DICKEYVILLE
BALTIMORE, MARYLAND 21207

WEBSITE SUBMISSION GUIDELINES FOR IMAGES

The Dickeyville website team encourages neighbors to share their favorite images showing the village in its best light and that convey the positive experiences of living here.

Online photo galleries will be curated to show the unique aspects of the village and give visual variety via a mixture of human moments, nature scenes, and homes.

We are grateful to receive high quality images created by anyone in the village – amateur, aspiring, or professional photographers.

Here are the current Photo Gallery categories, so consider images that would fit;

- People & Events
- Homes & Gardens
- Nature & Seasons
- Aerial/overhead
- Historical Images
- Videos

If you think we're missing something, please let us know!

CRITERIA FOR PHOTOS:

There are a few suggestions to consider before submitting, so please take a few minutes to check out the details below.

Be selective – send only your best images. For example, please don't send in photos that:

- Aren't sharp and in focus
- Don't have correct lighting exposure (too dark, shadowy or too light, flares, red eyes)

Please help the web editors – sifting through multitudes of similar images to find the best and editing/enhancing images takes a lot of time, so please do that part for us! If you really love an image but it needs a little help, ask the editor to direct you to a volunteer in the village with some editing knowhow who can help you before you submit.

Consider creating a photo story. This is a collection of 5-10 images that visually tell a cohesive story about an issue or an event. You could include captions with each image to supplement the storyline. This is a great way to have your images featured on the village blog as a mini gallery.

SUBMITTING YOUR IMAGES:

Labeling your image files

Please don't send an image file named with generic numbers such as **10456.jpg** with no other contextual information. To assist the web editing team, we're hoping you'll identify ***what's happening in the photo, when it was taken and who made the photograph***.

EXAMPLES

Brief description of image + month + year + name of photographer

Cyman children playing at dam March 2015. Photo by Mark Luce.

Villagers enjoy mingling at the Ice-cream Social Oct 2015. Photo by Jim Hawthorne

You could send this information either way:

- Send captions to accompany each photo (in a Word document or in an email). For example: 10456.jpg = Cyman children playing at dam March 2015. Photo by Mark Luce
- Rename your image file way before sending

Correct Sized Images

Send only JPEG (.jpg) or PNG files.

Please submit images ranging from 50-300kb in space and maximum dimensions of 900 pixels in width.

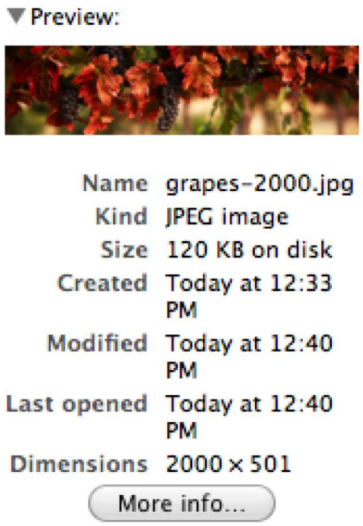
Reason - If we upload large images to the website gallery, it will make web pages load slowly which we all know is annoying to wait and leads people to clicking away from the website.

Tips on Resizing: You can resize your image a number of different ways.

- On a personal computer or from your phone, email the image to yourself and select the option to reduce image size.
    - When asked to choose Small, Medium, Large, or Actual Size – go for Medium. This will most likely be the best fit for our webpage sizing (Actual Size = 3264 – 2448 pixels, Large = 1632 -1224 pixels, Medium = 640 x 480

To see how big your image files are, use Windows Explorer or the Mac Finder and inspect the file.

On a Mac, you can view directly in the Finder:



pixels, Small = 320 x 240 pixels)

- Consider using a free software program to compress images. Try out TinyPNG [http://tinypng.com] or Optimizilla [http://optimizilla.com] where you drag and drop up to 20 images and they get compressed (optimized for the web).

- If you are using an image software program (such as Lightroom, Photoshop) to compress files;

    - Choose the "Export for the web" option and/or re-size the width to a max of 900px (pixels) and reduce the quality (30-50% reduction of a high resolution, that is export at 50-70% quality, the image won't show any marked quality difference, but conveniently drops large 2-3Mb images to 80-150kb).

If you do not know how to do this step, send an image and we'll let you know if it works or can be made to work - but we very much appreciate it if you can save us this time!

When/Where to submit?

Please send your images via email to the web team at **dca.webeditor[at]gmail.com** with photos sent in batches, not one email for every image.

To contribute large amounts of images (e.g. historical photos or from past community events) you can hand deliver a USB file to a web editor. Please be sure the correct file size, context captions or file re-naming and self-edit/selections have already been done.

Final notes

Photographer credit will be given wherever possible on the website. Photographers will retain copyright, but by submitting to Dickeyville's website, photographers are giving DCA permission to use the image on the website. Whilst is legal to use photos of people taken in public places for non-commercial purposes, please make sure the people featured in your image are ok with it going on the website.

For historical images – if you cannot identify the original photographer then please list the source of the image (e.g. scanned from records of Joe Smith's personal collection; or reference the website of museum, exhibitions, newspaper, archive, etc.). And add your best estimation of the descriptive caption/title details above when saving the file name.

We will always need fresh images to keep the website updated, so please continue to share new images you make in coming months.

Depending on how many photos are submitted, we may not be able to show them all online (due to time to upload large number of images and considerations for storage space and

speed of the website) so please don't be offended if we cannot use everything that you send.

Alternatives to share more of your images –

- Create an Album (with event title) in the Dickeyville Neighbors Facebook page.
- Other forums to feature large numbers of photos from events, for example, include uploading images to a public sharing site such as Flickr or Instagram, then providing the link within a village blog post about the event so residents can access your images.

Some tips for creating the perfect shot -

- Avoid distracting or cluttered backgrounds
- Use natural light wherever possible versus flash
- Low light or wriggling children/pets can make photos blurry
- For people shots; good examples to submit include candid shots of residents interacting together (versus posed head shots and 'selfies').
- For nature images; if you have gorgeous flowers to show, try to include your home and fuller garden in the shot in order to give context – most flowers can be seen many places, but only Dickeyville is unique!

Thanks very much for supporting Dickeyville's website in this way.

The Dickeyville Website Team

p.s. Remember the email address for sending photos to is **dca.webeditor[at]gmail.com**