

Photo Guidelines



OPEN BIBLE®
CHURCHES

Thank you for submitting your article to the *Message* magazine! We appreciate you lending your time and talent to the work of informing and inspiring our readers. Our goal is to represent your story with clear, powerful illustrations.

Resolution

Photo files are comprised of very small squares called **pixels** that, because of their tiny size and wide variety of colors, can be combined to define the colors and details in a photo quite nicely. Pixels are the building blocks of all digital photography.

Simply put, the more pixels in your image, the sharper and clearer it looks.

High resolution photos contain multiple thousands of pixels. Conversely, if your image has fewer pixels, it can look blurry or pixelated, where you actually see the pixels when printed. When you look at the details or properties (file dimensions) of your photo, it should be “thousands” of pixels (e.g. 2400 x 3600) rather than “hundreds” (e.g. 300 x 500). The file size is typically in megabytes (MB) rather than kilobytes (KB).



High Resolution



Low Resolution

Pictures that have been uploaded to the Internet have often been compressed (reduced pixels or dimensions) and are too low-res to use in print. Pictures that may look large on your computer are often too small for print. This is because monitors require 72 dots per inch (DPI) whereas litho printing requires 300 DPI. A picture 5 inches across on your monitor will probably be about 1½ inches across in print.

Use the following steps to ensure the best possible outcome for each photo you send us.

Permissions

First of all, we need to verify that we have the proper permission to use the photos you provide. Basically, if you took the photos yourself or had someone take them for the express purpose of illustrating your story, then our right to use those pictures is implied by you, the author. Please be sure the people shown in the photos have been informed of your intent to use their photos for your article. For children we are required to have written permission from their parent or guardian. We are also happy to credit the photographer in print if you provide the information.

To be safe, it is always a good idea to have your subject(s) fill out a copy of the Photo Release included on page 8 of this document.

On the other hand, if you just saw a photo you liked online and saved it, we almost certainly cannot use it because we don't have permission from the photographer.

Pay attention to fine print like this:



Or digital watermarks like this:



Photography Guidelines

The way people take photos has changed a lot over the last ten years. Cell phones are very convenient and are capable of taking great photos, so chances are you might use yours to take photos for your article. Below are a few steps to improve your results:

1. Use Horizontal Orientation.



Holding the camera or phone in a horizontal position allows you to get the maximum resolution while using the most natural-feeling format for photos.

2. Use a Support to Keep the Phone from Moving.

Tripods or monopods are great for getting sharp focus, but you can also use a bench or shelf to hold the phone with great results. Additionally, you can avoid the “camera shake” effect produced when tapping at the screen shutter button (which moves the phone slightly) by simply using the volume button on the side of the phone to press the shutter instead.

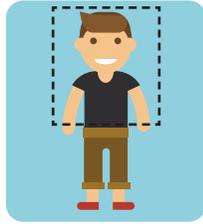
3. Pay Attention to Lighting.



Make sure the primary light source is in front of your subject, not behind it. Avoid low-light situations (like large, dimly lit rooms) which will make photos appear grainy. (Outdoor lighting is always better for clear focus on your phone.) Also, consider using the flash for indoor photos.

Photography Guidelines (Cont.)

4. Get Closer!



If your camera uses digital zoom instead of optical (like most phone cameras do), avoid using it. It just enlarges the pixels. Instead, just move closer to your subject. This yields better resolution than cropping out a small section of the picture.

Avoid using the flash if possible.

You are much better off to use available light if there is enough of it. It is always better to shoot with natural light (either outdoors or coming through a window) or shoot in a well-lit room.

If you must use the flash, make sure your subject isn't standing up against a wall. Your flash will cast strong shadows which won't look natural. Move your subject away from the wall three or four feet. Also, don't shoot with a flash when a large expanse of empty space is behind your subject. You will wind up with a very dark background.

Keep the original!

You do not want to overwrite the original photo with a down-sampled or "filterized" copy. You will need all those glorious pixels if you ever want to get large prints or make a photobook (or when sending us your photo for your *Message* article)! Save your originals at full size.

Sending Us Your File

Now you're ready to send us your pictures! The file formats we can use are .JPEG, .TIFF, .EPS, & . PDF. The last two are primarily for line art, not photos, and won't be covered here.

Please understand that social sharing websites like Facebook and Instagram "resample" a photo to make it transfer faster. This process eliminates pixels by averaging color blocks over larger areas. It works ok for the images displayed on a computer, but the photos may no longer be adequate for litho printing (our process for producing the *Message*), and might yield very poor results if you try to print it via inkjet or make glossy photo prints.

Also, please do not place your photos into a Microsoft Word file and send that! They are almost guaranteed to look bad.

1. Visit the Open Bible Website

Go to www.openbible.org/media-drop in your favorite browser.

2. Be Sure Your Files Meet the Preferred Guidelines

3. Drag Your Files into the Media Drop Window

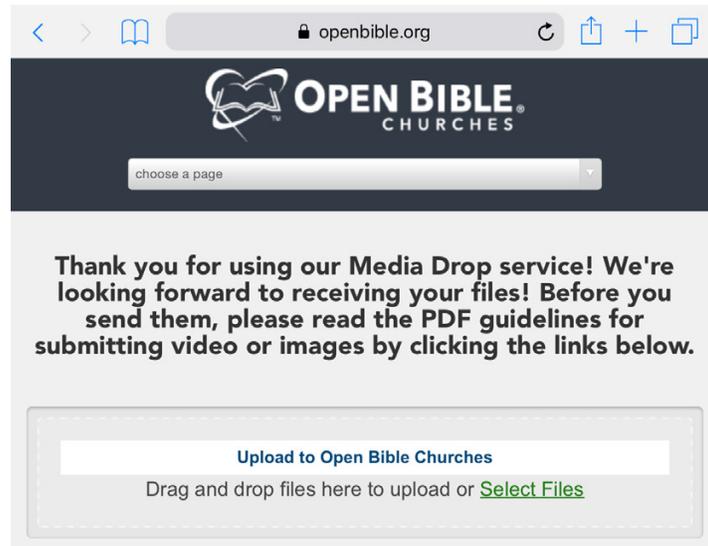
- If needed, click the window to select a file.

4. Click the "Start Uploading Files" Button

Upload your photos to the *Message* using Media Drop.

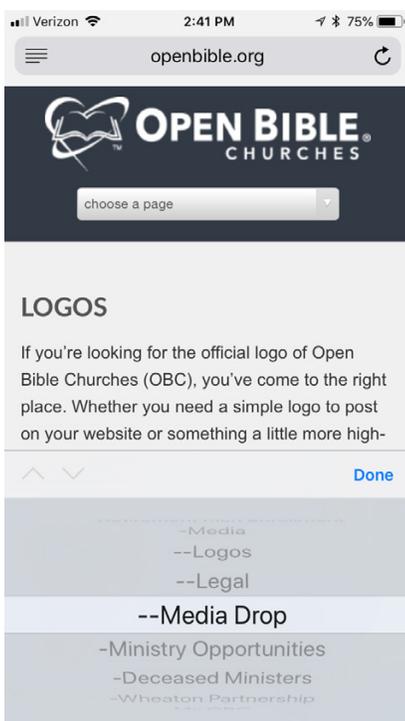
Sending Us Your File (Cont.)

5. Give a Short Description of What You're Uploading



6. Finished!

Once you click OK, your file will start uploading. Depending on your Internet connection, upload time can vary.



If you use your phone to send the files, go to the "Resources" page on the OpenBible.org website and click "Choose a page" under the Open Bible logo. Scroll down to "Media Drop" in the scroll-bar. (It's near the bottom.)

The website will look slightly different than it does on a computer, but the process to send files is the same. The one thing you won't have is the program to compress the files (as described on next page), but you can still send multiple files at a time.

Sending Us Your File (Cont.)

If you are sending your files from a personal computer, follow these simple steps. If sending multiple files, please compress them first so we can keep them all together. To compress your files,

For Windows (PC) computers:

- Group your files into a single folder
- Right-click on the folder
- Highlight "Send to ..." in the pop-out menu
- Choose "Compressed (zipped) folder"
- Continue the upload process and choose this zipped file to upload.

For Mac computers:

- Group your files into a single folder
- Right-click on the folder
- Choose "Compress ..." in the pop-out menu
- Continue the upload process and choose this zipped file to upload.

Naming Your Files:

If you would rename the resulting compressed file with the issue or article name before you upload it through Mediadrop, that would really help us stay organized.

Ok, there you have it. We live in a broken world and that is painfully evident in computer imaging! However, if you take our advice we can still pull off a pretty good printed result. So, keep this little guide in a handy spot.

We will be waiting for the next great *Message* article from you!



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I hereby give permission to Open Bible Churches to use my name and photographic likeness in all forms of media for promotion, trade, and any other lawful purposes.

Print Name: _____

Signature: _____

Date: _____

If photo features someone under the age of 18:

I, _____, am the parent/legal guardian of the individual named above. I have read this release and approve of its terms.

Print Name: _____

Signature: _____

Date: _____



MESSAGE

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