

WIF Website Instructions for Portfolio Images

1. Pay Treasurer \$25 to set up your portfolio or \$15 to make changes to your existing portfolio. You can give her a check at a WIF meeting or mail the check to WIF (P.O. Box 1821, Woodstock, GA 30188). She will alert, Kel our web developer that you are to provide photos for inclusion on the website.

2. Create your images with a maximum of 900 pixels wide and a maximum of 600 pixels tall. Save your images as a JPG file, RGB mode with 72 dpi resolution. Please use the following naming conventions for your files:

FirstInitialLastName_Title.jpg i.e. KKyle_RetroLocoLounge.jpg

Please do NOT use spaces in your file names.

3. Create a Word document or text file that includes:

a) The spelling of your name as you would like it to appear on your portfolio.

b) A short bio (maximum 250 words) and contact information for interested buyers.

c) Title of each photo (see example below):

Include list of your images with title along with filename. Example:

Retro Loco Lounge - KKyle_RetroLocoLounge.jpg

I Got Your Finger - KKyle_IGotYourFinger.jpg

4. Copyright notices **will not** be visible your images unless you include it on your images. However, a general copyright notice stating that the images are copyrighted by you with all rights reserved will be included at the end of your bio on your portfolio.

5. Email a zip file with your images and Word document or text file to Kel at portfolio@womeninfocusatlanta.com. If you prefer, you may mail a CD (Kel Kyle 1795 Tobey Rd. Atlanta, GA 30341).

Please do NOT send your payment to our web developer; it must go to our treasurer as noted above.