



Date **March 25, 2008**
RE **Uploading photos to website slide shows**

As you know, everyone is welcome to submit photos for the Pilgrims website. You now have an easier way to do this. You can now upload files directly to the Pilgrims Photo webpage slide shows.

Note: Do inform the PMC web administrator when you upload photos. For security reasons, photos need to be approved before they will appear in slide shows.

Procedure

- Go to Pilgrims website <www.PilgrimsMennoniteChurch.org>
- Click on "Photos" in the menu
- Select appropriate slide show for your photo(s) and open the slide show
- Mouse over "Photos" in the upper left-hand corner of slide show photos--- an "i" (for image) will then appear --- click on the "i" --- a form then appears for uploading photos
- Choose one or more photos to upload by following the directions on the form
- Email PMC website administrator so your photos are reviewed and posted in slide show

Additional information for digital-photo-editing wizards

For quicker uploads (especially if you are uploaded several photos or have dial-up internet):

- You can reduce images to 72 DPI resolution if you wish
- You can reduce photo memory footprint to as low as 35 K memory if you wish
- Images submitted in original print size work well in slide shows /
Do not crop or reduce size of print if at all possible

Note: you are welcome to use photo software to improve the quality of the image as needed.

To all other photographers

- Note: you don't have to do anything with a photo in regard to DPI and resolution
- Just send it in! Do not crop the photos and leave the print size unchanged if possible

Other ways to submit photos to website administrator

(Past Pilgrims: use "Contact" link in menu bar to get info on sending photos rather than using upload option)

- Email attachments
- CDs / DVDs
- Photo prints so they can be scanned to make digital images / prints will be returned to you promptly

The website administrator is glad to answer questions. Call or email.

Past Pilgrims can use the Contact link in the website menu bar to submit questions.