

Guidance Notes - Photographs

If you do not feel confident about carrying out the steps below please do not be put off submitting your photograph just email it to web.wareu3a@gmail.com

Permission

It is the owner's responsibility to ensure that he / she has the permission to publish a person's photograph particularly if it is a group photograph.

When taking a photograph on a group outing before you take the photograph make sure that everybody in your group is aware of what is happening and members who do not want to be in the photograph either keep out of the way or turn their back.

It is also advisable to check when taking photographs of buildings / places that you don't need permission to publish on a website.

Publishing photographs

To make it easier for the web editors to publish your photograph it would be good if you could:

Resize the photograph

Before a photograph can be published it will need to be resized in a photo editing application. If you do not have a photo editing application on your computer there are plenty of free editing software programs available on the internet or use the software that came with your camera.

A standard size of 800 x 600 pixels is the recommended size as anything over 1024 pixels in width and over **five** megabytes will be rejected.

Rename your photograph

Pictures taken from a digital camera are loaded into a computer as files with unmemorable names e.g. p1030862.jpg.

Can we suggest that you right click on the file name and rename it in order that it can easily be identified. The file name should be in lower case, contain letters and numbers, plus a hyphen if you wish and the dot which precedes the file extension, for example:

- ware-autumn-colours-oct17.jpg
- london-walk6-river-thames-oct17.jpg

Submitting photographs for publishing

To submit your photograph for publishing on the website please email web.wareu3a@gmail.com.

Please put in the subject field:

- Photograph for Publishing

Also in order that visitors to the site understand why we have published the photograph can you please give the photograph a title and (optionally) some details about it. The following is taken from the Support Team help information:

- Bear in mind that any pictures on your site should “earn their keep” by illustrating your own U3A’s location and range of activities. If you find it difficult to think of a suitable title for a picture, or explain why it is there, you should think twice about including it!