

Viewfinders of Romsey Camera Club

Checklist for Digital Image Preparation for Assessments and Trophies

1. Have you made a copy of your original image on which to work?

2. Have you completed all editing you want to do on your image?

3. Have you resized your image to a maximum size of 1400 x 1050 pixels?

4. Have you saved your resized edited image in .jpg format?

5. Have you named your file using the correct naming convention?

Your Name_Image Title_B1* (if you are the beginner or primary class)

Your Name_Image Title_A2* (if you are in the advanced class)

*Denotes where the number indicates your preference for use

NOTES: Spaces are allowed in the Author's Name and Titles.

Use a capital letter for each new word to improve clarity.

6. Ensure you have attached the .jpg images to your e-mail before pressing 'Send'.

*Please ensure that images are **attachments**, not embedded in the body of the e-mail.*

If you answer **NO** to **ANY** of the above questions, please **DO NOT** send your images, but go back to that stage of the process and make appropriate corrections before sending.

If you are unsure about any of the above, please refer to the detailed re-sizing instruction available on the web site or consult the Assessment Secretary or a member of the committee at a meeting prior to the assessment or trophy competition.

When you can answer **YES** to **ALL** of the above questions, send your images, listing the correct titles, by email to: viewfinders@hotmail.co.uk