

## Writing a Trip Report for the Club's Web Pages

It is envisaged that, on every club trip, a nominated person(s) will put together a trip report.

From the Web Administrator's perspective, the following points are considered from a straight security of personal information. There is no limit as to who, from anywhere around the world, may access this information:-

1. Any photos will have number plates removed by graphical editing e.g. Microsoft Paint.
2. Only first names are used. Last names are not used.  
and,
3. Basic editing will also occur such as obvious spelling and grammar errors. There is no intention to change the effort and writing style of the author's reports.

There are two formats of trip reports that the author may offer the Web Administrators:-

### Option 1 – Least Preferred

An author may wish to incorporate photos within a written document. Please provide a Microsoft Word document or similar to the Web Administrator. The Web Administrator will convert the report into a .PDF format suitable for uploading.

PLEASE NOTE: The maximum file size that can be uploaded is 2Mb. Incorporated photos can impact file size of the report very quickly....

Other photos can be offered to the Web Administrator for possible inclusion. Vertical format and full frame photos are hard to upload since the photo frame we are using is a stretched landscape format. Long and thin works well. Max photo size is 2Mb. File size uploaded to the web site will be <1 Mb.

### Option 2 – Preferred

An author may wish to just offer a written document. Please provide a Microsoft Word document or similar to the Web Administrator. The Web Administrator will convert the report into a .PDF format suitable for uploading. (This text page is ~ 30Kb in file size)

In addition to this, a suite of photos can be provided (on a USB stick is magic). This allows for multiple photographers of the trip to contribute to the final web page layout.

The Web Administrator will upload ~ 15 photos that best reflect the content written in the trip document. The selection is based on the “best sell of the club” to those who may view remotely. Also, the graphical removal of number plates, shape and final file size of the photos will all be managed. Vertical format and full frame photos are hard to upload since the photo frame we are using is a stretched landscape format. Photo size is also reduced to <1 Mb prior to upload.

### Web Site Limitations:

The Web Administrators are unable to upload ANY file >2Mb. The whole web site is limited to 250Mb. **If we loaded up all files at maximum size, only 125 pictures and documents could be used!** We are always looking to reduce file sizes to allow the greatest range of information. Large files also are harder for a user to download – especially the photo sliders on each page! We have 176 files loaded at present :-)

### What The!

Interpretation, Integration and Web Page Issues are all varying factors, The Web Administrators are always up for a discussion should there be a concern about any of the content. Please, just contact us :-).

Thanks, from the Web Administrators. 19/9/21