

Directions of Using Website Forms

Forms and Location

Two forms are available on the Holy Spirit Catholic Church Website for use when submitting pictures, updated information, etc. for the Church site. They are:

- **Development Submittal Form** – Used for submitting updated or new information.
- **Authorization to Use** – Used for submitting pictures or graphics.

They can be found on the Website under:

- Our Church
- Forms.

NOTE: Both forms are required when submitting pictures/graphics.

Two Versions

Two versions are available:

- Adobe (.pdf)
 - Microsoft Word template (.dot).
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Additional Information and Specifics for Submittal/Use

See the Website Guidelines under:

- Our Church
- Guidelines
- Web-site Guidelines.

NOTE: Please review the Website Guidelines before completing forms.

Adobe (.pdf) Format

- Print
- Fill in by hand
- Submit to the Website Ministry Webmaster or Coordinator. (See the Church bulletin for the name and phone number of the Webmaster.)

If additional space is required, use an extra sheet of paper.

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Directions of Using Website Forms (Continued)

- Microsoft Word Template (.dot) Format**
- Fill in using your computer
 - Print
 - Submit to the Website Ministry Webmaster or Coordinator. (See the Church bulletin for the name and phone number of the Webmaster.)

OR

- Save to your hard drive
- Fill in using your computer
- Save completed form to your hard drive
- Submit to the Website Ministry Webmaster by attaching a copy to an E-Mail and addressing to church@mustangcatholic.com.

NOTES:

THE SIGNATURES ON THE “AUTHORIZATION TO USE” FORM MUST BE ORIGINAL. A HARD COPY MUST BE SUBMITTED TO THE WEBSITE MINISTRY WEBMASTER / COORDINATOR.

If additional space is required, use an extra sheet of paper.

Submitting Pictures or Graphics

Pictures and/or graphics may be submitted via E-Mail to church@mustangcatholic.com or on a disk.

Provide graphics/photos used in your Webpage formatting in JPEG File Interchange (.jpg) or Tagged Image File (.tif) format.
