

SENDING (UPLOADING) PICTURES FOR DIGITAL COMPETITION

A. DIRECT UPLOAD OF A FILE

1. Make sure the pictures are properly named for competition. (See **RESIZING AND RENAMING** in the **MEMBER TIPS** section for instructions). Make note of the location of the files you wish to upload; computer hard drive, CD or camera media card.
2. Open your email program and create an email to: digitalcomp@metrocameraclub.org
3. Click on the icon to **ATTACH FILES** and navigate to the file location from step 1. above.
4. Select the file(s) to upload . Depending on your email program, you may be able to select more than one file at a time by holding down the “**CONTROL**” key and clicking on each file name. Some email programs require you to **BROWSE** for each individual picture.
5. Select the option to **OPEN** or **ATTACH** the file(s) to the message.
6. After all files have been attached, click on **SEND**.

B. ATTACHING FILES TO A REPLY TO AN EMAIL.

1. Make sure the pictures are properly named for competition. (See **RESIZING AND RENAMING** in the **MEMBER TIPS** section for instructions). Make note of the location of the files you wish to upload; computer hard drive, CD or camera media card.
2. Click on the email message.
3. Click on the **REPLY** button.
4. Click on the icon to **ATTACH FILES** and navigate to the file location from step 1. above.
5. Select the file(s) to upload . Depending on your email program, you may be able to select more than one file at a time by holding down the “**CONTROL**” key and clicking on each file name. Some email programs require you to **BROWSE** for each individual picture.
6. Select the option to **OPEN** or **ATTACH** the file(s) to the message.
7. After all files have been attached, click on **SEND**.