

Preparing your photos for a Church and Chapel Slide Show:

If you wish to scan your own photos, provided here are some tips and info to prepare your photos to meet the requirements of the slide shows. If you are not comfortable with scanning and preparing your photos, our staff will do this for you. Please send the photos to us at least **two days** before the service / visitation to allow time for preparing the slideshow.

Our slide shows require photos that are approximately **1024x768 pixels**, a 4:3 ratio (which means that like picture #3 below they are wider than they are tall). You should set the scanning resolution to produce scans about this size. This is the size after cropping. If you must send us a photo that is taller than it is wide, such as picture #1, in the slide show it will be displayed with black sides as in picture #2. If the picture cannot be sized to 1024x768, the picture should be approximately either 768 pixels high (for a tall narrow picture) or 1024 pixels wide (for a wide short picture). Please scan just the photo, not the entire scanner window.



picture #1



picture #2



picture #3

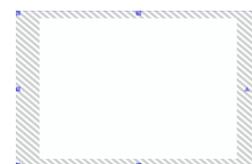
Photos should be saved in the **.jpg** (JPEG) format, with maximum quality (minimum compression) settings. Black & White photos may be scanned as grayscale or color. Color photos should be scanned in full color, not 256 colors.



Proper cropping eliminates unnecessary background and will allow the subject to be shown larger in the slideshow (see before (left) and after (right) examples). In other words, scan only the part of the picture you want shown in the slide show.



The subject's face or other important parts of the picture should not be near the edges of the photo. Leave about a 5% area at top & bottom and a 10% area at the edges (the shaded area the picture to the right). This is because the DVD we will make for you to play on your TV may not show the edges of the picture on your TV.



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Avoid scanning photos that have been printed from a computer or newspaper. These pictures are made up of dots, and will display poorly in the slide show. If you need to scan a photo from a newspaper or magazine, *descreening* when scanning it may help.

Old photos, especially color photos, often are faded or have a color cast. Enhancing these photos in editing software such as PaintShop Pro can greatly improve their appearance. If we see such a faded photo, we will try to improve it.

IMPORTANT: photo files must be named using the deceased's name and a number indicating the order of the picture in the slideshow {i.e., **john doe 01.jpg, john doe 02.jpg, etc.**}

Sending your Photos to Church and Chapel Using Microsoft

OneDrive

note: DSL or cable internet recommended.

If sending photos to us via the internet, please call Sandra at 262-549-9100 to inform her. She will give you a password, and can also walk you through this process.

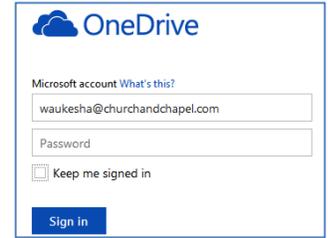
Note: Photos being sent to Church and Chapel should be in the .jpg format, be about 1024 pixels wide by 768 pixels high as described above, and should preferably be copied to a single folder on your computer prior to following the instructions below.

1. In your Internet Browser, type <https://onedrive.com/> and then click on  in the upper right-hand corner of the window.

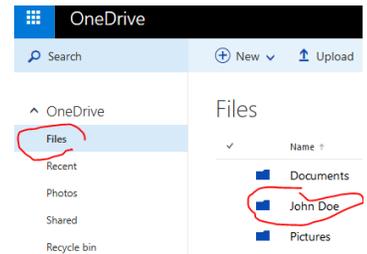
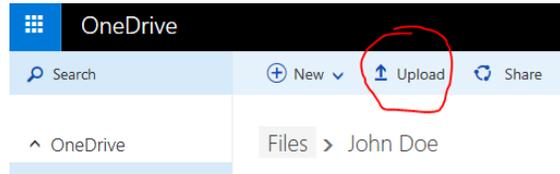


2. As shown to the left, enter the e-mail address **waukesha@churchandchapel.com**.

Then in the *OneDrive* window (right) enter the password you were given. The *Keep me signed in* box should NOT be checked.



3. In the *One Drive* window (right), click on the **Files** folder and then on the name of the deceased



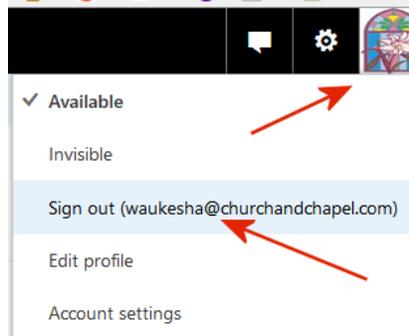
4. To upload your photos to *OneDrive*, you can either click on **Upload** (left) and browse to your pictures and select them

and then click *Open*, **or**, you can open the folder with your pictures in your file explorer (*My Computer, My PC, Windows Explorer*, etc.), select and then drag them to the OneDrive window. (right)



5. When the upload is complete (it will take a while), you will see all the photos in the *OneDrive* window indicating that the files were uploaded. You may need to use the slider bar to look at all the pictures. (The  and  icons in the upper right of the *OneDrive* window toggle between viewing as a picture or a file list).

6. Finally, click on the *Church & Chapel* logo in the upper right hand of the window, and then click on **Sign out**, and call Sandra at *Church and Chapel* (262-549-9100) to let her know that the pictures are available for her.



Should you have any questions about our slideshows, please contact Sandra at 262-549-9100.

These instructions can be found on the internet at www.churchandchapel.us