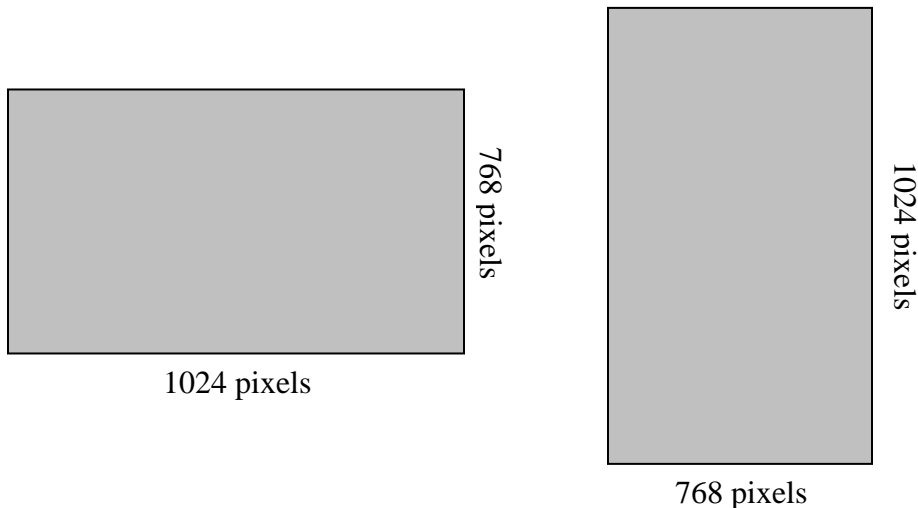




SUBMISSION GUIDELINES FOR DIGITAL SLIDES

Outlined below are instructions for submission of your photos.

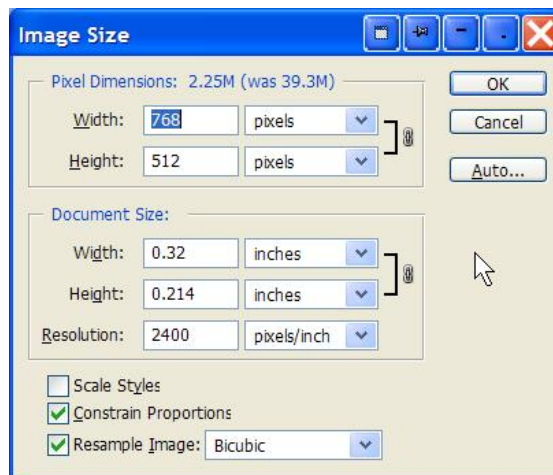
The typical digital projector resolution is 1024 pixels wide by 768 pixels high. Vertical and horizontal images should be the same overall size, as film slides are now. Therefore images should be sized to 1024 pixels on the long dimension. Image dimensions will then be 1024 pixels by approximately 683 pixels.



How is the resizing done?

Any image editing program should have the ability to show you, and allow you to change, the image size. Keep in mind that you should be starting with an image that is larger than the final image. More detail will be preserved if an image is sized downward rather than scanning the image to the finished size.

As an example, in Adobe Photoshop, with the image open, click on *Image* on the Menu Bar and then click on *Image Size* in the drop-down menu. The Image Size dialog box will show a section for Pixel Dimensions and a section for Document Size. Do not be concerned with document size, just pixel dimensions. Make sure the *Constrain Proportions* check box is checked, and then change the Width value to 1024 for a horizontal image; change the Height value to 1024 for a vertical image. The other dimension will change automatically in proportion to the first dimension. *Picture shows width 768 should be 1024 (we have changed size since published)*



NOTE: The second dimension does not have to be exactly 683 pixels. Accept whatever value happens automatically.

Saving the image

Save the image as a high quality JPEG file using a quality setting of 90% or better. Aim for a file size of about 500 KB (kilobytes). You may find the file size in a range of 300 to 600 KB depending on the complexity of the image.

Naming for submission

The file name should include the maker's name and the title of the photo. This will make it easier to catalog. For example, if John Doe submitted an image called Bright Lights, the digital file should be called "Doe, John – Bright Lights".

Presentation

Images should be in the proper orientation for viewing. Digital slides will be shown as submitted. They will not be resized, rotated or adjusted. It's up to you to get it right.

Submission Directions, Deadline, Quantity

Please email your images to Robert Plumley at rplumley@lennox-addington.on.ca

We will accept a maximum of three photo options and all submissions must be received by 5 p.m. on Monday, November 1, 2010.

For additional questions please feel free to contact Rob Plumley, 613-354-4883, ext. 271 or rplumley@lennox-addington.on.ca