

WAKEFORESTMAGAZINE

Photo Submission Tips

FOR HEADSHOTS

The ideal headshot includes photo of you with good lighting on your face and no other people in the photo. It is best to have another person take the photo of you rather than taking a "selfie."

USING A SMARTPHONE

Today's iPhones and Android phones take images that are typically high-enough resolution. But, when you email them, you must do so at the original size. On an iPhone, a dialogue pops up giving you an option to reduce the message size. Always choose "Actual Size."

MAIL APP ON A MAC

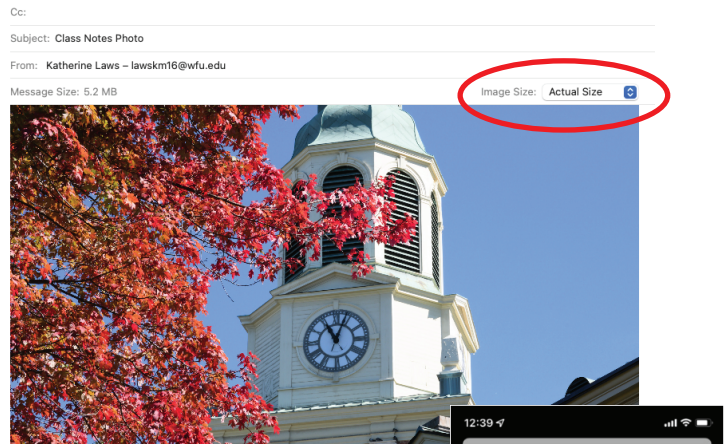
On a Macintosh computer, using Apple Mail, there is an option to select "Actual Size."

EMAIL ON A WEB BROWSER

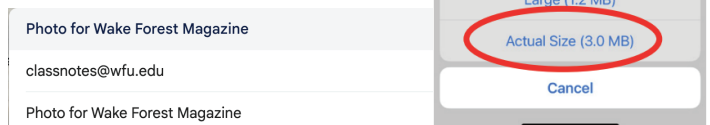
Using Gmail on a web browser, choose "Attach files," so it will send it actual size. It is best if photos submitted to Wake Forest Magazine, **except** Class Notes headshots, should be at least 1MB or 1,000 KB. To check the size, attach the file in a Gmail and see the size in parentheses.

DIGITAL CAMERAS

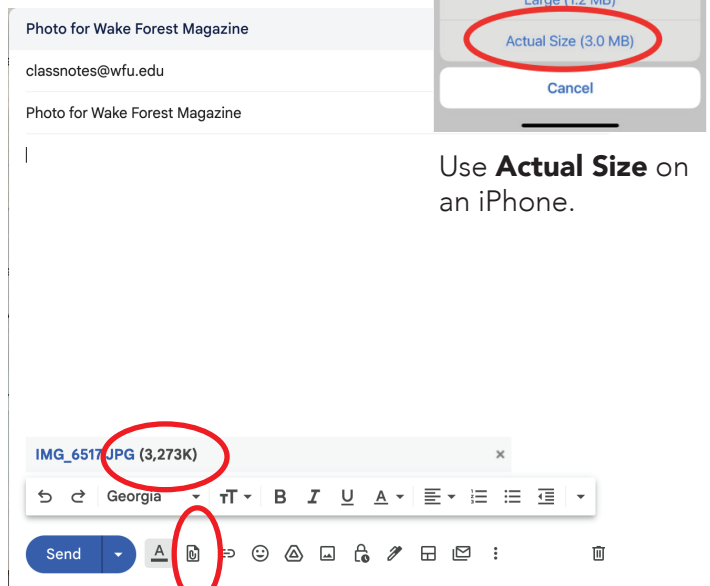
Point-and-shoot cameras and other digital cameras all have different options for shooting resolutions. You should always choose the highest quality setting and follow the guidelines for emailing the image at the appropriate size.



Use **Actual Size** on a Mac with Apple Mail.



Use **Actual Size** on an iPhone.



Use **Attach files** using Gmail on a web browser.

Please note: Due to limited space, we are not able to include every headshot we receive in class notes.