

11/13/08

**Procedure for Submission of Pictures
for SKS School Website Photo Gallery**

1 of 2

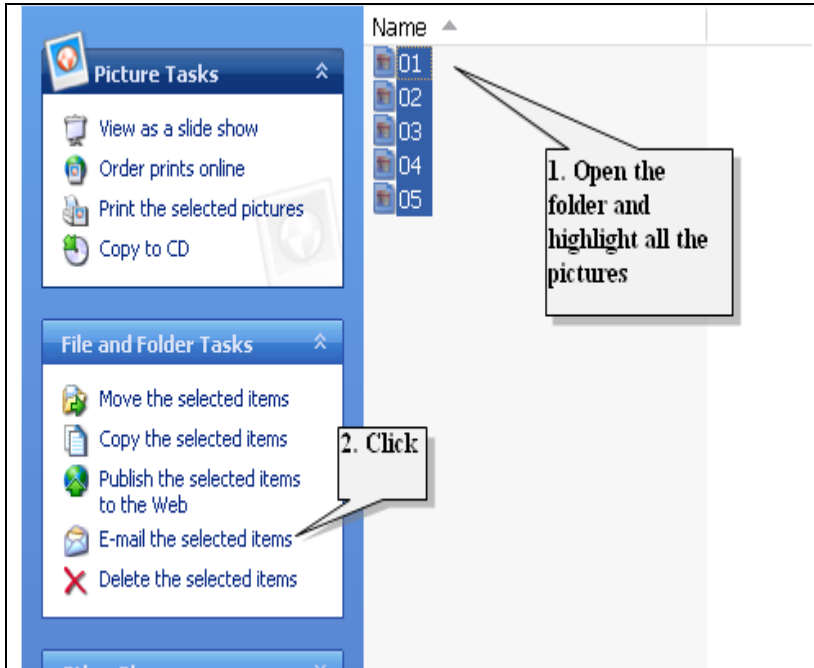
1. Select the best quality and most representative pictures. What you submit will represent an album in the Photo Gallery.
2. The limit for a submission is 15 pictures.
3. Include a title for the pictures...this will be the album name.
4. The file name for each picture should begin with a number from 01 to 15 that indicates the order in which you'd like the pictures displayed. If you wish to add something descriptive to the filename you can, i.e. 01_junebug, but its not required.
5. The pictures **MUST BE COMPRESSED** when they are emailed (see the procedure on the next page).
6. Steps 2 through 5 are required for the submission to be accepted.
7. Email the pictures to photo@stkatharineofsienaschool.org
8. Send any questions, comments or problems to webmaster@stkatharineofsienaschool.org

This begins after you have transferred your pictures from the camera to your PC.

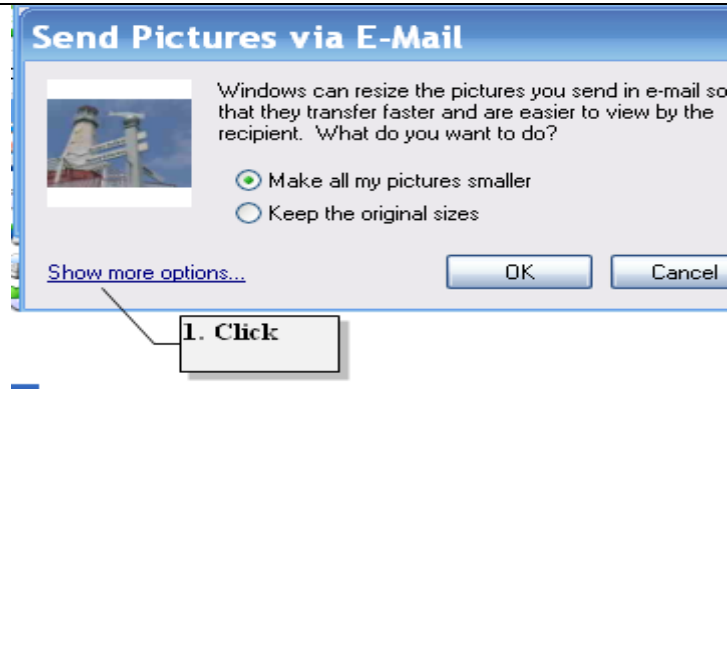
Assuming you will select the pictures to submit from a batch that is stored in a folder(s), you should move the selected ones into a folder from which you will email them. This way you can do it with a single email.

Windows Computer

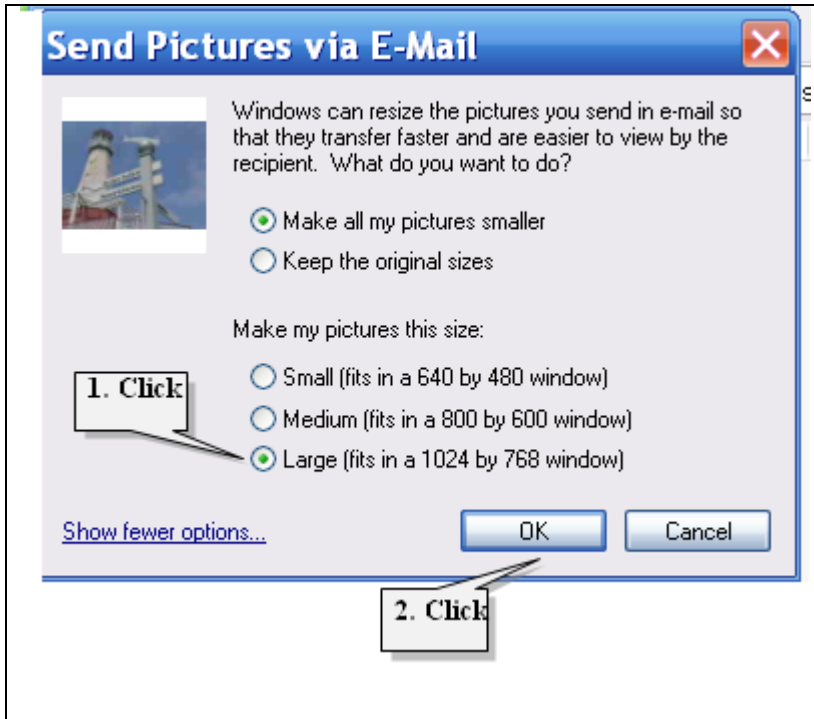
1.



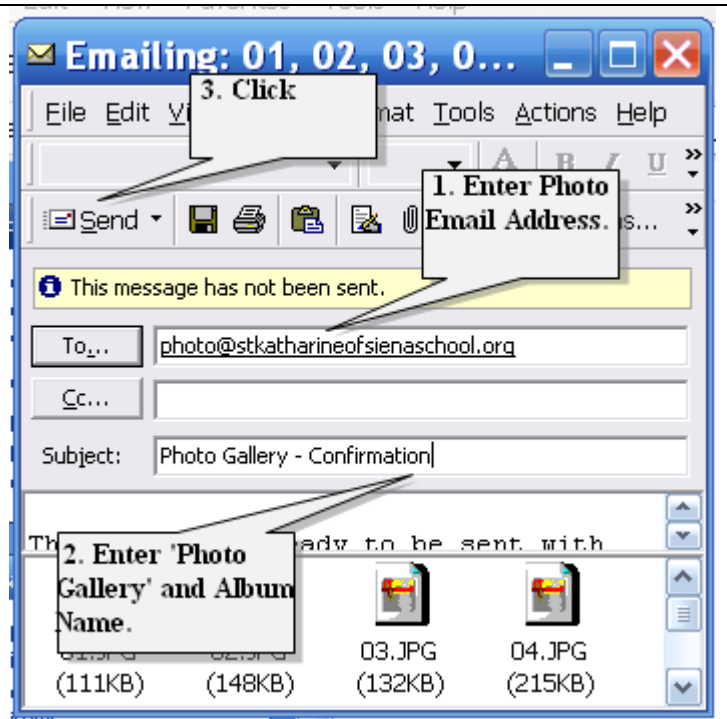
2.



3.



4.



Apple Mac Computer

In iPhoto select the photos you want to email, and then hit the email button down at the bottom. It will give you the option to resize them for emailing, and will do so automatically after you tell it to.