



Please read and follow the instructions outlined below for submitting your images for Member Share Nights, Field Trips, or Competitions. By following these instructions, you are reducing the effort required to create the Member Share slide shows, adding the Field Trip photos to the Website, or creating the score sheets for the competition judges.

Each of the chairs for these activities would like to thank you in advance, as the effort to perform these roles can be quite time consuming. While we do not want to discourage you from participating in the various club activities, we are going to follow these instructions. If your images are not submitted using the instructions provided, one of two things will happen.

1. If enough time is available, you will be notified and allowed to correct the file name or sizing and resubmit them.
2. If it is a last-minute submission, you will be notified
  - But your images may not be included in the Member Share Night or on the Field Trip web page.
  - If it is competition submission, you will be notified, but your images will **NOT** be submitted for judging. The process for creating the judges scoring sheets has been automated, so the scoring sheets can be created in a timely manner and forwarded to the judges on-time. The process will skip your images, and they will not be sent to the judge.

**Note:** If you are a new member or are having difficulty with the process, please contact the Member Share Chair, Field Trip Chair, or the Competition Chair for assistance. We are here to help.

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## File Naming

1. Each image file must be named using the following structure. There are two (2) components to the submission file names: (Group\_Photo Title.jpg)
  - **GROUP CODE** (C, F, or S)
    - For submitting a photo for Competition, use the group code C
    - For submitting a photo you took during a field trip, use the group code F
    - For submitting a photo for Member Share, use the group code S
  - **PHOTO TITLE** with spaces between the words in the title. Do not use dashes or leave out the spaces. Otherwise, your title will be treated as one word.

The components of the title should be separated by the underscore “\_”.

#### FILE NAME EXAMPLES:

- Competition: **C\_Cline Spit Sunrise.jpg**
- Field Trip: **F\_Autumn Leaves.jpg**
- Member Share: **S\_Halloween Happiness.jpg**
- Member Share with Print: **S\_Halloween Happiness\_P.jpg**

**NOTE:** You **DO NOT** have to include your name as part of the photo title. Dropbox will automatically append your name to the photo name. If you have a personal Dropbox and you are logged in the upload will use the name associated with your account. The best practice would be to sign out of your Dropbox account and complete the name and password prompts in the upload prompt.

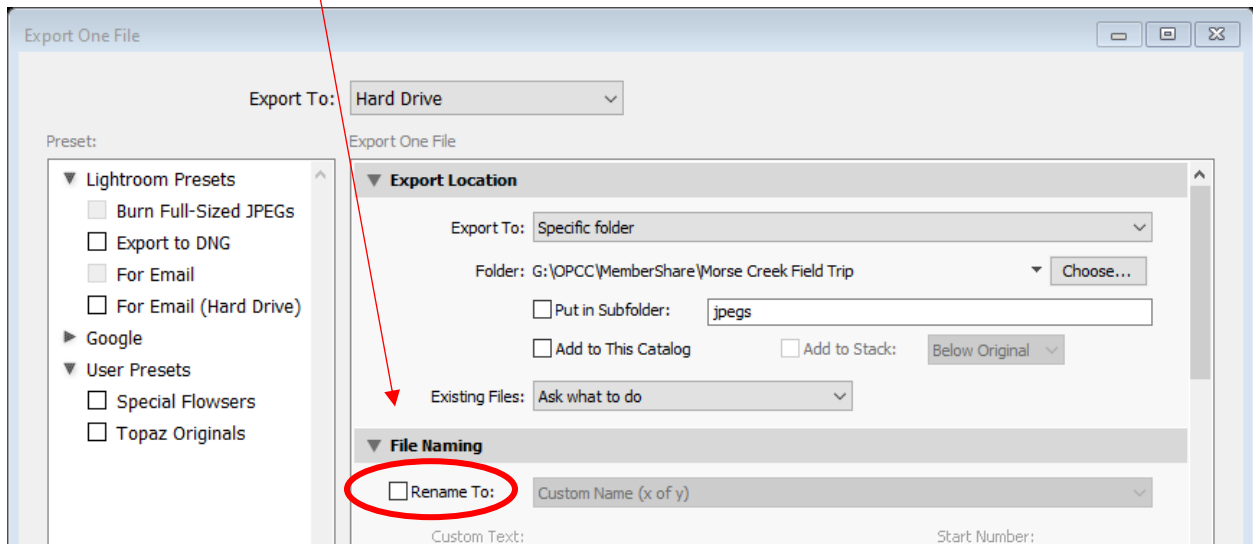
### Image Sizing

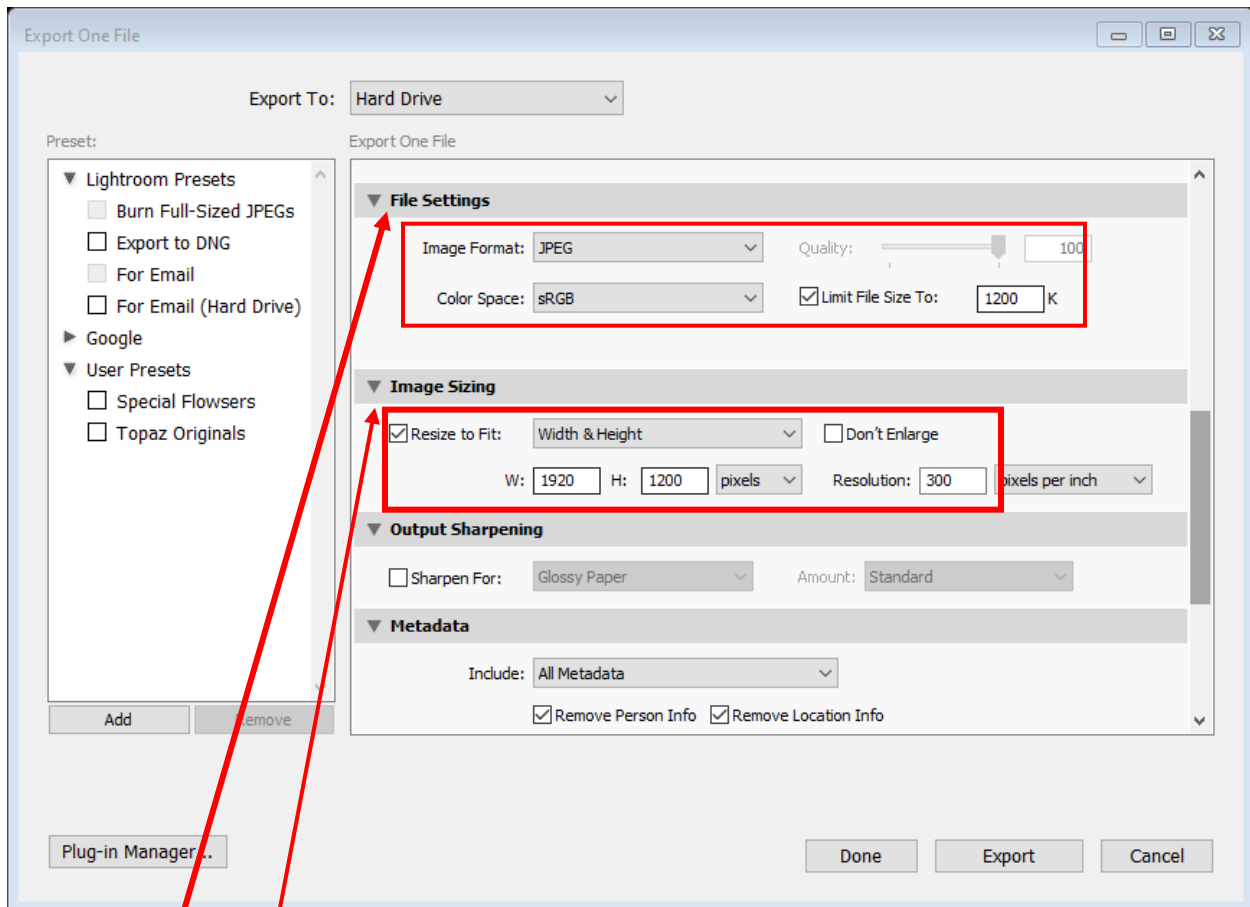
Since it is likely you are shooting your photos in RAW, or even if your images are in jpeg, you will need to resize them before you submit them for viewing on member share night, the field trip web page, or for judging. When you are resizing your images, please use the guidelines below.

1. Images should not exceed 1920 pixels on the longest side
2. File size should be limited to 1200 KB
3. Use JPEG or JPG format
4. sRGB color space for consistency in judging

If you use Lightroom or Photoshop when you export your images, you can establish the above parameters in the export process. If you are using some other software to process your images, you will more than likely have a similar capability in that software to set these parameters before you export your file.

As an example, in Lightroom go to the Library module, and on the bottom left you will find the Export button. Click on it and you will see this screen. You can use this to rename your file as well as resize. Type the name you want to use in the Rename To box. Once you have done that scroll down to get the next screen.





Now in the File Settings box you can select the image format and the color space as well as limit the file size.

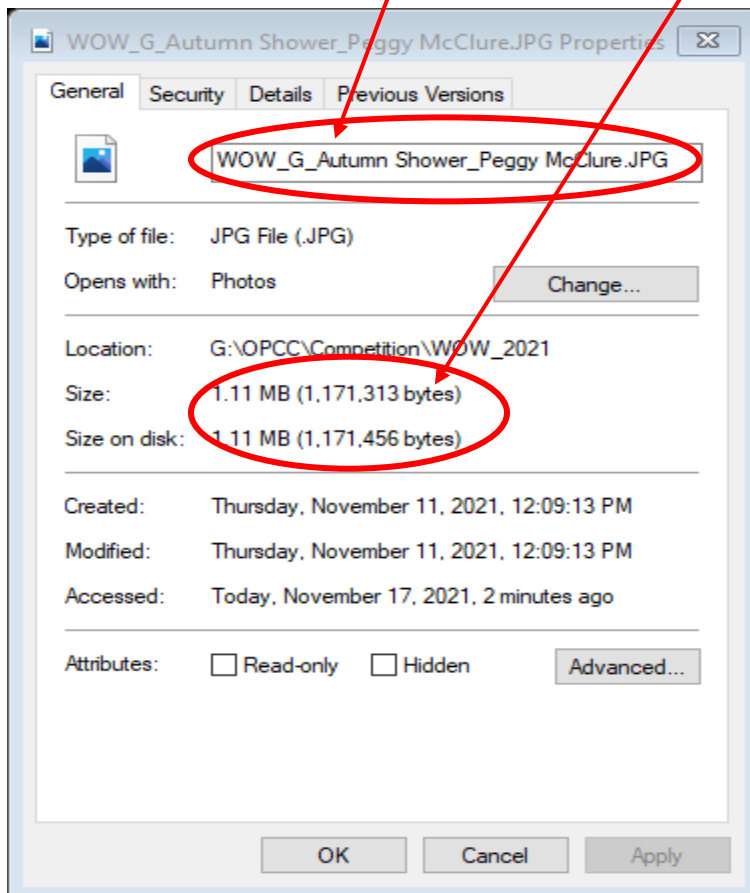
Then in the Image Sizing box you can resize your file to meet the 1920 on the longest edge.

## COMMON ERRORS

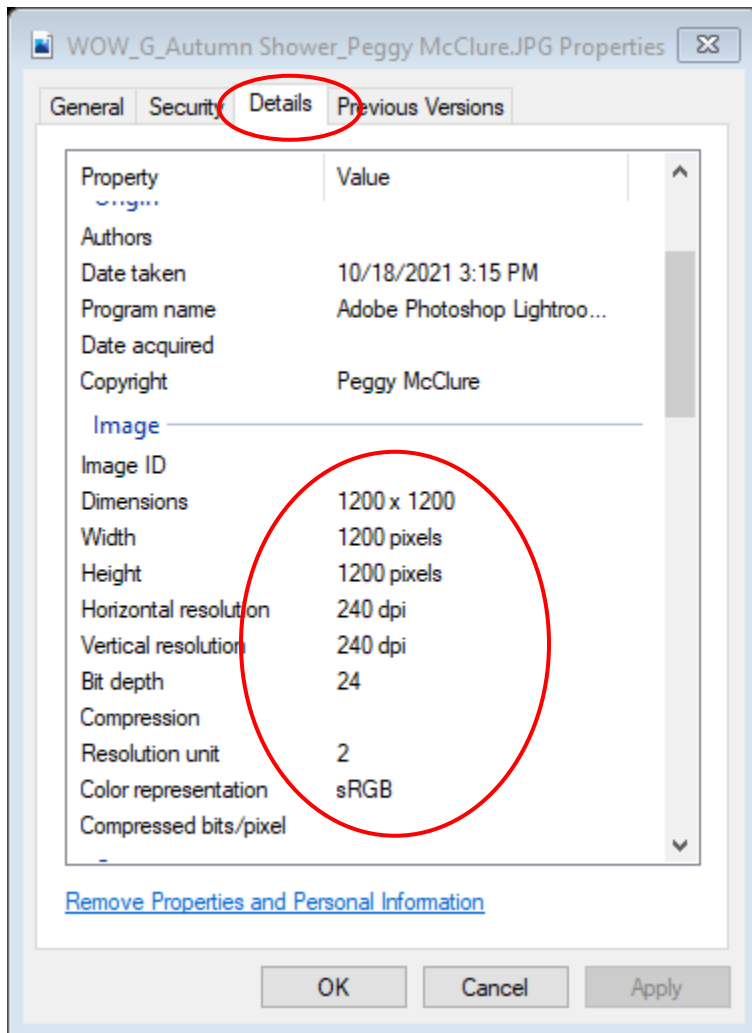
Before uploading your files be sure to check the following

1. File name should consist for 2 segments separated by the underscore “\_”.
2. There should only be spaces between the words in your title. The title will be displayed exactly in the format you have entered so if your title come in as Sunset-on-the-Beach that is the way it is going to be displayed.
3. We often seen an jpeg in the title and as the file extension. Do not use jpeg or jpg in the image title. It comes in with your name jpeg.jeg. Example: John Doejpeg.jpeg
4. The file has not been sized properly. If the longest edge is greater than 1920 or the size exceeds the 1200 KB (1.2 MB) limit. Although you don’t want the file too small a smaller file will load faster.

If you are using a Windows PC you can check your file name and sizing by locating the file where you have saved in and right click on the file name and scroll to the bottom of the popup window and click on Properties and first check the file name, then check the file size.



Next click on the **Details** tab and verify your image dimensions.

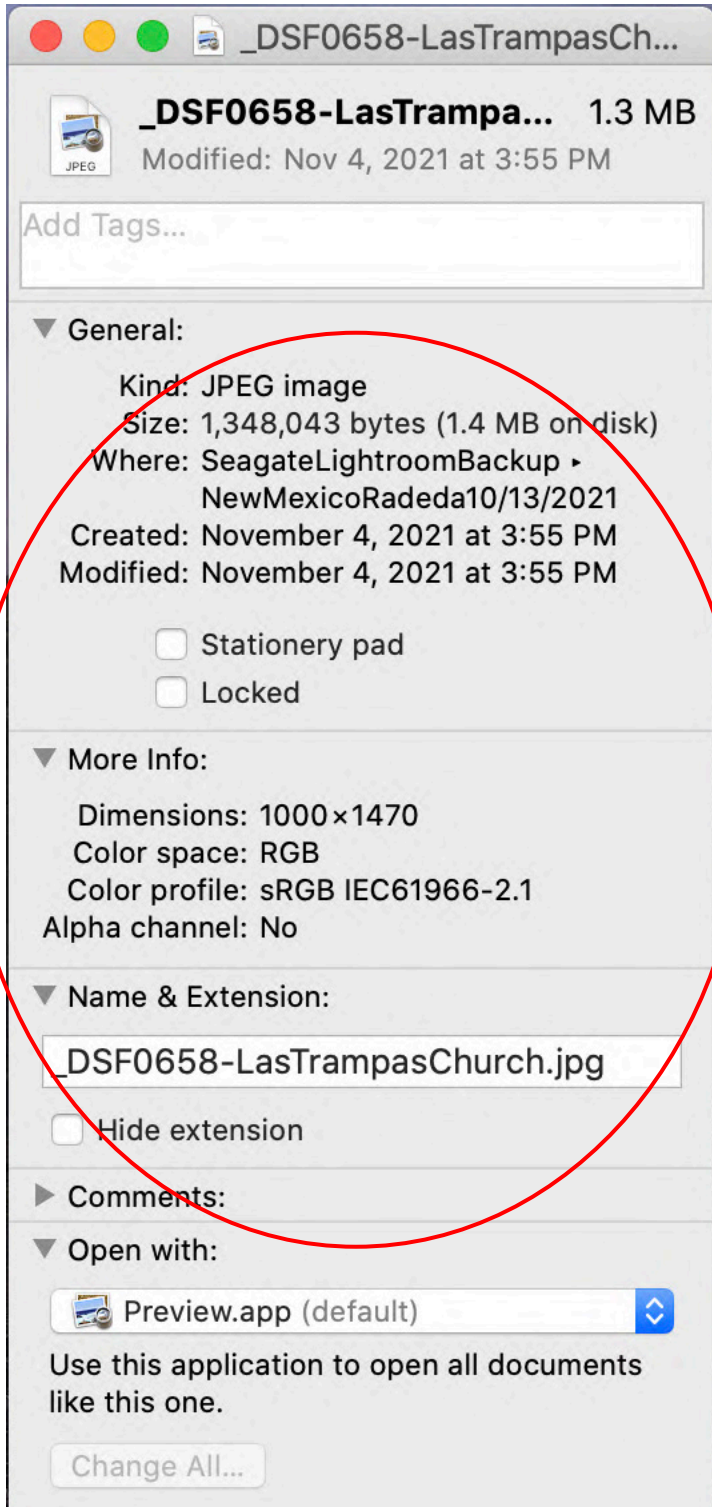


No longer than 1920 on the longest side.

The resolution only matters when you are printing so it can be anything you want.

Check to make sure your color representation is sRGB.

If you use an Apple checking your file is a little different. First using Finder locate where you saved the file and then right click on the file name. The popup window shown below should open.



Check the circled area to make sure you have the correct name, size, dimensions and color space.