Preparing Your Photos For Website Posting

The following are a few guidelines to help streamline the process of adding to your Photo and Art Gallery website. Basically, a little bit of naming and organization on your end will help speed things up on my end and help get your photos and art posted as quickly and accurately as possible.

1) Naming/Labeling Files | All photo files should have some indication in the file name itself to help identify the picture or picture group, beginning with the name of your school. Some examples are:

cobbet_science_1.jpg   or   callahan bball 1.jpg   or   sewell art 1.jpg

If the images are numbered from the camera then simply add your school name in front of the number.

cobbet_image001.jpg   or   callahan IMG_001.jpg   or   sewell P22119909.jpg

Grouping your photos into separate folders by subject or event is very helpful and will go a long way to keeping photos organized.

2) Editing/Deleting Photos | Please take a minute to review the photos you are considering to post and edit out similar or repeat shots or other images you feel are not good candidates for posting.

3) File Size| All website galleries are optimized for **450 pixels in width**. If you want to crop and adjust your photos before sending them in please crop to this width, sharpen and save files optimized for website use.

4) Transfer | We have set up a "*DropBox*" folder called " Lynn Schools". Inside the Lynn Schools folder is a labeled transfer folder for each of the Lynn Public Schools. Please let me know if you would like to use this folder and I will send an invitation for you to **"join"** this folder. A free *DropBox* account is all you need once you receive the invitation.

5) Captions | Captions can be sent by email and should **reference the group of photos by name**. Please reference your **school name** in the email Subject line or body of the email also.

If you have any questions please contact Robert Wilson at the webmaster e-mail address below.

Thank you,

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