, rather than simply displaying the code.</i>
	*.pdf <i>Adobe PDF - Personal Document Format</i>	<i>Adobe PDF document. Very commonly used to display tricky formatted or content rich documents. Users need the free reader available from the Adobe website to view documents, and you will need a conversion tool such as Adobe Acrobat or PDF995 (free ad sponsored) to make PDF files Preferable for documents such as registration forms and user guides.</i>

When you have decided what format to save your web content as, email it as an attachment to content@heritageontario.org with an indication where on the site you would prefer it be saved.

Please be forewarned that most email providers will not allow you to send attachments larger than 10MB. It is also preferable to make your document as small as possible for the convenience of users on dialup. Documents can be compressed in a variety of ways, consult the developer of the program you use to create the uncompressed larger file.