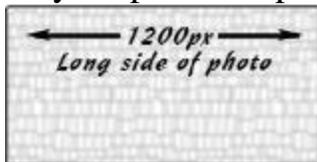


How to Prepare Your Digital Files for a Meeting

Instructions for Processing and Submitted Photos

This page provides information on how to process and submit your image files to be shown during club meetings in order to fulfill club guidelines. Photo files that do not follow club guidelines are subject to not being accepted.

1. Photo format: jpg
2. Number of photos to submit: 4 (one title slide followed by three which will be critiqued at the general meeting – the title slide is not critiqued).
3. Title slide: A title slide (first slide before your other three photos) can be created by making a copy of a jpg image and then using the text tool available in your editing software. The title slide should provide your name and whether your photos are for the "field trip" or the "assignment" for that month.
4. Photo size: resize all images to 1200 pixels on the long side of the photo (1200 pixels maximum in height OR width, whichever is longer). Photos can be resized while viewing the image on your computer by (1) right clicking the mouse, (2) choosing resize photos, (3) choosing custom and then (4) changing the long side dimension to 1200 pixels. Alternatively, photos can be resized in your preferred photo software, such as photoshop or lightroom.



5. Photo file naming instructions: Photo files should be named beginning with the photographer's first, middle and last initials followed by the number zero and the number of the photo submitted. For example, if your name was David J Evans and you were submitting 4 photos, they would be named as follows: DJE01, DJE02, DJE03 and DJE04. Your title photo must be the lowest number – DJE01 in this example.

Submit the photos: Email the properly named and resized image files to the photo show coordinator at psocphoto@gmail.com.

If you need help, contact the photo show coordinator at psocphoto@gmail.com.