

Guidelines for Using Metronet's Media Content

Step 1: Access the Dropbox Link

1. **Locate the Dropbox link here:**

<https://www.dropbox.com/scl/fo/ph776lsu2cchiglbswyb6/Alv4uSkORel9--9pwwutYcA?rlkey=73dhvmmkc4r35j3p0jq8b70zu&st=ci5cs4rm&dl=0>

2. **Open the link:** Click on the link or paste it into your web browser to access the Metronet Dropbox folder.

Step 2: Navigate the Dropbox Folder

1. **Browse the contents:** The Dropbox folder will contain separate subfolders for pictures, b-roll, and fact sheets. Click on these subfolders to view the contents.

- **Pictures:** High-resolution images related to Metronet.
- **B-roll:** Video footage showcasing Metronet's services and infrastructure.
- **Fact Sheet:** Document containing detailed information and data about Metronet.
- **Logos:** Variations of the Metronet logo in different formats (jpeg, png)

1. Attribution and Credit

- **Pictures:** Source to be listed as "Photo courtesy of Metronet."
- **B-roll:** Source to be listed as "Photo courtesy of Metronet."
- **Fact Sheets:** Cite the source of the information as "Source: [Metronet], [Year]". (year listed in bottom right corner of document)

2. Editing and Modification

- **Pictures:** Minor edits such as cropping or resizing are allowed. Avoid altering the image in a way that distorts it.
- **B-roll:** Editing for length and sequence is permitted.
- **Fact Sheets:** Do not alter the data or information. You can excerpt or summarize sections as needed for your story.
- **Logos:** Are not to be stretched or distorted.

3. Logo Usage

- **File Types**
 - **RGB** – to be used for digital distribution.
 - **CMYK** – to be used for print distribution.
- Logos may be used with or without tagline "Love Your Internet."