

# Web Page Requirements

## Documents

Requirements: Microsoft Word, Word Pad, Note Pad or Open Office Write. This will allow me to open and copy your document to the FTLOA web site. If you are just sending a text email that will also work. Remember I do not read everything and I won't be checking your spelling and syntax.

You have room on your personal page for a Bio, contact information and a number of photos of your Art.

## Photos

Requirements: Format: .jpg .gif .bmp .raw .tiff these are the most common formats for digital photos. If you have a setting for email size on your camera that size is perfect. If you don't have that setting use a photo program to resize to 4X6 or somewhere close to that size. Crop the photo the way you want it to appear on the web site.

I understand that many are concerned with theft of there artwork off the web site.

The photos are protected by copyright, but could still be downloaded. You could spend hour slicing and then recompiling your photos and this would stop downloading. What I do is after you send me the photo I reduce the dots pre inch to 72. Now even if they are downloaded the quality is such that they can't do much with them. You can also add a watermark to your photos in Picasa.

## Email Address

All members of FTLOA can have an email address from the Club. Any email sent to this address will automatically be forward to your home email. You can also go to an online mail server and send email using you club account at this site <http://mbox.ftloa.org/>

If you would like a club email send me an email at [webmaster@ftloa.org](mailto:webmaster@ftloa.org)

List the email you would like it forward to, and a password you want for this logon.

Password must be at least 6 digits. By using the club email your home email will be protected from spam and other junk.

## Web Site

Once your page is completed you will be able to access it direct without going to the Clubs home page. This will allow you to put the address on business cards, emails or documents. To go direct use [www.ftloa.org/yourname](http://www.ftloa.org/yourname)

If you have questions feel free to email me and I'll try to get back to you as soon as possible. If you send pictures it should be less than 72 hour before I get them up on the site.