



TEXAS ASSOCIATION of COUNTIES COUNTY INFORMATION RESOURCES AGENCY

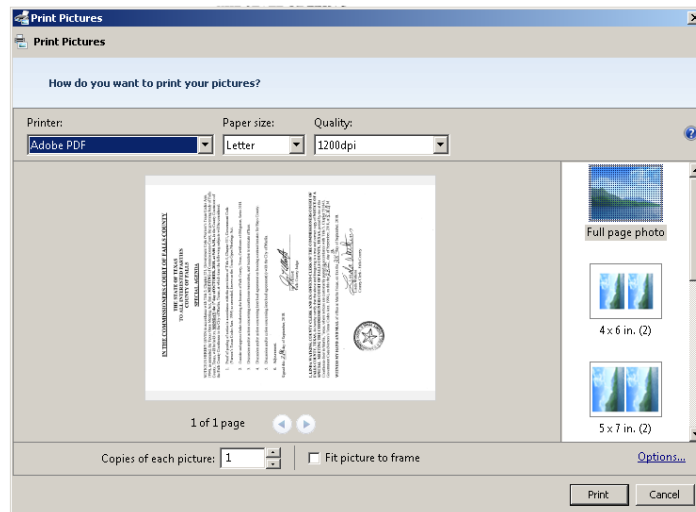
Website Posting Requests for Quick Service Cheat Sheet

Please follow these tips below for submitting website posting requests that will result in the quickest service from TAC CIRA.

- Please submit your TAC CIRA support requests here: <https://www.county.org/TAC-CIRA/Submit-a-Request>
- Please be descriptive about the request, including which page the update should be made on, where on the page and the title or text that should be used to link to the file. Generally, you can find the specific page name at the end of the URL in the address bar.

`www.co.archer.tx.us/page/archer.County.Treasurer`

- When sending files that should be linked to in web posts, please use one of the following file types.
 - **PDF (preferred file format)**
 - Often, you are able to select “Print as Adobe PDF” or “Save as Adobe PDF” to save the file in PDF format.



- JPG or JPEG
 - Word document
 - Excel document
 - **Please avoid sending zipped, XML or TIFF files, as the website editor will not allow these to be uploaded.**
- Please only include numbers, letters, periods and dashes in your file names. The website editor will not allow files including special characters (!, @, ?, #,), %, &, *, \$) in the file name to be uploaded.
 - Please ensure the files you submit along with your request are rotated correctly.
 - Please ensure that all pages that comprise one document are included in a single file.