



International Federation of
Library Associations and Institutions

18 December 2009

Greetings IFLA ICs and web editors!

The following are some important updates and reminders concerning web-editing for your Section:

1. **PDF** is the preferred file format for all text documents (*Annual Reports, Newsletters, Publications, etc.*) in Sections and across the IFLA website. Please utilize this file type as the default and proprietary formats such as *Microsoft Word Documents* only when necessary (forms, applications, etc.) If you don't have access to Adobe Acrobat for creating PDFs, there are of course other open source alternatives that easily do the job. Here are two that we can recommend:

Cute PDF Writer <http://www.cutepdf.com/products/CutePDF/writer.asp>
PDFCreator <http://en.pdfforge.org/pdfcreator>

2. If you haven't already done so, we suggest creating a **News item** out of your Section's *Call for Papers* for Gothenburg 2010. Linking to the texts we have put on the Main Congress site is quick way of doing this. The individual *Calls* are available here:

Call for Papers—Main Event <http://www.ifla.org/en/calls-for-papers/216>
Call for Papers—Satellite Meetings <http://www.ifla.org/en/calls-for-papers-satellite/216>

Creating a News item will automatically add a News link on your sub-menu and the News item will also appear as a stub on your Section's landing page. This increases visibility! You can also add the text/link to a more permanent space, for example a *Conferences* page. If your Section doesn't have such a page, you may of course create one.

3. If your Section has a new Information Coordinator, new web-editor, or would like to add a second web-editor, please let us know: webmaster@ifla.org
4. Please add **contact information** for all non-IFLA sponsored events on pages (News items, Events, etc.) that you create for your Sections.
5. Be sure to use the **proper IFLA logo** across your Sections web pages, publications, programmes, etc.: <http://www.ifla.org/en/officers-corner/ifla-logo>
6. Be sure to update and keep current your Section's list of **Officers** and **Standing Committee Members**.

Update:

Blogs for your Sections using **WordPress** software on the IFLA domain itself will soon be ready. We will send out a more detailed email about this—along with some minimum requirements—in the next couple of weeks.

Happy editing, and all the best for 2010!

The IFLA Web team