



Central Atlantic Region of State Garden Clubs

Website Guidelines

Just a quick note to thank CAR-SGC members for following these website guidelines. Your cooperation helps to assure that accurate and relevant information is provided to website visitors in a visually appealing manner — the objective for every website that I create or manage.

The purpose of these seven guidelines is to maintain consistency in the format, whether a website visitor is looking at a website page or at a document that you create for linking to the website.

Margaret Woda, Website Chair

1. **FONT:** Use a non-serif font such as arial, avenir, cambria, or helvetica; font size 11; BLACK font only; “regular” font (not **bold** or *italic*). NOTE: an active link will automatically change colors.
2. **LINKS:** Provide the full URL, regardless of how long or short it may be. The committee may opt to display an abbreviated link, as you see on this page, but anyone who clicks on the abbreviated link will be connected to the full link. At the discretion of the committee, active links may be displayed in a blue font with underline, by default, or as a button.
3. **FORMAT:** Submit your document in the format that it was created -- MSWord or Excel (Pages or Numbers if you're using an Apple device) -- NOT pdf. Any documents linked to the website will be converted to PDF by the committee after the logo is added at the top.
4. **LISTS/FORMS:** Prepare lists or forms using a table format in MSWord or Excel (Pages or Numbers if you're using an Apple device) -- Please maintain a left margin in each column!
5. **IMAGES:** Submit Images in jpeg format and provide attribution. **EXCEPTIONS:** Fliers promoting a CAR-SGC-sponsored event may use clip art or photo images, text may be centered, a non-serif font should be used for important information, and the title of the event may be in any font/color.
6. **LOGO:** Don't worry about that. it will be added by the committee before your document is posted.
7. **LAST STEP:** Submit your document as an email attachment to [Margaret Woda](#). Include the name, phone number and email address for author or preparer of the document, the date for posting, and any questions or specific instructions.

Any document that does not comply with these guidelines may or may not be posted as an attachment to the website "as-is" -- at the discretion of the committee.

Nothing beats communication, when it comes to resolving concerns or questions. Please email your questions to [Margaret Woda](#), being sure to include CAR-SGC Website in the subject line. This also helps us maintain an accurate record of communication that is website-specific.

Last but not least, please contact me if you would like to participate on this committee. No website experience is necessary but solid word-processing skills are required. I have mentored other website chairs for state and local garden clubs and I welcome an opportunity to help you learn this skill.