

To display your work in the Gallery section of the website:

- Choose up to 10 images you'd like to display.
- Resize each image to a height of 400 pixels and a resolution of 72 DPI and save in JPEG format (if you're not sure how to do this see the instructions below*)
- Name each image with your initials followed by a number – for example “TC1.JPG, TC2.JPG” etc. The numbers should be in the order you want them displayed.
- If you know how to create a “zip” file please zip all the image files and send them as one zip file. (If you don't know how to do this, skip it or see the instructions below**).
- Attach the images to an email and send them to tom@flagpolephotographers.com
- Make sure you include the title for each image in the email.
- Questions? Send them to the above mentioned email address.

* Resizing Instructions: (this is for Photoshop 7 and up – other tools are similar)

1. Open your original image
2. Go to “Image/Image Size”
3. Make sure the “Constrain Proportions” box is checked
4. Make sure the “Pixel Dimensions” units are “pixels”
5. Change the “Resolution” to 72 Pixels/inch
6. Change the “Height” to 400 pixels, click “Ok”
7. Go to “File/Save As”
8. Make sure the “Format” is “JPEG”
9. Type the file name (your initials followed by a number) and click “Save”
10. Set the image options quality to “Maximum” and click “Ok”

** Zip file instructions: Use your favorite zip software or download and install my favorite “7-Zip” from here: <http://www.7-zip.org/>

Start 7-Zip. Browse to the folder that contains your images and select them. Click on "Add". Note the name of the zip file to be created on the top line then click OK and close 7-Zip. Attach the ".7z" or ".zip" file created in the same folder as your images to your email.