

# Norfolk Photography Group

## Web Guideline 1

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### How to submit images to the NPG Website:

A section of the club website has been reserved to display images that have been successful in recent exhibitions and competitions.

The process required to include a copy of your images is as follows:

All images should be sent to Mike Hancock in the format described below for collation onto DVD. This will form the input to the website. By submitting images, the photographer consents to usage rights on the Norfolk Photography Group website only. Copyright remains with the photographer.

Two files are required for each image:

- your image file in either flattened **tif** format (preferred) or psd / jpg if necessary
- the **xmp** file associated with each image, detailing the photographer and image name that will be published (how to do this is described below)

#### The xmp file:

The “File Info” dialog box displays metadata including camera settings, copyright and other information that has been added to the file. Using this dialog box, you can add information to files saved in Photoshop or Elements in a standard format called XMP (Extensible Metadata Platform). This is a common framework that standardises the information needed to publish your images on the web.

Use the “File” then “File Info” dialogue to enter your information. This is available via Photoshop or in Bridge, or Elements.

Use the following fields only: “**Author**” to record the photographers name and “**Description**”, to record the image title and acceptances, as you wish them to appear on the website. If you use other seemingly logical fields e.g. Document Title, the information will not appear on the web. In the Description field, enter the image title followed by the name of the exhibitions in which it has been accepted with their dates and any special awards. See the image pages on the NPG website for examples.

You can also do this in Lightroom but field names differ. Use “Creator” for Author and “Caption” for Description.

In Elements-6 the “File Info” panel described, is available from the Edit module. The fields to use here are “Author” and “Caption”.

*You will need to manually save your updated xmp file.* Note that if you have several formats /versions of an image this must be saved from the version of the image which you are sending.

Do this by selecting the menu items File>File Info and then click Save in the Advanced section of the dialog box. Keep the suggested filename which will match that of the image file, choose the folder location, keeping it with the image, and click Save. Note the location where you saved it.

#### Step summary:

- 1- save your image in the preferred **tif** format set to 1024 pixels max. width and 768 pixels max. height (at 72ppi). You can reduce these dimensions if you wish but one side must be a maximum of either 1024 or 768. Alternatively, psd or jpg formats are acceptable but please see notes below.
- 2- add xmp information to the image by selecting File>File Info.

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- 3- save the xmp file in the same folder as the image by selecting File>File Info>Advanced>Save (in CS3), and File>File Info>Export (in CS4) and navigating to the right folder.
- 4- send the above 2 files per image to Mike for incorporation in the website

### Notes:

The images will be resized and compressed to suit the web page, and published in the largest size and highest quality practical.

Images will be automatically flattened if layers are included.

### Which field to use:

Type your:		Photoshop CS3 /CS4/Bridge	Lightroom v1.4/2.2	Elements v6
image title	in these fields »	Description	Caption	Caption
photographer name		Author	Creator	Author

If you supply a full psd image and xmp pair, the file size may be so large as to make it difficult for you to transfer.

Most Internet Service Providers limit the size of email attachments to no more than 6 - 10 Mb assuming you have a fast connection. This implies that large images must be sent on CD, DVD or memory-stick, not by email. Using the tif guidelines above, each image should be under 2.5Mb.

If you supply a jpg image and xmp pair, these will be published but the re-processing required for the web will degrade the image quality due to the repeated compression.

### Distinction panels:

If you are sending your RPS Distinction panel for publishing on the club site, the procedure is simpler as less information is needed.

As long as the required image sequence is clear from the filename, simply send flattened files in the usual maximum 1024 x 768 pixel size to [webmaster@norfolkpg.org](mailto:webmaster@norfolkpg.org). If you would like any Statement of Intent to be included, simply add this to a covering email that provides your name, date of distinction and the relevant category e.g. Visual Art.

### Your own website:

Additionally, you can create your own website using a variety of programs and upload the resultant folders to an Internet hosting partner so that the site is publicly available.

If you then email your url (e.g. in the form <http://www.mywebimages.com>) to [webmaster@norfolkpg.org](mailto:webmaster@norfolkpg.org) we will provide a link from the club website to your own images.