HOW TO SUBMIT DIGITAL IMAGES VIA EMAIL

1. Include your name in the body of email in case we don't recognize your email address.
2. Each image should be in JPEG (jpg) format at "maximum quality"
3. Formatting of digital images for the purpose of emailing for projection (not for printing):
   Height; 1200 pixels height is a safe measure for sizing
   Resolution: 100ppi is a good average, but it doesn't really matter
   File should not be larger than 5 megabytes.
4. Do not embed image in your email. Attach image as an icon via the paperclip symbol. If your email server gives you a choice, indicate that it keep your attachment at "actual size." If using a MAC and MAC Mail/iMail, if the image appears in the body of email, right click on it and select "view as an icon."
5. Label and number your images as (no spaces in the name):
   LastnameFirstname_Title_1 — LastnameFirstname_Title_1unedited
   LastnameFirstname_Title_2 **OR IF 2 VERSIONS:** LastnameFirstname_Title_1edited
   (e.g. DoeJane_morningfog_1) — LastnameFirstname_Title_2unedited etc

   The Saturday morning Digital Review SIG does not require a title for the image but must contain your name, and a number and "unedited" and "edited".
6. If problems contact webmaster@boothphotographyguild.org
7. All addresses below provide an automatic receipt response when emails are received.. If no response is received, you should assume it was not received.
8. **REMINDER**: always keep your final edited copy of each image at its largest digital size for printing; the emailed digital image should be an extra copy you've re-sized down just for email.

Activity	E-mail Address	Deadline	# of Images
Outing Slideshow	outings@boothphotographyguild.org	Within 10 days of outing	1-10 images
Pre-Meeting Slideshow	preshow@boothphotographyguild.org	TUESDAY prior to the BPG meeting	1-10 images
BPG Quarterly Meeting Critique	critique@boothphotographyguild.org	Wednesday prior to the BPG meeting	* Limit of 2 different images + Edited or Unedited
SIG – Digital Review on 1st Saturday morning of month	digitalsig@boothphotographyguild.org	Thursday prior to SIG. Submissions also accepted on thumb drive by **10:l5 am**	* Limit of 2 different images + Edited or Unedited

9-9-19:AA