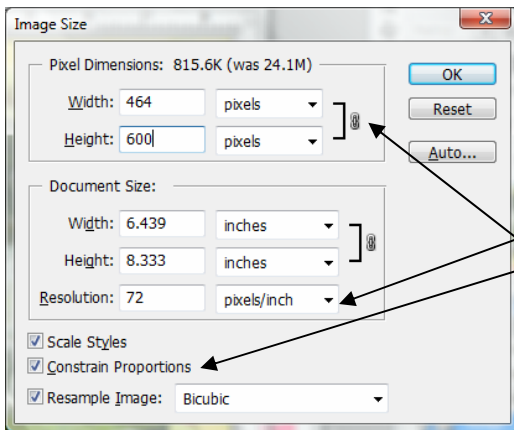




Uploading to the Digitals Gallery

A step-by-step illustrated guide to sharing your lovely layouts.

Designing a layout for print is usually completed at 300 dpi. However, that would create a huge file that cannot be uploaded to the Internet. Some adjustments need to be made before submitting to the Digitals Gallery. The screen shots in these pages were created with Adobe Photoshop CS2 but should be similar to other graphic programs.



Complete your layout, make final checks and save the layout in .psd format.

1. Open menu item **Image > Image size ...** (Alt-Ctrl-I)
2. Change the **Resolution** to 72 pixels/inch
3. Make sure **Constrain Proportions** is checked
4. Change whichever is largest (Width or Height) in **Pixel Dimensions** to 600 pixels. Smaller is will work.
5. Click OK.

6. Open the **File** menu and click on **Save for Web ...**

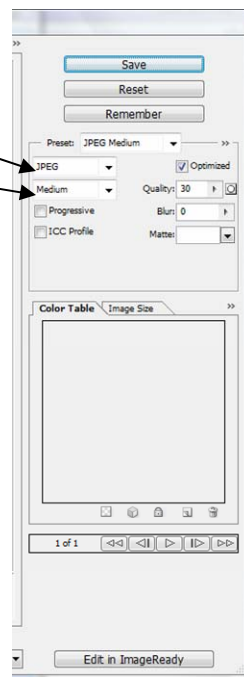
7. Make sure it says JPEG here.

8. Medium Quality is OK for the web.

9. Click **Save**.

Many people choose to change the name of the file by adding web or 72 at the end of the file name to distinguish it from the full version JPG (300 dpi) which would be appropriate for printing.

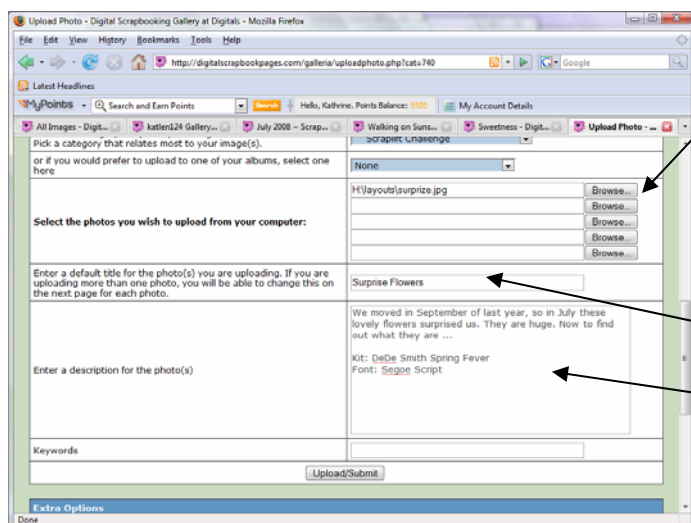
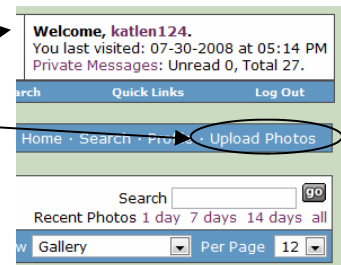
10. Click **Save** again. Remember where you saved the file.



Gallery Guidelines

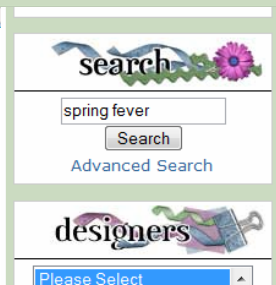
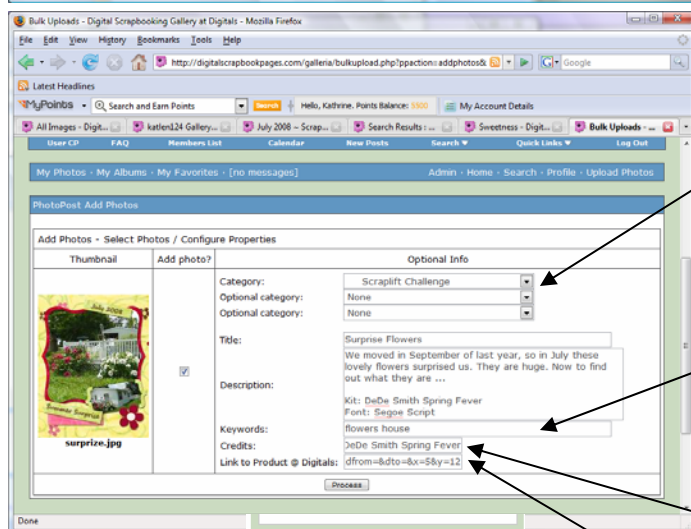
- 🖨 Please follow the guidelines posted at the top of the page, including no links to sites other than Digitals.
- 🖨 Please be courteous to other users by uploading no more than 5 layouts per day.
- 🖨 Max File Size: 200k
- 🖨 Dimensions: 100 x 100 pixel minimum - 600 x 600 pixel maximum
- 🖨 Resolution: 72 dpi
- 🖨 Accepted file formats: jpg, jpeg, or png
- 🖨 No profanity, obscene language or pictures, spam, or usage contrary to that intended.

At the Digitals Gallery, make sure you are logged in.
 Your screen name will appear after Welcome.
 To begin the upload process, click **Upload Photos**.



The first dialog box will appear.

1. Click the top browse button and locate the file you just saved. I often sort by date modified to find the file. If you have additional files, repeat the process moving down the list. Each member is limited to 5 upload per day.
2. Type in a title.
3. Type a description. It is good to include the kit name and designer, plus any fonts used.
4. Leave the **Keywords** blank right now.
5. Press **Upload/Submit**. Be patient, slower connections may need to wait a few minutes.
6. Check the picture.
7. Use the drop down lists to select a **Category**. You may select up to 3.
8. Recheck your **Description**.
9. In keywords, type general words that describe your layout, words people might use to search for similar layouts. If you leave it blank, your title will be used.
10. Fill in the designer's name for Credits. Also include any templates, etc.
11. In a new tab or browser window, open a link to the store. Search for the main kit and copy the web address (URL) to this box.



The browser will now display your layout within the main category that you selected. The layout will also appear in any additional categories that you selected as well as the home gallery and My Photos. The layouts normally appear in the order they were submitted, most recent first. Have fun and watch for comments!

