Web Site Standards and Practices - 01/04/17
This document applies to Web Sites with the following addresses:

● **www.aaaa-sa.org** ● **www.aaaa-sa.com** ● **www.aaaa-sa.net** ● **www.stswim.net**

1. Meet Hosts who may wish or desire to engage the Alamo Area Aquatic Association Web Site in support of any given meet must be aware of and adhere to the following policies:

    a. Meet Informations / Announcements / Invitationals for _locally_ conducted competitions will not be posted unless and / or until the following issues have been addressed:

        1) The document(s) have been completely coordinated with the Site Manager

        2) The document(s) have been edited, as may be necessary, to conform to these Standards and Practices (S&Ps) and watermarked

        3) A Sanction has been obtained for USA Swimming competitions

        4) If an HYV File is deemed necessary by the Meet Host, it must accompany the document.

2. The default proportional font for Meet Informations / Announcements / Invitationals is 10-point Calibri Bold.

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

    b. The defaults font color is: RGB 0, 0, 102 (Dark blue)

3. The defaults proportional font _for ALL other documents_ is 10-point Arial Bold

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

5. If you must use fonts, symbols, or characters _other_ than those specified 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 less well-known OS's and even Windows XP. In addition, not everyone uses Internet Explorer (see 5.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. The Sites are 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.

6. The Standard Word Processor is Microsoft Word 2013, but documents from earlier and later versions can be made compatible.

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

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

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

8. The default margins are 0.5 inches X four.

    a. Please be certain the set margins are proper throughout the document.

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

9. The default Tab spacing is 0.5 inches.

    a. Please clear all other Tab Stops.

10. Please _do not_, use the space bar or reset the 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

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

12. 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.

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

14. Please <u>DO</u> <u>NOT</u> submit documents which have been directly converted from PDF without editing them to remove unwanted / un-needed elements, e.g., breaks of all varieties, etc.

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

16. Unless absolutely necessary, please 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.

17. Certain Word Documents cannot be satisfactorily pasted onto a Web Page unless they are tabular in nature and do not re-quire 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 and later, documents can be saved as Web Pages.

18. Word Documents can easily be converted to PDF.

    a. Conversion of <u>PDF</u> documents <u>to</u> <u>Word</u> is also generally possible and acceptably effective *unless* the document is rich in graphics.

        1) Such converted documents are likely to have unwanted Section, Page or Column Breaks which must be removed before editing in WORD.

        2) Pagination may also be incorrect or missing.

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

19. Miscellaneous formatting notes:

    a. AM and PM are always capitalized without periods and aligned horizontally

    b. 12:00 AM is always written as 12-midnight

    c. 12:00 PM is always written as 12-noon

    d. Numbers less than eleven are always written out

    e. Font spacing must be set as "Normal" and at 100%

    f. Line spacing must be set at "Single"

    g. Please do not set up unusual and / or non-standard margins or hanging paragraphs

    h. Please separate Sections of Meet Informations by six (6) points

20. If Meet Hosts wish to have Meet Informations posted on any of the Web Site Calendars / Schedules, the document should be submitted ONLY in Word.

    a. Documents from the later versions of Word offer an opportunity to save documents in the *.docx* format. Meet hosts are strongly encouraged to take advantage of that opportunity.

21. STSI <u>requires</u> that Sanctioned or Approved Meets be named in a standardized manner:

    a. (Year) ST (Club) (meet name – shorter is better)

    b. If caution is exercised in the initial naming of a meet in Meet Manager IAW with the standard, any result-ant files produced will also conform to the standard

22. If Meet Hosts desire to have Scores, Results, and / or Commlink Files posted, please submit the complete *SwmmBkup File* directly to the Site Manager. The necessary files will be extracted, formatted and promptly post-ed on the Site.

    a. The SwmmBkup File must to be submitted just as soon as possible after the conclusion of any meet. Timeliness is paramount and delays of more than a few hours degrade the usefulness of the data to be posted.

b. _**If**_ a Meet Host requests, the Site Manager will forward the SwmmBkup File to the STSI local SWIMS User who will, in turn, forward the data to the STSI Webmaster for posting of the Results and Commlink Files on the STSI Web Site.

    1) However, there must be a clear understanding of this procedure established before the meet in question takes place.

c. Please, _DO_ _NOT_ submit SwmmBkup Files from meets if there are unresolved timing discrepancies, i.e., yellow or blue times highlighted in the Run Mode of Meet Manager.

    1) If received, such files will be promptly returned with no action being possible until those discrepancies are completely resolved.

    2) If the times from the meet are otherwise eligible for uploading to the SWIMS Database, that too will be delayed until _ALL_ of the timing discrepancies have been resolved.

d. To prepare a SwmmBkup File go to: File➔ Backup➔ Save (to whatever Directory you like - the default is C:\Swmeets) ➔ Attach to an e-mail➔ Send.

    1) SwmmBkup Files are Zipped by default — please don't attempt to Zip them again. The standardized name, date, and location of the meet are all included in this file.