

Guidelines for Emailing Applications to DAC

- The Diocesan Office uses the Office 2016 package, which can access earlier versions of Word, i.e. Word 2007, Word 2010.
- The Diocesan Server has a limit on the size of email attachments it will accept. Currently, the limit is 10MB, which is sufficient for the majority of requirements.
 - Please check the size of the document under document properties, to ensure it is less than 10MB. Go to FILE, then PROPERTIES. The size will appear as a figure, e.g. 19.0 KB.
 - If your attachment is larger than 10MB, please contact the Diocesan IT Manager for advice via ☎01722-438653 or ✉alison.comlay@salisbury.anglican.org.
- If including photographs in your document, please resize them. Simply dragging them to fit into a document does not reduce the overall photograph size. You can resize photographs using standard photo-editing packages such as Office Picture Manager or Photoshop.
 - Open the picture within the photo-editing package.
 - If using Office Picture Manager, Select EDIT PICTURE, then RESIZE using the PREDEFINED SIZE option to reduce the picture to 800x600 px (pixel) format, or similar. This will reduce the actual picture size without losing definition. Using this method, you can reduce a picture from an original size of 3.2MB to 136KB.
 - Use similar sizing in other packages, as this is ideal for documents and PowerPoints.
- Double-check line spacing, font size etc. By using the 'Show Formatting' option, you can clearly see where line spaces, tabulations etc. are in the document.
 - You can access the 'Show Formatting' option by clicking the '¶' symbol on the toolbar.
 - Alternatively, select PARAGRAPH and/ or FONT on the toolbar.
- As a precaution, please email the DAC Secretary - ✉sue.cannings@salisbury.anglican.org - prior to submitting your application, advising it is on its way.