

## Submitting Content For Your Website

To ensure your images, text and other content all appear on your website as you would expect them, we ask that you follow these loose guidelines when you submit your content to us.

### Copy/Text



Text should be submitted:

- Via email where possible.
- In Word (.doc or .docx), .rtf, .rtfd, .txt or similar files, titled for the pages the copy is **intended** for.
- Organised with **clear headings**, separated into the web page(s) the copy is **intended** for.
- Where possible, please have documents proofread and spellchecked for errors **before** submission.
- Correcting previously submitted copy takes time - if amends are required, please **clearly markup** notes on the amends that need to be made.

### Images



Images should be submitted:

- Via email where possible, or on CD/DVD/USB stick in volume.
- If the image is of a location or person, .jpg, .tif and .png are best. If the image is a logo or graphic, .gif or .png are best.
- Do **not** submit images embedded within text files i.e. **don't** put your images inside Word documents - this degrades quality and makes images look grainy.
- Send images as big as you can - **big images can be resized to be smaller**, but small images cannot be made bigger!

### Spreadsheets/Databases



Spreadsheets should be submitted:

- Via email where possible.
- In Excel (.xls, .xlsx) or similar files.
- In a **consistent**, organised format. Use headings and columns.
- Do not include images within your spreadsheet.
- If you are unsure how to organise your information into a spreadsheet, please ask us - we are **happy to help!**

### Video



Video should be submitted:

- On CD/DVD/USB stick, via FTP transfer, or using Mail Big File or similar.
- Please upload videos to **YouTube**, or submit to us as video files as .mp4, .flv, .f4v or similar.
- Using YouTube to host your videos saves you money on hosting bandwidth, and ensures fast loading times and the highest quality possible.