www.tisdo.org

Web Site Standards and Practices / 10/18/16

1. The default proportional font is 10-point Arial Bold.

    a. Please DO NOT use Times New Roman or any non-standard font.

2. The default monospaced font is 10-point Bold New Courier.

3. If you must use fonts, symbols, or other characters *other* than 1 and 2 above, please be certain your Operating System and that of others who may view the Site supports them. There are people out there who are still using other less well-known OS's and even Windows 98. In addition, not everyone uses Internet Explorer (see 3.a. below, please) as a browser. If you stray from the standards, they may not be able to read what is posted, or it may not display properly.

    a. This Site is built on a Microsoft Front Page platform, which may cause some pages to display inaccurately and / or improperly with some versions of, Firefox, Opera, Chrome, etc. This is a Browser incompatibility problem and not a Site problem.

4. The Standard Word Processor is Microsoft Word 2010, but documents from earlier and later versions can easily be made compatible.

    a. It is always best to construct your document while in the "Print Layout" View.

5. Please do not use the underline key or space bar to create blanks.

    a. Instead, use the Underline Command in conjunction with the Tab Key.

6. The default margins are 0.5 inches X 4.

    a. If you use footers or headers, please set them at 0.3 inches.

7. The default Tab spacing is 0.5 inches.

    a. Please clear all other Tab Stops.

8. Please *do not*, use the space bar or reset margins to position or align items on a page.

    a. The Tab Key works much better and will generally maintain an alignment even when using a proportional spaced font.

    b. A table can also be easily used to maintain alignments

9. Please make sure the document looks like you would like for it to before saving and sending. The Print Preview Command is useful here.

10. Please *DO NOT* use a Text Box in any document – EVER! They most often do not look well when converted to PDF or HTML and tables are much easier to work with.

11. Please DO NOT insert page, section or column breaks in your documents. There are easier and better methods of accomplishing the same things.

12. Please DO NOT submit documents which have been directly converted from PDF without editing them to remove unwanted / un-needed elements.

13. Whenever possible, always right justify documents and always invoke automatic hyphenating.

14. Unless absolutely necessary for clarity, p*lease refrain from using Excel for any document you expect to have posted.* The posting of Excel documents can be difficult and there are few if any Web Site-related tabular applications that cannot be done better, quicker and easier in Word.

15. Certain Word Documents cannot be satisfactorily pasted onto a Web Page unless they are tabular in nature and do not require extensive editing after the fact.

    a. HTML interprets hard returns as double spaces and soft returns as single spaces. This can / will cause the document to display improperly and it is rather time consuming to correct. There are better ways.

    b. For example, in Word 2010, documents can be saved as Web Pages.

16. Word Documents can easily be converted to PDF.

    a. Conversion of PDF documents to Word is also generally possible and effective unless the document is rich in graphics.

    b. In general, PDF Documents can be edited with appropriate software, but it is sometimes easier to convert a PDF document back to Word, edit it and then re-convert it to PDF.