

Guidelines for submitting items to be displayed on the MATV benefice website.

For **news articles and events**, please supply both

- 1) an image and
- 2) the text you wish to display.

If you wish for an image to be displayed, please ensure it is in landscape format (not portrait) and if it is to have any text on that image, that there are only a few words (maximum of 6) on it.

If you don't supply an image, we will try and find an appropriate one to us. If we are stuck, we'll use a photo of the person supplying the text (if we have one).

Images can be supplied in various formats, e.g. PNG (preferred), JPEG, BMP. Please don't supply it in PDF format.

For items to be available for download from the **Resources** section, PDF files *are* suitable.