

Images for *TGA*: some guidelines

Image content

- Although the clergy look great in their robes, we want to feature photos of a range of people in *TGA*, showing lots of activities, events and faces – preferably not too far away, and with hats and sunglasses off. Think about what sorts of images you'd like to see when you look through the paper.
- Dark photos may be able to be lightened by the designer, but blurry photos can't be rescued.

Image size and resolution

- Images for print publications need to be high resolution, and this can't be determined by looking at an image on a screen.
- A good rule of thumb is that if the file size of your image is much smaller than 1 MB, it is probably too small for print publication. (For those familiar with photo resolution, I require 300 dpi at final size.)
- Phones and tablets often default to the smallest file size of your image to send. For *TGA* it is best to send the biggest size.
- Here's a tip to try for iPads: In your email program, after the image is embedded/attached, find the field near the top called Cc/Bcc and on the far right it indicates the size of the image. It is greyed out, but tap it anyway. A new pop-up appears with all the resolution choices. Choose the largest option.

Sending large files

- Please don't embed images within a Word document; the designer needs to work with the original file. It could be a jpeg, a tiff or a png file.
- You may need to send large image files in separate emails, otherwise they may not reach me. It is a good idea to send a separate email to say you are sending large files, so that I know to look out for them. If you have a lot of files and feel comfortable using DropBox, WeTransfer or similar, please do so!
- If you are using a digital camera rather than a phone, then raw files are the highest resolution files.

Photo captions and file labels

- Please send me a caption for each image in the Word document that includes the date and description of the image, and the people in the image. Please also send the name of the photographer so that I can credit them.
- If you know how to, please label your picture files in a similar way – for example 'EasterSunMorwellApr21.jpg'.

Consent and permission

- If you are sending photos that include children, please ask the parents or guardians to send you written consent for the photo to be published in *TGA*, and forward the consent to me.
- If you are not the creator of the images you are sending, make sure that the photographer is aware and happy for their images to be used. Crediting them is not the same as getting permission, and not doing so could mean a breach of copyright laws.

If you have any questions or concerns about taking photos or sending images, please let me know and I will do my best to help.

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