

## 50 HIDDEN TREASURES - INSTRUCTION SHEET

### TEXT

The description and information will in each case be printed on the left hand page.

- **WORD PROCESSING PROGRAM:** Microsoft Word.
- **DESCRIPTION:** 100 Words (approx.) describing the treasure. Text may also be edited but will be returned to you to be agreed.
- **INFORMATION:** To include address, post code, tel.no., website address, opening times (as appropriate)
- **PERMISSION:** You may need to contact an institution as a matter of courtesy.

### IMAGE(S)

The image(s) will be printed on the right hand page (one page of images per treasure).

- **IMAGE Jpeg.** Images will need to be as sharp as possible. In practice, this usually means just setting your camera to take Jpegs at the highest quality available. Alternatively (depending on the camera), make sure that your camera is set to take photos of the largest size available.

**NB** It is extremely important that you do **NOT** use an image downloaded from the internet or taken from any kind of publication unless you have written permission to do so. It is preferable to take a photograph yourself, or know who has taken it and have their permission.

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Please send the text and photo(s) as attachments to an email, not as part of that email. This is so that they can be sent on to the printer. The written information and the image should not be on the same attachment, i.e. the image should come as a separate Jpeg file, not embedded in the text or as part of a PDF document.

The documents should be sent to Carol Austin - [carolaustin19@btinternet.com](mailto:carolaustin19@btinternet.com)  
Alternatively images should be sent via an online file transfer service such as <http://wettransfer.com/> - this is free of charge and does not require an account.

