

## GALLERY GUIDELINES

It is simple to create your gallery on the Grand Rapids Camera Club Website. This will give you an opportunity to show other members what you like to shoot and also attract new members when they see all our fine galleries. Let's get started!

1. You can email or provide on CD up to 15 images for your gallery in a jpg format. Send your email to our Webmaster at [webmaster@grcameraclub.org](mailto:webmaster@grcameraclub.org).
2. Image size should be what is described in our Member Gallery Submission Guidelines below.
3. The file name you assign to each of your images will appear with that image in your gallery. Choose your file names accordingly. You can also send a description of each image that would display when someone is viewing your image.
4. We suggest you add a copyright to your images. If you do not know how to do this, here (<http://youtu.be/j-8RxvxzvK8>) is a link to a video showing you how.
5. On your gallery page we can provide a link to your preferred email address. This gives viewers an opportunity to contact you with questions or comments about your gallery images. Let us know when you send your images if you would like this feature enabled and your preferred email address.
6. You can also include a link to a personal photography related website or blog that we can display in your gallery.
7. Any time you want to refresh your gallery, we are ready to help. You could replace all or some of your images at any time. Simply send an email with a list of the images you want removed and attach the images you want added.

Please do not hesitate to e-mail our Webmaster [webmaster@grcameraclub.org](mailto:webmaster@grcameraclub.org) to get answers for any questions you may have.

# MEMBER GALLERY SUBMISSION GUIDELINES

## SIZING YOUR IMAGE:

- Resize the image to fit the maximum dimensions allowed by the gallery (500 x 500 pixels). The height cannot exceed 500 pixels; the width cannot exceed 500 pixels.

## SETTING YOUR COLOR PROFILE:

- It is recommended you set your color profile to sRGB. If your camera is already set to take images in the sRGB profile, this step will not be necessary.

## NAMING YOUR IMAGE FILE:

- The image file name should contain the following information in the following order: The image title (capitalizing each word - no spaces); an underscore (\_); your name (use your first name and last name).
- EXAMPLE OF A CORRECTLY SUBMITTED IMAGE FILE NAME:  
WildflowerOnThePrairie\_JohnDoe.jpg

## SAVING YOUR IMAGE:

- When saving, select jpeg quality level of 12 if you have an internet broadband connection (cable or DSL). If you have a slower dial-up phone modem, select a quality level of 8 to avoid long transmission times. All images submitted for a gallery must be saved in jpeg format (.jpg).