



Submission Policy

This section gives you the guidelines and helpful hints that will speed up the initial steps of organizing your website, and what file formats we can accept if you are sending us text or image files.

Platform

We are fully functional on both PC and Mac. Please specify whether the files are formatted for Mac or PC.

Image File Format

When sending image files, please send them in TIFF format if possible. Second choice is GIF or JPEG format. (If TIFF format is not an option, images of photographic quality should be in JPEG format, and line art should be saved in GIF format.) Check below to see what programs we can interface with.

Proprietary Program Files We Accept

PhotoShop, Illustrator, PageMaker, Corel Draw, Corel Photo Paint, MS Word, Notepad (.txt files), Adobe PDF, MS Excel and MS Access. If there's one you have that we didn't mention, let us know. We may be able to accommodate you anyway!

Final Copy

We prefer that you send us final copy text, with no further edits to be made. This means that the text you supply us is complete and exactly as you wish it to appear. This allows your staff to have direct control over wording and information and also makes updates quick and simple for the web staff. If you need help writing or editing your text, we can provide that service for a fee.

Getting Your Files To Us

To keep it simple, Pyramid does require that text be either e-mailed as attached documents or sent on floppy disks, flash drive, or CDs via "snail mail." Any text or content provided in a non-digital format will be subject to a nominal content-coordination fee. This includes printed documents that will need to be retyped by the web staff. Many of our clients have found that the easiest way to send us their text copy is in an e-mail file attachment. Attached documents are a tremendous help to the web staff in updating your page in a timely manner.

E-mail Attachment

Pyramid requires that e-mailed submissions be attached as separate documents instead of including site content in the body of the e-mail message itself. This prevents formatting problems with paragraph layout and in addition, can prevent gibberish or glitches in the text when the original document is transferred to HTML coding language. If you choose to e-mail your submissions, please make a note of any formatting you want to have done, such as bold words, Italics, graphic placement, etc. If they are large files, you may want to zip your files up using compression software like WinZip or PKunzip (available at www.download.com).

Snail Mail

If you choose to "snail mail" your content we will happily send them back to you once we have extracted the files we need (if you wish).

Hard Copies

If you do not have access to a scanner, don't panic! Just send us your photographs. Pyramid Web Design will scan them in for you, retouch them if necessary, and convert them into the proper formats for a small, per-photo fee. If you would like copies of your digitized photos on CD or flash drive, we can also provide that service for you. We will send back the hard copy photographs with whichever disk type you specify.