

Uploading Guidelines for all Libraries

Thanks so much for uploading files into our libraries. We're pleased that they continue to fill with high quality material -- due to your efforts. The following are guidelines which will, hopefully, make this process clearer for everyone. Please read them carefully, and let us know if you have questions.

1. All text files must be in Text format only (ASCII). Because of the many available word processors, files that are written in WordPerfect, Clarisworks, etc. may not be readable by other word processors, especially across platforms (mac->pc->mac) and from one version to another (a version 3.0 can't read a 4.0 file, etc.); we want all members to have access to all files.

Most, if not all, word processors will allow you the option to "save" a file in Text format. If you do not know how to do this, please check your manuals, or go to Keyword-Helpdesk for assistance.

Uploading in Text format only will also mean that you do not need to upload both mac and pc versions of the same file.

2. Please do not stuff or zip any files that are less than 100K. Files less than that do not take too long to download, and this will allow anyone to read files without having to decompress them.

If you have several related files -- Chapter 1, Chapter 2, etc., try to upload them in a single upload; this will save library space and member downloading time. However, don't upload them altogether if it means that they will be decompressed; you'll see this on the little box on the uploading screen when you go to attach your files.

3. On Graphics files -- please use standard formats (.gif, .jpeg, etc.) instead of word processor formats. This will allow everyone to open them using AOL.

4. Descriptions: need to be clear enough and complete enough that someone deciding whether or not to download has a pretty good idea of what they're getting. It isn't fair to ask someone to buy something when they don't know what it is -- same thing here.

If someone will need a special program to read a file -- Adobe Acrobat, for instance -- please include a line or two that says so, and says where they can get it (AOL software library). If you know that you are uploading something that will need a special program that is available on AOL, let us know and we'll try to get it into our "Recommended Utilities" Library.

Also -- do include specific Keywords for your files at the beginning of the description. We are trying to get a search engine for our libraries, and this will help members be able to locate what they are looking for.

5. If you are uploading an application which can only run on a mac or a pc, state that in "Equipment" or, if it can run on either platform, just say "any computer." Then, please be sure to include precisely what someone has to have in order to run it; this goes under "Needs."

6. Pick your library carefully. Especially in the Christianity area, there are a lot of different libraries, each with different material. Please be sure to read the file entitled "Guide to the Libraries" before you upload. This will help us get your files released most quickly.

Please note: We reserve the right to release files into the libraries we feel are most appropriate. If you have questions about or problems with our decisions, however, please do write to us.

7. It may take up to ten days to get files released, so please be patient.

If you still have questions, please let us know; we'll try to answer them as quickly as possible.

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