



# **UC Online Submission Guide**

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# UC Online Introduction

Welcome to the UC Online™ Submission Guide. In this guide you will find out how to submit additions to the online repository for the award-winning unit conversion program – Universal Converter.

## What is UC Online?

Not surprisingly, UC Online is the online side of Universal Converter. It acts as a sort of counterpart for the program, where users of the program can download many additions such as:

- ➡ Themes
- ➡ Report Templates
- ➡ Plugins

All of these items (with the exception of Themes) can be created by users and uploaded. This guide is here to help you with the uploading side rather than the creation side, but please read the [Plugin Creation Guide](#) for information on creating Plugins and a section of the [UC Program Guide](#) for information on creating Report Templates.

## What type of files can I submit?

As mentioned above, as of yet, you can submit both Report Templates and Plugins.

- ➡ **Report Templates** – Files with the extension '.rtmp'. Report templates allow users to quickly generate conversion reports using the style of the template.
- ➡ **Plugins** – Files with the extension '.ucp'. Plugins add advanced functionality to Universal Converter such as adding custom conversions.

## **Do I get credit for my submission?**

When you submit a file to UC Online (assuming you provide your details), you will be credited by being mentioned in all formal documentation about the item you have submitted, including blog posts, Universal Converter™ program documentation and documentation about UC Online™.

If the item you have submitted ends up being put in a final release version of the program itself, you will also be credited as the 'author' of the feature.

Please scroll to the next page.

# File Submission

## Report Template Submission


- Please note that once you have submitted your template to UC Online, it could take a number of days for it to appear on the actual site, as each item has to be moderated before it can be put up for download.

Below you will find a series of numbered steps. Please note that this is a generic guide and the actual steps may vary depending on your email provider.

 = information

### **Make sure you have your '.rtmp' (template) file ready.**

1. Open your emailing program and create a new message.
2. Under 'recipient', type: [submission@online.universalconverter.net](mailto:submission@online.universalconverter.net)
3. In the subject field, type 'Template Submission - \*\*\*'

 Replace '\*\*\*' with the name of your Report Template.

4. In the main body of the email, type a short description of the template. Make sure it is less than 80 characters. Please note that this may be changed when the template is put up on UC Online.
5. Click the 'Attachments' button (or 'Add Attachment'). Navigate to your template file and select it.

 Make sure that you select the right file and that the file extension is '.rtmp'.


6. You are now ready to send this email. Click the 'Send' button.

That's it! You have now submitted your report template to UC Online!

## Plugin Submission


- Please note that once you have submitted your plugin to UC Online, it could take a number of days for it to appear on the actual site, as each item has to be moderated before it can be put up for download.

Below you will find a series of numbered steps. Please note that this is a generic guide and the actual steps may vary depending on your email provider.

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### **Make sure you have your '.ucp' (plugin) file ready.**

1. Open your emailing program and create a new message.
2. Under 'recipient', type: '[submission@online.universalconverter.net](mailto:submission@online.universalconverter.net)'
3. In the subject field, type '... Plugin Submission - \*\*\*'

 Replace '...' with the actual type of your plugin (e.g. Conversion).  
Replace '\*\*\*' with the name of your plugin.

4. In the main body of the email, type a short description of the plugin. Make sure it is less than 150 characters. Please note that this may be changed when the plugin is put up on UC Online.
5. Click the 'Attachments' button (or 'Add Attachment'). Navigate to your plugin file and select it.

 Make sure that you select the right file and that the file extension is '.ucp'.

6. You are now ready to send this email. Click the 'Send' button.

That's it! You have now submitted your plugin to UC Online!

## Final Word

I hope you have found this guide useful and helpful to you in submitting files to UC Online™.

Below are some contact and information links which it would be useful to refer to at times:

- ➡ General contact email (for any questions or queries)  
[general@universalconverter.net](mailto:general@universalconverter.net)
- ➡ Support and troubleshooting email (for any errors or troubles)  
[support@universalconverter.net](mailto:support@universalconverter.net)
- ➡ Universal Converter website  
<http://www.universalconverter.net/>
- ➡ UC Online website  
<http://online.universalconverter.net/>
- ➡ UC Online submission email (for submitting files)  
[submission@online.universalconverter.net](mailto:submission@online.universalconverter.net)

Thank you for reading this guide, I hope I will see your items up on UC Online soon!

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