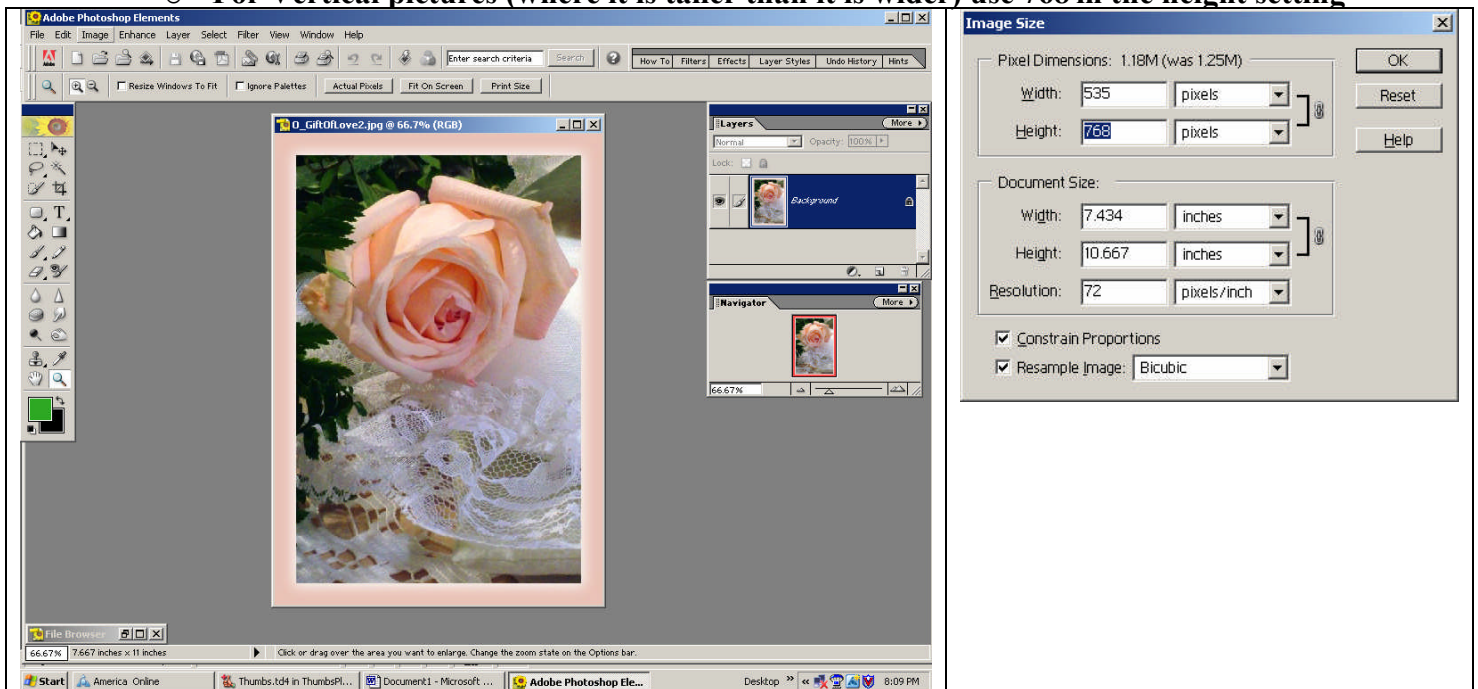


How to digitally submit images:

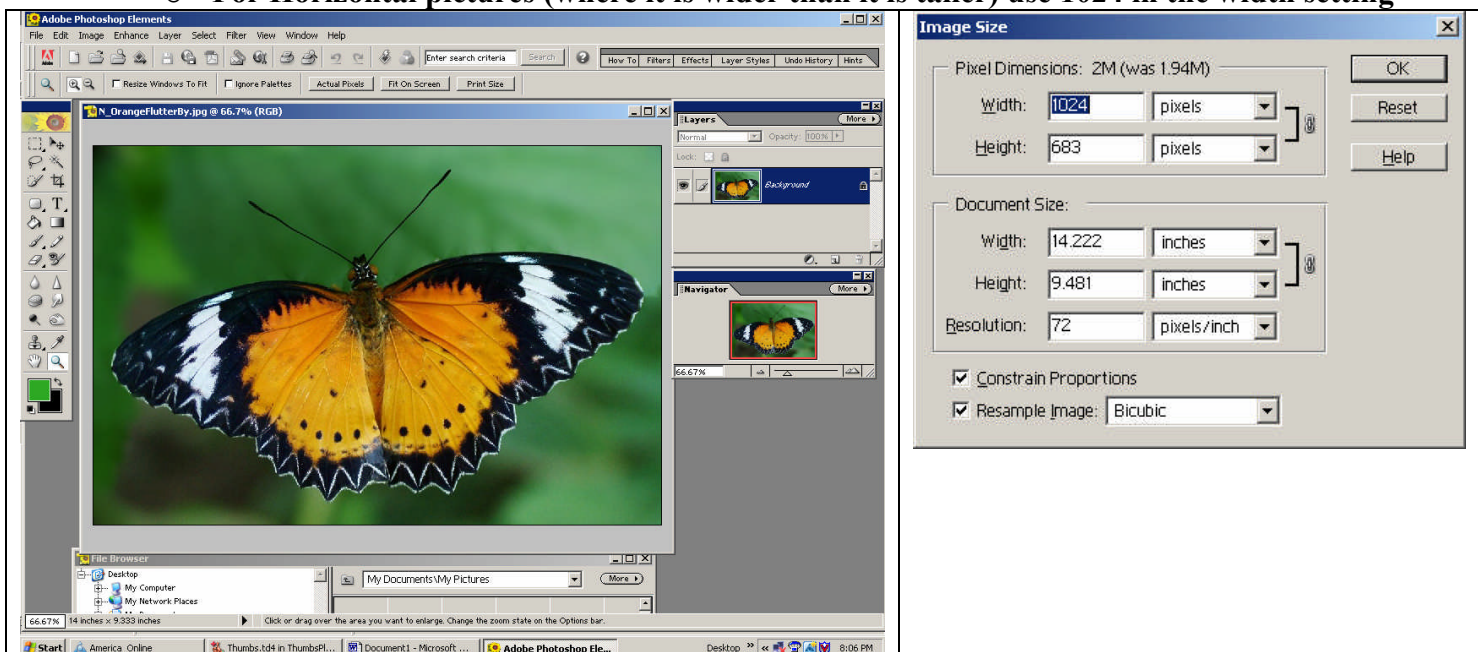
Prepare your image

- Use your favorite photo editor software to get the right composition and other settings to make the picture look the way you want it.
- Save a version of your picture at 300 dpi. That way you can print the image and it will look great on paper. Anything less than 300 may look grainy.
- Save another version of your picture at 72 dpi but make sure that the size of the image is set to maximize the screen.
- It is best to set the size to 1024 x 768 pixels. Usually the photo will be either horizontal or vertical so it is possible that only one of the numbers will work and the other will be smaller. It depends on the orientation of the picture.

- **For Vertical pictures (where it is taller than it is wider) use 768 in the height setting**



- **For Horizontal pictures (where it is wider than it is taller) use 1024 in the width setting**



- **Rename your files in the following format:**
 - a. 1st character is the first letter of the category (“A” if assigned, “N” for Nature, “O” for Open, “P” for Portrait, “J” for photojournalism)
 - b. “_” – underscore
 - c. “Title of your photo”, Don’t use spaces in the name, rather separate words by capitalizing the first letter of each word. (see examples below)
 - d. For J category add an “_” and a number at the end so they are ordered properly.
 - e. Next is your name...first initial and last name.
 - f. “.JPG” is the extension. This will be automatically added when saved in JPEG format.
 - g. Examples:
O_ReallyCoolOpenPhoto_jdoe.jpg (a photo in the Open category)
A_GoldenBridge_jdoe.jpg (a photo in the Assigned category)
P_GayleSmiling_jdoe.jpg (a photo in the Portrait category)
J_SportsWinnerCelebration_1_jdoe.jpg (a photo journalism category)
J_SportsWinnerCelebration_2_jdoe.jpgthe second photo
J_SportsWinnerCelebration_3_jdoe.jpgthe third photo

- **Photo format: Save your photo as JPEG (.jpg) format.**

- **Number of photographs...**

- a. You can submit 4 images per month in categories of Nature, Open, Portrait or Photojournalism
 - i. Can have one in each category or a max of 2 in each category
- b. You can also submit 2 images per month in the Assigned category

Example:

- 1 A_RuralPhoto_kheibel.jpg – in the assigned category
- 2 A_2ndRuralPhot_kheibel.jpg – in the assigned category
- 3 P_BritneySpears_kheibel.jpg – in portrait category
- 4 P_TomCruize_kheibel.jpg – in portrait category
- 5 N_LittleFlower_kheibel.jpg – in Nature category
- 6 O_TeddyBear_kheibel.jpg – in Open category

- This makes a total of 6 images per month, 2 assigned and 4 in the other categories

Email them as an **attachment to:**

- Kim@HeibelMedia.com