

Website Content Made Easy!

To make sure your website appears as you expect it to, we ask that you follow our simple guidelines on how to submit your content correctly, this ensures that the deadlines are met.



Copy or Text

When Submitting any text:

- Where possible please try and submit any text via email.
- When submitting a word document please use text only as images should be submitted separately.
- Please use clear and concise headings to separate web pages - headings will be used as the menu unless otherwise stated.
- If possible please have all text proof read and checked for spellings and grammar, as we do not hold any responsibility.
- If amendments are needed, please inform us in a timely manner with the required amendments, as these take time to implement.
- If you require assistance with writing the copy for your site please let us know, we are happy to involve a copywriter at an additional cost.
- Any links required must have the full URL submitted, e.g. www.mysite.co.uk/page1



Images

When submitting any images:

- Where possible please submit images by email or in volume by CD or USB, we also accept Dropbox or Google docs.
- Please take image content into account when forwarding them, if the image is of a place or person then the best format is .JPG .TIF or .PNG. For best results with logos or digital graphics .GIF or .PNG
- Please do not submit your images embedded in a word document or similar - this greatly degrades the image quality and makes the image grainy or pixilated.
- When sending images please take the size into account - Large images can easily be resized to be smaller, but small images cannot be made bigger!
- We can not and will not accept images that you do not own the copyright for (i.e.: downloaded from google) - we can provide bespoke photography or stock images at an additional cost.



Video

When Submitting Videos:

- Please upload videos to YouTube. or submit to us as video files such as .mp4 .flv .avi or similar.
- Where possible please submit using a CD or USB, we also accept dropbox or Google docs.
- Using YouTube to submit is the easiest format, we can provide help with this if required.



Email

When setting up your email

- Please submit a word document with a full list of the users that require email accounts, including the format that you would like them in, common formats include: firstname.lastname@yourdomain.co.uk or firstname@yourdomain.co.uk

This submission guide has been put together to ensure that your deadlines are met by both parties, if you can follow the above information we would have all of the content information needed in order to efficiently build your website in the time-scales discussed.

We are happy to help with any issues regarding content.

Please note that our quotes are based on the client submitting the information by the required and agreed date, if you have problems submitting on time, please get in touch as early as possible.