

7. Highlight the file names (three files) and click on “open.”
8. The name of the three files must appear in the “Attachments” box.
9. Send the document with the attached files.
10. NOTE: it is possible you may get a “file too large” or similar error message; if so try sending the images fewer images at a time attached to separate emails. If you still have a problem, call me.
11. When I receive your files, I will send you a confirmation. If you do not receive the confirmation within 3 – 4 days please call me.
12. I will check you file names and test your images to insure they will work properly and send you an email or call you ONLY if there is a problem.

Copying Images to a Thumb Drive:

1. Insert your thumb drive into an USB port.
2. If Windows Explorer opens, fine; if not, open it and make sure your thumb drive is shown in “My Computer.”
3. Locate the files you want to move.
4. Highlight the three image files (Hold down the “Ctrl” key and click on each.
5. While holding the “Ctrl” key down, drag the files to the thumb drive and drop them. (Holding down the “Ctrl” key copies the files and leaves the original on your computer.)

Reaching Bill (me):

Email: bill@ruting.us
Home: 708.447.4725
Office: 708.447.4791 (rarely there!)
Cell: 708.539.4791



PREPARING DPI ENTRIES *FOR SCCC ONLY*

1. DPI competition will be bi-monthly at the second meeting of the month, starting in September (September 15).
2. The maximum number of entries for each competition is currently six (6) images per maker.
3. All images must be in the JPG or JPEG format; no TIFF's, GIF's, or RAW images will be accepted.
4. For SCCC competitions ONLY the image size and formatting does not matter, submit your image as you have saved it. If you wish to be considered for CACCA DPI competitions, images must meet the size and other requirements established by CACCA. See the SCCC web site for more information on CACCA requirements:
http://www.chicameraclubs.org/pdfs/DPI_Preparing_CACCA_DPI_Images.pdf.
5. Images may be submitted by email (see instructions, below) or on a DVD/CD, thumb drive (see below), or other digital media (e.g., CF card).
6. Images must be submitted at the last meeting of the month before the competition for inclusion in the competition for the following month.
7. Images should be named in accordance with the naming requirements as shown on the attached sheet. NOTE: images selected to be entered in CACCA DPI will be renamed before being submitted; all SCCC entries must use the naming convention on the attached page.
8. If you have any problems, please contact Bill Ruting at 708.447.4725.

Emailing Images:

1. Locate your images on your computer (you can use Windows Explorer) and write down location
(example: C/My Documents/Photographs/SCCC Competition)
2. Open your email program and create (write) an email to bill@ruting.us.
3. In Subject enter SCCC DPI Entry and your name.
(Example: SCCC DPI Entry from Bill Ruting).
4. In body enter the titles of the images.
5. Click on "Attach" or "Insert" (paper clip in Outlook) and select "Files."
6. The "Attach Files" or "Insert Files" box will open; you must locate the files in the location you wrote down.