Copy submission guidelines

Our village website is maintained on a voluntary basis and we are keen to keep the new site up to date with your latest news and information.

The following guidelines will save our friendly (but quite often very busy!) website administrator time reformatting and resizing the material that is submitted. We appreciate your help and welcome any ideas for improvements.

Submitting Copy

How do I submit articles / information for the website?
When you have news about your group or new information to share, please email your copy to: webmaster@filkins.org.uk.
Please allow 7 days for content to be added, as work on the site is fitted around work and family life.

What information do I need to include?
Please title your email 'Website copy submission' which will help prioritise these emails.
Make sure you state in your request which page the information is to be added to.

Text should be sent as one of the following document types:
> Word document
> .txt file
> Email text

Please do not imbed photographs within the text; these need to be sent as separate files that can then be added to your text on the website. You will need to indicate in your text where each picture should be placed.

We have some photographs we would like to add, how do we submit these?
Photographs can be sent in one of the following formats:
> .gif
> .jpeg

They can be submitted by email, or you can provide the images on a CD. CDs should be delivered to Fox House (opposite the Five Alls) with details of which page they are for.

Photographs should be resized before sending and be no bigger than 250KB per image.

If you wish to change the photograph on your home page, the size of this image placeholder is 400x300 pixels. The smaller images that are shown on Events or Archive pages are 200x150 pixels.

If you do not have software to resize your photographs, then we recommend you download the free software Faststone Photo Resizer. This software will allow you to resize your photos as a group (rather than having to do this individually). The software is easy to use and can be found at the following link: http://www.faststone.org/FSResizerDownload.htm

We have a form we would like people to be able to download; can we add this to the website?
Yes, if you send us the pdf and tell us what it is and where you want it on your web page, then we can add this for you.

We would like a new page added, how can we get this created?
We are able to expand the site and add new sections of pages to existing sections. Currently, most groups have the following pages:

Home page:
This typically explains what the group / society or facility is about and the information is largely static (unlikely to change from year to year).

Events page:
This is where you can promote events for the current year. It is helpful to include the day as well as the date when listing activities.

Archive:
This is where you can post reviews about events that have happened over the last 12 months.

If you would like a new page, please email us with the following information:

- What your new page should be called (keep it short)
- Where your new page should go (which group does it belong to)
- What content you wish to be added to the page (send text and / or images for the new page)

What do I do if there is an error on the website?
Just drop us an email with the correct details and we will update this for you.

My picture is on the website but I would prefer for it not to be, how can I get this removed?
Every care is taken to ensure that the people in photographs are happy for them to be posted on the website, however at events it is not always possible to speak to everyone to get this permission. If you want a photograph removed then we will of course do this for you. Please let us know by email which page the picture appears on and the name of the photo. You can see this by right clicking on the photo and selecting 'Properties'. Here you can see the url address for the photograph, i.e.
http://www.filkins.org.uk/images/swimming%20pool/Swimming%20Gala%201.JPG

Need further help?

If you have any further questions, please email them to the website administrator on
webmaster@filkins.org.uk