

## 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). This is the size after cropping. If you must give 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 like #1) or 1024 pixels wide (for a wide short picture). We cannot re-crop your pictures, so if they are not properly cropped we will have to use them as-is, which will not produce the best display in the slide show.



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 picture (see before and after example below).



before cropping



after cropping

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 in 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.



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 Paint Shop Pro can greatly improve their appearance. If we see such a faded photo, we will attempt 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.}

*Thank you!*

These instructions are available on the internet at [www.churchandchapel.us](http://www.churchandchapel.us)