

## Guidelines for submitting photos to the RWS Gallery:

- Please submit photos in jpeg format (png format is also acceptable).
- If you would like your photos to appear in a certain order, please rename to read photo01.jpg, photo02.jpg, etc. or use your name, e.g., smith01.jpg, smith02.jpg, etc.
  - Don't leave any spaces in the file name.
  - Photo01.jpg will display first, photo02.jpg second, etc.
- Preferably, each jpeg file should be no greater than 200KB in size.
  - File sizes in the range of 5KB to 50KB are adequate for web publication.
  - **See below for instructions on how to reduce file size.**
- Captions: If you would like captions under your thumbnail photos, include an rtf file, an MS Word file, or a text file with the photo name and the caption (don't worry about font). As an example:  
photo01.jpg: Mission Style Table, White Oak, Danish Oil Finish  
photo02.jpg: Spalted Maple Bowl, 7" D x 4" H
- Photos may be submitted by e-mail or on some other media, such as CD or DVD.
- When submitting photos by e-mail:
  - Make sure the photos are included as attachments rather than dragging them to the body of the e-mail.
  - Please try to limit the total of all attachments to 2MB or less.
  - Use multiple e-mails for more than 2MB.
  - DO NOT send zipped files. Jpegs are already compressed and little is gained by zipping them.
- E-mail photos to Gallery@rochesterwoodworkers.com
- To submit photos on CD or DVD, e-mail Gallery@rochesterwoodworkers.com for instructions.

### How to reduce the size of picture files

#### Follow these instructions if your photos are on a CD or DVD

The easiest way to reduce the size of a photo file before storing it on a CD or DVD is by opening it in a program like Photoshop or a freeware program such as IrfanView or GIMP (including plugins) and then saving it at lower jpg quality and/or smaller dimensions (640x480 is a good choice). This method may also be used when e-mailing photo files.

#### Follow these instructions if your photos are included with an e-mail message

### In Windows Explorer

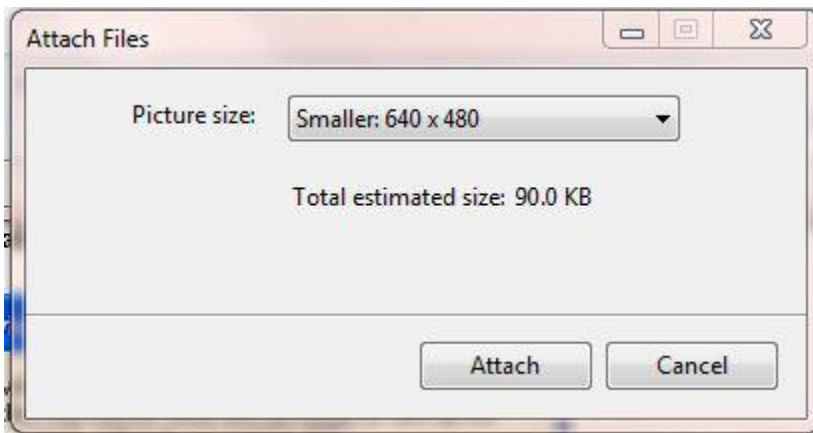
1. Open Windows Explorer
2. Navigate to the folder that contains the pictures you want to send.
3. Select a picture. To select multiple files, press and hold CTRL as you click each file.
4. Right-click a selected file, point to **Send To**, and then click **Mail Recipient**.

The **Send Pictures via E-mail** dialog box appears (this box may look different in various versions of Windows)



Click **Make all my pictures smaller**, and then click **OK**.


**Note:** To specify the exact size to make the picture, click **Show more options**, and then click the size you want (640x480 is a good choice.)

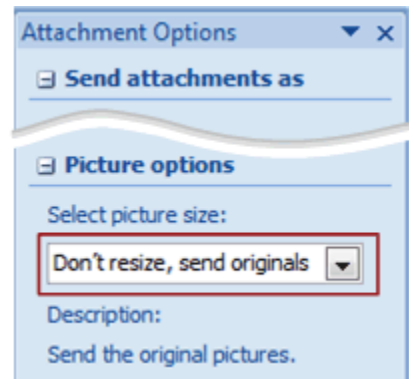


**Note:** In Windows 7 the dialog box appears as to the left.

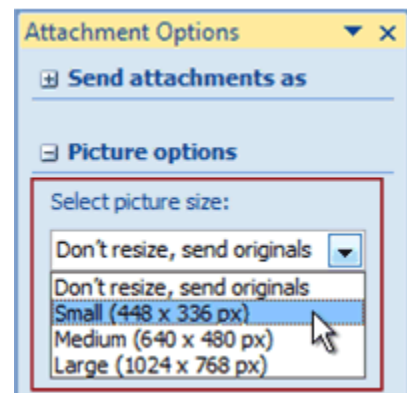
From the drop down box, select the smallest possible size.

## In Microsoft Outlook

1. Create a new e-mail message in Outlook.
2. Attach your photo as follows:
  1. On the **Insert** tab, in the **Include** group, click **Attach File**, or
  2. Drag and drop a picture from Windows Explorer. The picture file will be attached to the e-mail message.
3. On the **Insert** tab, click the **Include** Dialog Box Launcher .
4. In the **Attachment Options** pane, under **Picture options**, in the **Select picture size** drop-down list, click the size of the picture you want to include.



5. Select either Small or Medium (640x480 is a good choice).



**Note** Do not embed the picture in the **body** of the message by using the **Picture** command in the **Illustrations** group.