

# A Guide to Submitting Photos

- Take photos of your members (& guests) at your chapter activities;
- Save digital photos to your computer;
- Review the photos to select 2 or 3 really great shots to submit; (*see other side for helpful hints*)
- Go to the Woman's Life website and log into the ChapterWeb, select the Inform Tab, click Photos from the drop down menu;
- Select the Submit New Photo blue button and complete the information in the online form, including the chapter number, event date, etc. Use the "Event Details" field to add your paragraph of details. Tell us everything you can about your event – why you held it, what was great or challenging about it, how did your members or guests feel about it – we want to know it ALL!
- Click Browse to find and upload your photos from your computer; (*see below for helpful hints about photo file size*)
- Click Submit Photo!

## Size Matters!

**NOTE:** In order for your photos to submit successfully, the total, combined file size of your submission cannot be more than 1 MB. (Depending on your camera settings, your photos could be up to 4 MB or larger.)

To check your file size: (*Using Microsoft Windows*)

1. Locate and highlight the file you wish to determine the size of.
2. Right-click the file and click Properties.
3. Within the file Properties you will be able to determine the size of the file or files you have highlighted.

Or: Open Windows Explorer (right click on Start, select Explore)

1. Open the file containing your images.
2. Make Windows display the file properties by clicking on View at the top of the Window and selecting Details. This will make your Explorer display all your files, their sizes, type, and modified date.

**NOTE:** 1024 KB = 1 MB



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**Ideal photo size = 1 MB**

# A Picture is Worth a Thousand Words!

One of the best ways to share news about what your chapter is doing is with pictures! They help us tell the story of what Woman's Life chapters and members are all about. And we always want to show off your chapter in the very best light! We use your photo submissions on the Woman's Life website, on Facebook, and, of course, in the Magazine.

## Submit Usable Photos

We really want to be able to use ALL of your photos to tell the story of what Woman's Life Chapters and Members are all about... But we need your help! When you select and submit the very best photos from your chapter activities, we can tell everyone's stories just that much better!

Please take a moment to look through the photos of your event and choose the ones that:

- Are clearly in focus
- Include people facing the camera and smiling

## Send This!



Smiling member — In focus!



Smiling members having fun & in focus!



Smiling members in action & in focus!

## Not This



OOPS! Not in focus and...where are the people?



Uh-oh! Members are smiling, but too blurry and out of focus.



Member in action...but she's not smiling or looking toward the camera. Bummer...