

Submitting Photos for the Website and Newsletter



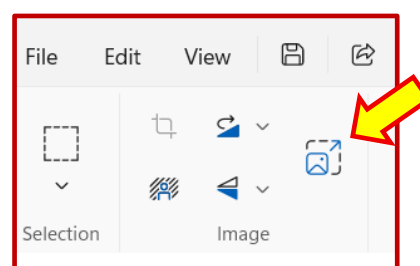
Photos are best submitted as standalone files, rather than embedding into a document. This makes it easier for the Newsletter Team and Web Manager to process. Alternatively, photos can be copied directly into our *OneDrive* folders from where they can be accessed by the Newsletter Editor and Web Manager (see below).

- Photos taken on digital cameras and phones can take up a large amount of memory and should be compressed (re-sized) so as not to take up too much storage space and to reduce the likelihood of problems with emailing large files.
- Pictures of about 1000 x 700 pixels are generally high enough resolution for the Newsletter and Website.

Compressing files: Option 1

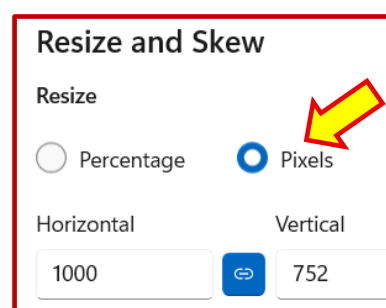
Most photo editing software has a facility for re-sizing pictures. If you have a *Windows* computer you can use the **Paint** app to compress individual files as follows:

1. Open the file in *Paint* and click the **Resize & Skew** icon (or Ctrl + W)



2. Select **Pixels** and enter (say) 1000 in the Horizontal box (for landscape images). The Vertical size will update automatically.

For portrait images enter 1000 in the Vertical box. The Horizontal size will update automatically.



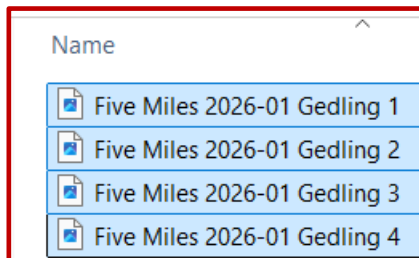
3. Click **OK**

4. **Save** the file using the naming format described below.

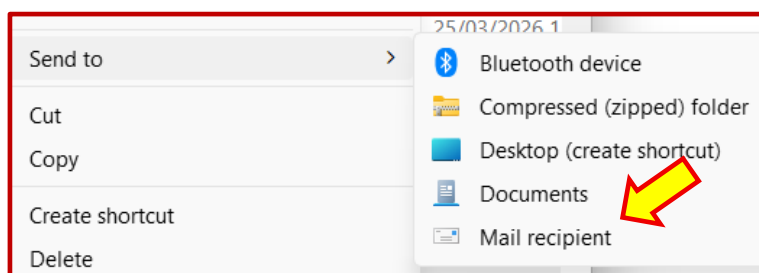
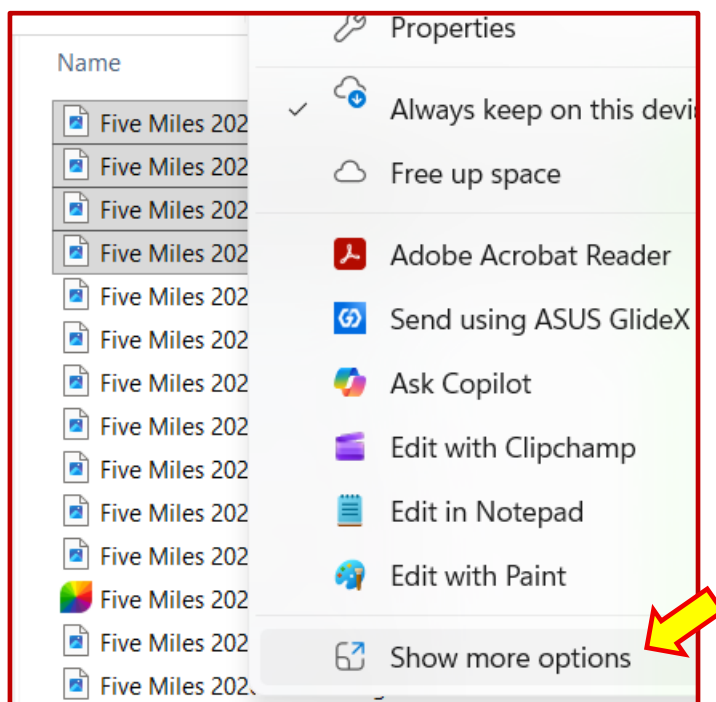
Compressing files: Option 2

If you have a number of files to compress you can do them as a batch in *File Explorer* on a Windows computer as follows:

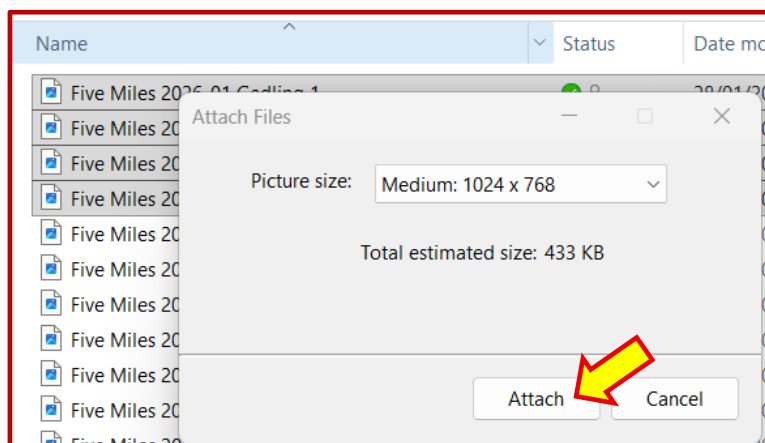
1. Select the files – one at a time with (Ctrl + click), or (Ctrl + shift) to select a block, or (Ctrl + A) to select every file in a folder:



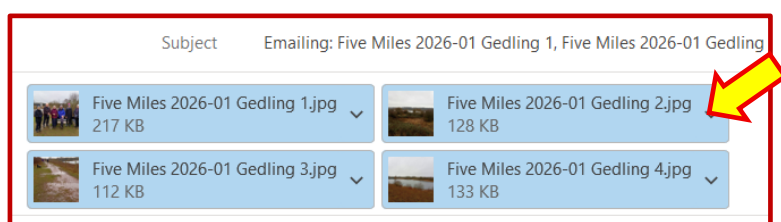
2. Right click and select **Show more options**, followed by **Mail recipient**:



3. Select the required size from the "Picture size" drop-down list, e.g. "Medium" (1024 x 768 pixels). Then click **Attach**:



4. The compressed files will be attached to a new draft email. Select all the files with (Ctrl + A):



5. Drag and drop the files back into your folder to over-write the originals or into a new folder if you wish to keep the originals.
6. Press the **esc** key to close the draft email without saving it.

Using Option 2 seems to compress the files to a smaller file size than the Option 1 method.

File naming

Re-naming files in the format described below helps manage, identify and search through the large number of photos in the website and in our photo archive (over 4000 at the time of writing). It also saves the Newsletter Editor and Web Manager a job!

Group yyyy-mm description nn

where:

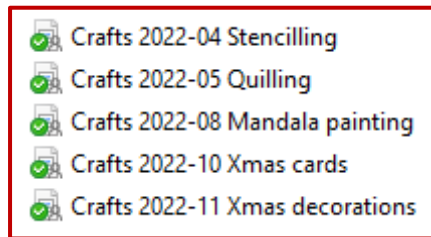
yyyy-mm = year and month in numbers
 description = e.g. location ^[1] or activity ^[2] (omit if not applicable ^[3])
 nn = sequential number (omit if only one photo)

For example:

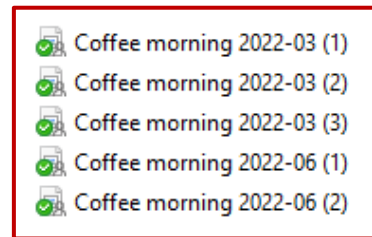
Five Miles ^[1]



Crafts ^[2]

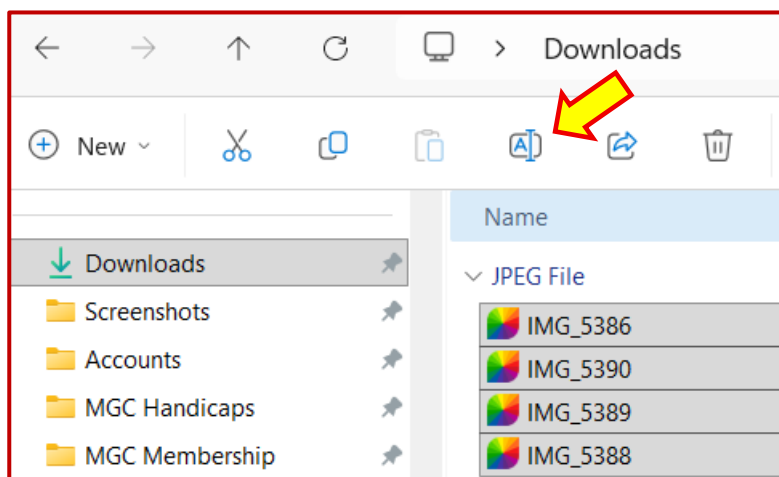


Coffee Morning ^[3]

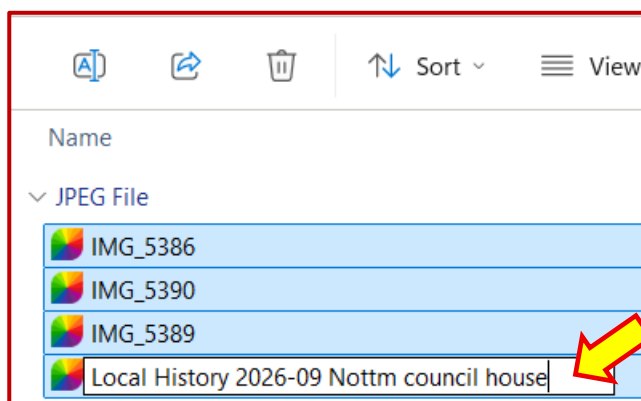


If you have a number of files to rename you can do them as a batch in *File Explorer* as follows:

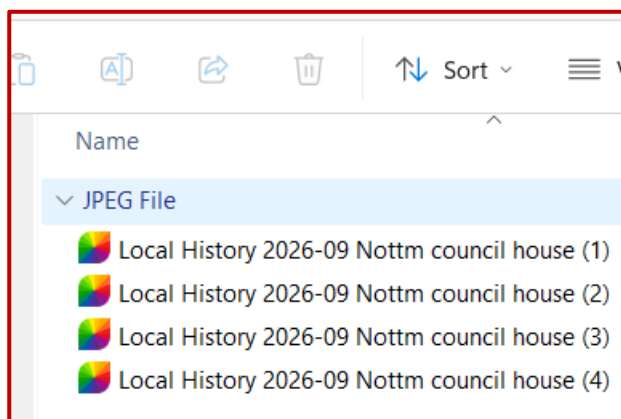
1. Select the files – one at a time with (Ctrl + click), or (Ctrl + shift) to select a block, or (Ctrl + A) to select every file in a folder.
2. Click the **Rename** icon:



3. The cursor will move to one of the selected files. Enter the common text that the files will share, typically *Group yyyy-mm description* and press **Return**:

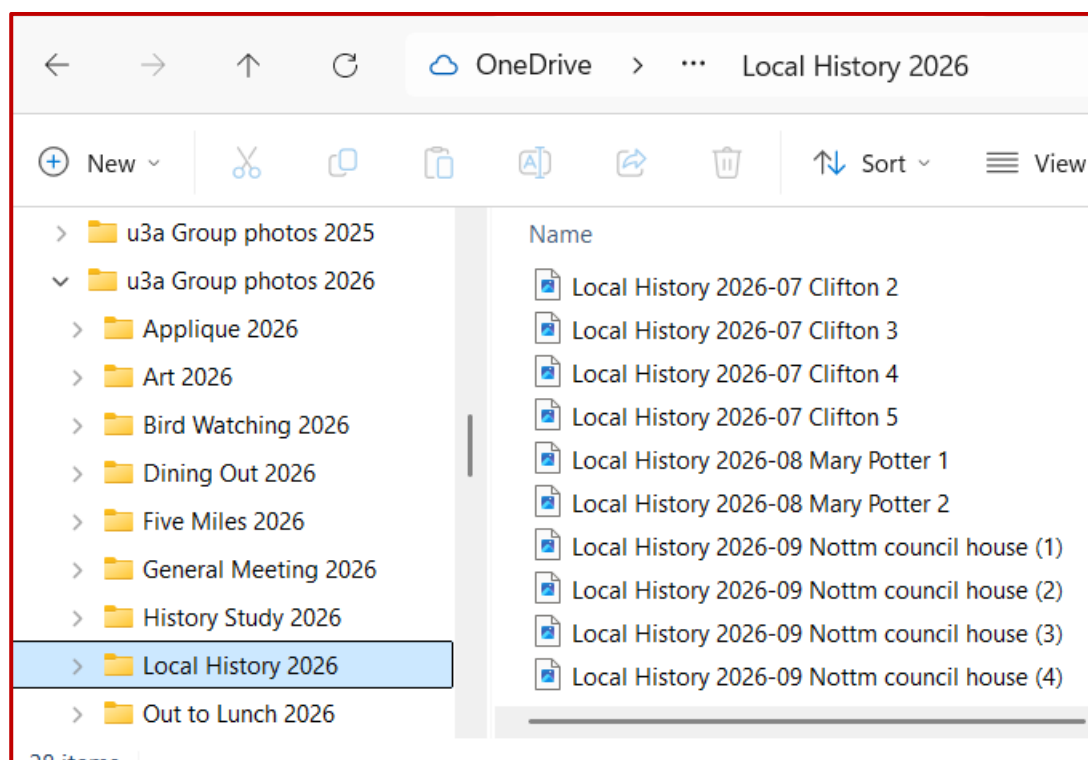


4. The files will be renamed with a numbered suffix in brackets:



OneDrive Storage

Photo are stored in folders in our cloud storage facility, *OneDrive*



Convenors can ask for access to these folders so that photos can be saved directly there which is more efficient and environmentally friendly than sending by email.

Please ask the Web Manager if you would like to have access to *OneDrive* – and don't forget to inform the Newsletter Team and Web Manager when you have added new photos to *OneDrive*.