

## GLOBAL SCHOOLS - FACTBOX, IMAGES AND VIDEO GUIDELINES

### Factbox

Thank you for filling in your factbox to add information about your school to your Talk Education page. We have designed this to be as straightforward as possible, but please let us know if you have any problems.

- When you have filled in a page, please click the 'Save and proceed' button at the bottom of that page to save that information and proceed to the next section.
- You do not have to fill in all the information in any section at one time, but please click the 'Save and proceed' button at the bottom of the page to proceed to the next section, prior to leaving the page.
- To move to another section, you can click on another category name on the right-hand menu, but doing this does NOT save any changes you have made to the page you are on - please click the 'Save and proceed' button before leaving a page.
- If you have **more than one** nursery, junior, senior or sixth form section of your school, the **second** nursery, junior, senior or sixth form section will appear as an editable function at the bottom of the first nursery, junior, senior or sixth form section. Please scroll down to the bottom of each page of the factbox to check.
- If you do not have a relevant school section please leave this section blank.
- **Please do not create any new sections for your school (using the buttons 'Save this school and add a new school' at the bottom of each section). If we have structured your school incorrectly or used the wrong name for a school section, please let us know and we will correct it as a matter of urgency.**
- We have created these factboxes to be as easy as possible to complete. If you have the answer, do fill it out. If you don't, then please leave it blank.
- Only one person can work on the form at any one time. **Also be aware that having multiple copies of the factbox open at a time can cause the information to not behave properly, because they update in real time. If you want to copy / paste parts of factboxes that have the same info, use a separate word document.**

- If you prefer, you can print off the form and fill it in by hand and then input the information online.
- Please do not use the 'back' or 'forward' buttons on your browser.
- Once you have completed all the sections click the 'Complete' button at the bottom of the Sixth Form section to finalise your form.

If you have any problems, please email Susie de Labilliere: [susie@talkeducation.com](mailto:susie@talkeducation.com)

## Images

To illustrate your page on our Talk Education website, please send us a selection of images capturing your school, facilities, age ranges etc. **It is IMPERATIVE that each image is clearly labelled with its section ie. Early Years Centre, Junior School, Senior School, Diploma, Sixth Form, etc.**

Our image specifications are as follows:

Hero image	16:9 Recommended 1384 px x 395px	At least 1 image, up to 4 images all <b>clearly labelled</b> with the section
Gallery images	400px x 300px	At least 1 image, up to 6 images all <b>clearly labelled</b> with the section
Thumbnail of exterior		500px x 500 px

All images should be JPG, PNG or GIF and adhere to standard aspect ratios (e.g. 16:9, 4:3 or 1:1).

Please send images by [Wetransfer.com](https://wetransfer.com) to Susie de Labilliere  
[susie@talkeducation.com](mailto:susie@talkeducation.com)

## Filming video content

- Please film in landscape (not portrait), with yourself framed centrally on the screen.
- Please make sure there is no background noise.
- Please film facing a window or somewhere with bright and even light. Avoid direct sunlight and shadows.
- Please think about your location, and remove anything personal you don't want on camera from the background.

- Please avoid checked or highly patterned clothing as this can cause strobing on film.
- Make sure you are not covering the phone's microphone with your fingers!

Please send your videos by Wetransfer.com to Susie de Labilliere  
[susie@talkeducation.com](mailto:susie@talkeducation.com)

Many thanks for your help with this.