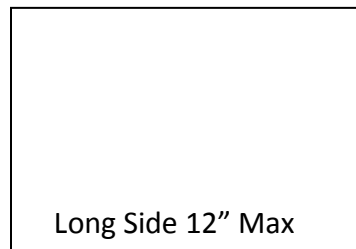
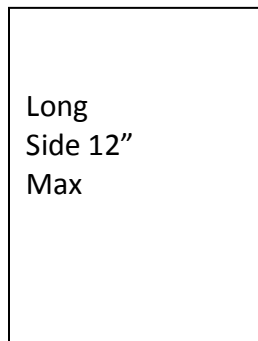


## **Bavarian Ski Club Picture Submission Guidelines**

We really appreciate all of the pictures that everyone sends in! Please, keep them coming! However, to preserve the sanity of the person who has to go through, resize, rename and post every picture that comes through, life could be made a bit easier if a few simple guidelines are followed. If you have any questions about anything, please feel free to contact me for further information at [atwoodn@hotmail.com](mailto:atwoodn@hotmail.com). I'm always happy to help!

- 1) Go through your pictures and pick out the ones you want to contribute. Please don't send in every single picture you have taken!
- 2) Please keep the longest edge of your picture at 12 inches max. This means that a picture that is longer from bottom to top should have a height of no more than 12 inches on the side edge. Conversely, a picture that is longer from side to side should have a width of no more than 12 inches on the bottom edge. The dpi or pixel resolution of the picture should be set to 72. Also, please re-name your picture with an appropriate caption!



- 3) Most people should have basic software on their computers for resizing pictures. I'll try to cover the most common ones.

### **Microsoft Office Picture Manager**

Open photo. Go to 'Picture/Resize' from top menu. A box will pop up on the right side of the screen. Click the 'Predefined width x height' button. From the dropdown menu, choose 'Document Small'. Hit 'OK' then go to 'File/Save As' and rename your picture to something that makes sense.

### **Adobe Photoshop/Adobe Elements**

Open photo. Go to 'Image/Image Size'. In the window that pops up, make sure 'constrain proportions' is checked and that you are in inches. Type in '12' in the appropriate box (height or width). Make sure the resolution is 72 pixels/inch. Hit 'OK' when done. Go to 'File/Save As' and give your photo a good name.

### **Paint**

Open photo. Under the 'Home' tab, you will see a button for 'Resize'. Click this. In the box that pops up, make sure that 'Maintain Aspect Ratio' is checked. Also make sure that the 'Pixels' Radio button is chosen instead of 'Percentage'. For the long side of the photo (Horizontal or Vertical) type in '800'. Save your photo with appropriate name.

\*\*\*I'm running Windows 7 at home, so I realize that others may be on other operating systems with different versions of software. Even with the most basic editing package, however, you can re-size photos. If all else fails, open up the image editing program of your choice, find the help menu and type in 'resize' or 'resizing image' and I'm sure it will be able to guide you through.

Thank you for your cooperation on this! I've got a lot of irons in the fire right now and anything to save me even a few minutes of time is greatly appreciated!