



Guidelines for Sending Photos Electronically Via Email

- ▶ The photos you send are used for the GVL online catalog of course offerings and for promotions online via our social media channels and other online promotions.
- ▶ Use a setting on your digital camera (or phone) that will give you a high-quality/high resolution image and send it as a .jpg or .png file attachment to an email referencing your proposal submission (to kbarone0117@live.com or artistori@gmail.com, or aminithing@gmail.com)
- ▶ If you are scanning in an image from a previously printed photo or drawing, make sure that your scanner is set to copy at a minimum of 300dpi and that it will output the file in a .jpg or .png format
- ▶ Do not place the photo in a word processing document or in the body of the email, make sure it is sent as an attachment.
- ▶ You may submit more than one photo (in fact, several photos are useful for adding fresh material to web updates and promotions) but if they are in a large format please send them individually or as a .zip file.
- ▶ If you are not sure whether your photographs are going to be suitable send a test email with one image only and verify that it is received and in a format suitable for web use.