

## **PHOTO THEME OF MONTH PROTOCOL**

*Revised June 2015*

Photos must be completely edited and will be posted to the web as received: it's a good idea to sharpen for the web when you save, three photos maximum per person. These may be theme photos or not, whatever photos you have chosen to use.

Photos must be in jpeg format saved with a pixel resolution of 72ppi, in sRGB (the web color format) the longest side no greater than 700 pixels. This should create a small file that will work well on the web. Name the file with your last name and first initial, the month for the theme, and with a 1, 2 & 3 when sending in multiple photos (cassinettocNov1). This way I can easily identify who the photo belongs to in case there is a problem when posting. The files should be from 200kb to less than 1000kb.

Files should be emailed to [cruisin@mlode.com](mailto:cruisin@mlode.com) no later than one week after each monthly meeting, so the Sunday following the meeting. No photos will be added after the cutoff date. All photos will appear for one month and be replaced based on the monthly theme. If no theme is selected for a month, then photos will remain for a longer period of time. You may submit your photos even if you did not attend the meeting.

Horizontal format works best for web layout.

Including your copyright on the photo is a good idea, but is not required. You may choose to include a large low opacity watermark across the photo if you are concerned about someone copying the photo for their personal use.

Photo captions and/or your name will not appear on underneath the photo. Putting your name on the photo will help viewers to know who turned in the photo.

Call 532-2818 or email Connie Cassinetto (above) with format questions. The idea is to set up a protocol that each member follows so as to make the monthly change as smooth and easy as possible.