

## Submitting photos to the Niagara Anglican

One of the features that people like about the Niagara Anglican is the photographs. We love to receive and include them whenever we can. We also like to print them large enough to have the most impact. These instructions are to help you submit the best quality photographs that will have maximum impact.

### When taking your pictures

**Image size:** The first thing to do is set the camera's picture size and quality to the maximum. You will probably need to go into the settings of your camera. **We need very large images.**

There really is a lot to think about when you take a good picture:

**Composition.** People like interesting images that show action or show something happening. Have your subjects showing off something, talking to people, smiling, laughing, demonstrating how to do something, or just hamming it up a little! People standing in a row or group shot is, well, boring. Don't be afraid to do a close-up or draw attention on only one thing. If you try to get everything in the picture, nothing will show well, so avoid wide-angle or large group shots.

**Lighting.** Make sure there is enough light. Indoors: Turn on the lights! Use a flash to supplement the lighting, but experiment to avoid glare or hard shadows, especially ones that 'outline' the subject. Hold a piece of lightweight paper a couple of inches in front of the flash to diffuse the light. Outside: Bright sunlight will cast hard shadows. Bright light in the subject's face will make them squint or put their eyes in dark shadows, making them look like raccoons. Ball caps and hats with a brim can put their face in shadow, too. Find the shade of a tree or wait for a cloud to pass by! If you can't avoid the sun or bright light, try using a flash to fill in the hard shadows.

### Photos on the Web

Photos on the web are more than likely too small. Please do not ask us to grab something from a website.

If you are sharing images from Flickr or Picasa, we may need password authorization to view the album and download the full/original size version of the image. It's simpler to send us just the photo(s) we need. (See page 2.)

### Scanning photos

If you are scanning an old photo, follow these simple steps:

- Clean the glass plate first! Remove dust and fingerprints. This helps alot!
- Scan at high quality at 300 dpi.
- If your scanner software allows you, select the image area to the actual photo size. Otherwise, let us crop it.
- Scanned magazine pages will not reproduce in the newspaper. Google moire pattern to find out why.

## Sending us your photo(s)

We can accept virtually any photo file format, including digital negatives (DNG) and camera RAW files.

The most common ones are: jpg, png, tif, eps, psd, bmp, dng, and cr2. Note that gif images (web images) will likely be too small or low quality to be useable.

If you use a program to download and manage pictures from your camera,

- Do not touch up, crop or re-size the image. We will look after all that. Every time you re-save a jpg image the quality decreases.
- Export the image from the program at maximum (original) size and quality.

We cannot say it enough: **We need LARGE images.** The image you are ready to submit will be 1.5MB or larger.

DO NOT put your picture in a Word or Powerpoint document before you send it. That makes our lives more complicated—and it can reduce the image quality.

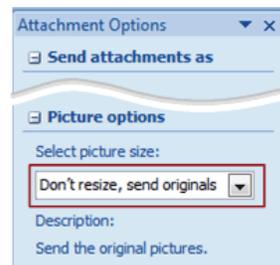
**Send by e-mail:** Mac Mail and Outlook will want to reduce the size of the photo to make it easier to e-mail. Don't let them! Here's how ensure you send the full size image:

Mac Mail: After you attach the image, you will see a button in the bottom right corner of the message window. Make sure the image size is set to Actual Size.



Outlook (2007): After you attach the image, on the Insert tab, click the Include Dialog Box Launcher 

In the Attachment Options pane, under Picture options, in the Select picture size drop-down list, click the option "Don't resize, send originals".



If you use a different mail program, check to make sure the full size image gets sent. Hotmail and Gmail do not reduce image sizes.

Note that many internet services limit e-mail sizes to about 10MB. If you want to send more than that, then use the **Upload files** option, below.

**Upload files:** To upload a picture(s) too large to e-mail, you can upload the image(s). Point your browser to:

[www.imaginecreative.com/niagara-anglican](http://www.imaginecreative.com/niagara-anglican) (The address in the PDF document is a link to take you there.)

Click to go to the Contributors folder, use the browse button to find the photo on your computer. After you have selected it, click Upload. After you have successfully uploaded the file, please e-mail [editor@niagara.anglican.ca](mailto:editor@niagara.anglican.ca) (There's a link to his e-mail on the web page.) to let the Editor know the picture has been sent. Please include the file name and other important details in the e-mail.