

On the PSA Website

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Downloading Documents and PDFs from the PSA Website

The PSA website has a great deal of information on it, and is available as long as you have internet connectivity. But often members want to be able to save some of that information on their own devices for referencing at any time. In order to be able to download specific documents, the website uses one of two downloadable file formats: pdfs and Word documents.

When a document or pdf is available for download, it appears as a link, in a bold bright red. We try to identify the type of file format you will be downloading by putting either (pdf) or (doc) after the link so you won't expect to be taken to a different web page.

Why Two Different File Formats

PDFs require Acrobat Reader downloadable and free from: <https://get.adobe.com/reader/> and trying to download one can be tricky if your browser settings are not set correctly. Even with correct settings and the Acrobat Reader, downloading can be tricky. For example, Firefox's default is to save a pdf and then have you open it separately, Chrome will download to a tab on the bottom of your page and then requires you to click to open it, while Safari may open the pdf upon clicking it.

PDFs are a preferred format to use because they don't require the user to have a specific font on their computers in order to read it. All fonts are embedded in the PDF and when someone opens it, it appears just as it was meant to. The negatives are that they cannot be typed onto, unless they were prepared as an interactive form.

As a general rule, a document with information on it will not be able to be typed on while a form on the PSA site will be made to be interactive—it could be typed on and then saved with a file name of your choice.

Word documents are a little more complicated to download. Most browsers do not open a Word document automatically, but upon clicking just saves it to your downloads file. This can be confusing—you could think nothing is happening and then stumble upon your downloads folder, only to find the same document there 25 times! Because the typefaces are not embedded, you might open a document and see a mish-mash of formatting—titles that are too large, sentences that start in weird places. This most likely occurs when a person who created the document uses a font that is not common to most others. To avoid that, PSA members are encouraged to create documents in a popular font such as Arial.

PSA tries to keep all its documents and pdfs up to date, but it relies on the individual directors and chairs to do so. Some date the documents so you can see how current they are, while others do not use any information that may go out of date, such as addresses. If you download a document that seems to have outdated information, please notify webmaster@psa-photo.org so we can get the document updated for you.

And if you are one of those directors who ask us to upload documents for you, please try to keep those up to date for us. ■

Public Relations Vice President Geraldine (Gerrie) Vergona



Public Relations Vice President Geraldine (Gerrie) Vergona has been appointed by the Photographic Society of America's (PSA) President **Charles Burke, FPSA, EPSA**, as the Public Relations Vice President. The Nominating Committee has also submitted Gerrie on the slate for the Public Relations Vice President. For more information about Gerrie, please refer to the *PSA Board of Directors Nominations* article on page 36.

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